



Application Requirements

Penn Clinical and Translational Science KL2 Mentored Career Development Award PI: Emma Meagher, MD

The requirements below are also available on the [ITMAT website](#) along with FAQs and contacts for support. All documents will be uploaded in the Supporting Documents section of the application. The headers below align to the name of the document upload.

Required Documents

- **Research Statement**
 - Specific Aims (1 page limit)
 - Research Strategy (6-page limit)
 - A sound research project consistent with the candidate's level of research development and objectives of the career development plan must be provided. The research description should demonstrate the quality of the candidate's research thus far, the novelty, significance, creativity and approach, as well as the ability of the candidate to carry out the research.
 - The application must also describe the relationship between the mentor's research and the candidate's proposed research plan.
 - Research Strategy should be organized in three sections: Significance, Innovation, Approach
 - Research Budget (1 page limit)
 - [Resources for creating your budget](#)
 - There is not a specific required format for the budget.
- **Personal Statement (3-page limit):**
 - Candidate Background
 - Describe the candidate's commitment to a health-related research career. Describe all the candidate's professional responsibilities in the grantee institution and elsewhere and describe their relationship to the proposed activities on the career award.
 - Describe prior training and how it relates to the objectives and long-term career plans of the candidate.
 - Describe the candidate's research efforts to this point in his/her research career, including any publications, prior research interests and experience.
 - Provide evidence of the candidate's potential to develop into an independent investigator.
 - Career Goals and Objectives
 - Describe a systematic plan: (1) that shows a logical progression from prior research and training experiences to the research and career development experiences that will occur during the career award period and then to independent investigator status; and (2) that justifies the need for further career development to become an independent investigator.
 - Candidate's Plan for Career Development/Training Activities During Award Period
 - The candidate and the mentor(s) are jointly responsible for the preparation of the career development plan. A career development timeline is often helpful.
 - The didactic and the research aspects of the plan must be designed to develop the necessary knowledge and research skills in scientific areas relevant to the candidate's career goals.
 - Describe the professional responsibilities/activities including other research projects beyond the minimum required 75% full-time professional effort commitment to the career

award. Explain how these responsibilities/activities will help ensure career progression to achieve independence as an investigator.

- **CV**
 - Please upload your NIH Biosketch
 - [NIH Biosketch instructions and samples](#)
- **Other funding support for applicant**
 - Document that details existing grant support and grant applications under review.
- **Primary Mentor's NIH biosketch and other support**

Letters of Support will be requested in the Recommenders Section of the application

- **Three Letters of Support Required**
 - Primary Mentor, Institutional Support (Department Chair), and a third letter from an additional mentor or collaborator.
 - Letter requests will be sent via the application system. Applicants should communicate with their letter writers to let them know they will receive requests with instructions to upload letters from: ITMAT, University of Pennsylvania, lor_help@collegenet.com
- **Primary Mentor Letter Guidelines (2-page limit) (share these guidelines with your Primary Mentor)**
 - The commitment to mentor the candidate
 - The suitability of the trainee's education objectives for stated career goals
 - The feasibility and relevance of stated area of research to be undertaken during the program to include:
 - The resources available to complete the research
 - The availability of collaborative relationships that may be required to undertake the research question
 - Mentor's prior experience mentoring translational research trainees
- **Institutional Commitment - Departmental Chair/Division Chief Letter Guidelines (2-page limit) (share these guidelines with your Chair or Chief)**
 - How the applicant's experience and research align with goals of the CTSA KL2 mentored career development award and how the proposed research is relevant to the department's/division's research goals
 - Commitment of the division/department to the scholar's research direction and career goals
 - Guarantee of 75% protected time for the scholar *if procedural specialty, less than 75% is acceptable*
 - Availability of resources for the mentor and scholar
 - Detail other funding available to the applicant; include # of years of support available (dept support, other grant funding, etc. - **please be specific**)

Accessing the Application

1. Create a [CollegeNet account](#). After logging into CollegeNet, select **"Online Application"**.
2. Enter your Personal Information. Save and continue to Program Information.
3. Choose **"Perelman School of Medicine Masters Programs"**
4. Search for and select **"ITMAT Funding Application"**
5. Select **"Summer 2024"** term.
6. You can enter information in stages, at your own pace, and access the application any number of times until submission.
7. Once the application has been fully submitted, check the status and monitor the receipt of recommendation letters.