

## **Directions: Read in entirety before submitting your application**

Applications follow the format of an NIH National Research Service Award F30 (MD, PhD student), F31 (predoctoral student) or F32 (postdoctoral fellow) application.

### **TBS Online Application Guide:**

- Applications are submitted as a merged **SINGLE** PDF file. Text is single-spaced in Arial font no smaller than 11 points. Margins are at least ½ inch on all sides.
- Incomplete applications will not be reviewed.

### **Layout Checklist for Full Application:**

Follow specified page limits for each section. (Make sure to number your pages)

- Items 1-7: To be filled out by the applicant
  - Item 8-9: To be filled out by the primary mentor, supporting co-mentors, collaborators, consultants and advisors
1. Cover letter (1-2 pages)
    - Address the following questions:
      - Explain your reasoning for choosing the TL1/TBS Program
      - What goals do you hope to achieve if you are accepted into this program?
  2. Applicant's background and goals for fellowship training (2 pages)
  3. Research plan (8 pages)
    - i. Project summary/abstract (1 page)
    - ii. Specific aims (1 page)
    - iii. Research strategy (4-6 pages)
    - iv. References cited (Not included in page limit)
  4. Training support
    - i. Attach current & pending support
  5. NIH biographical sketches for you and each member of the mentoring team  
(Link: <https://grants.nih.gov/grants/forms/biosketch.htm>; Use Biographical Sketch Format Page for Fellowship for applicant)
    - i. Include a personal statement that outlines career goals
    - ii. In well differentiated categories list: **Publications** Published or *in Press* vs. Manuscripts submitted
    - iii. Include **ALL** pending grant applications
  6. Detailed mentorship plan with approval by all members of the mentoring team (2 pages)
    - Refer to the RFA page 2 Mentor Qualification section for details
  7. Signed scholar/mentor expectations (Found on [TBS Program Page](#))
  8. Section II: Sponsor(s), collaborator(s), & consultant(s) section (*No page limit; completed by mentor*) – see *directions below*
  9. Letters of Support from Collaborators, Contributors, and Consultants:
    - i. Attachments may be provided (if applicable) by collaborators, consultants, advisors, etc. Relevant information applicable to the trainees planned research training and future goals may be provided by any contributor or advisor via an attachment.

## Section II: Sponsor(s), collaborator(s), & consultant(s) section

NOTE: Create a heading at the top of the first page titled "Section II--Sponsor and Co-Sponsor Statements."

Complete these items as comprehensively as possible so that a meaningful evaluation of the training environment can be made by the reviewers.

### **A. Research Support Available**

In a table, list all current and pending research and research training support specifically available to the applicant for this particular training experience. Include funding source, complete identifying number, title of the research or training program, and name of the principal investigator, dates, and amount of the award. If the sponsor's research support will end prior to the end of the proposed training period, the sponsor should provide **a contingency plan** for how the trainee's research will be supported. Include this information for any co-sponsor as well.

The role of the sponsor in the integrated research and training plan should be described. A plan for how the mentorship team will operate should describe the role of each mentor and how they will communicate and coordinate their efforts to co-mentor the applicant effectively.

### **B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees**

Give the total number of predoctoral students and postdoctoral individuals previously sponsored. **Select up to five that are representative** and, for those five, provide information on time spent in the lab, their present employing organizations and position titles or occupations. Include this information for any co-sponsor as well.

### **C. Training Plan, Environment, Research Facilities**

Describe the research training plan that you have developed specifically for this applicant. The training plan should be individualized for the applicant, keeping in mind the candidate's strengths and any gaps in needed skills, and should be designed to enhance both research and clinical training (*if applicable*). Include items such as classes, seminars, opportunities for interaction with other groups and scientists and any professional skills development opportunities. Describe the research environment and available research facilities and equipment. Indicate the relationship of the proposed research training to the applicant's career goals. Describe the skills and techniques that the applicant will learn. Relate these to the applicant's career goals. This information should be coordinated with information provided under Description of Institutional Environment and Commitment to Training.

The training plan should also provide opportunities to integrate clinical experiences during the research training component.

For all applicants, the training plan should facilitate the applicant's transition to the next stage of his/her career.

### **D. Number of Fellows/Trainees to be Supervised During the Fellowship**

Indicate the number of predoctoral students and/or postdoctoral fellows that will be supervised during the fellowship. Include this information for any co-sponsor as well.

### **E. Applicant's Qualifications and Potential for a Research Career**

Describe how the applicant is suited for this research training opportunity based on their academic record and research experience level. This includes how the research training plan, and your own expertise as the sponsor(s) will assist in producing a leader in translational biomedical research.