INSTRUCTIONS FOR GRANT SUBMISSION FOR
THE UCLA CTSI KL2 TRANSLATIONAL SCIENCE AWARD

LETTER OF INTENT

- Applicants are strongly encouraged to submit a Letter of Intent to help the CTSI identify the best reviewers and enhance the review process of the application.
- Identify the specific areas of expertise that is needed to review the proposal.
- Current NIH-formatted Biosketch.
- Specific aims for the proposed project without an introduction (no more than 1 page).
- Format: online submission form through the CTSI Website.

KL2 APPLICATION (six page maximum)

Candidate’s Background
- Describe the candidate’s commitment to an academic career in biomedical research. Include a description of all of the candidate's professional responsibilities in the grantee institution and elsewhere and show their relation to the proposed activities on the career award.
- Present evidence of the candidate’s ability to interact and collaborate with other scientists.
- 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.
- Include a statement that the candidate will commit at least 9 person-months (75% of full-time professional effort) to the research program and related career development activities. The mentor or department chair must agree and provide a statement in the application documenting that this percent of the candidate’s time will be protected.

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; (2) that justifies the need for further career development to become an independent investigator; and (3) that utilizes the relevant research and educational resources of the institution.

Career Development/Training Activities During Award Period
- The education plan is an essential component of the proposal and should be tightly integrated with the research plan.
- The candidate and the mentor are jointly responsible for the preparation of the career development plan. A timeline is often helpful. The sponsor/mentor may form a mentoring team (or an advisory committee) to assist with the development of the program of study or to monitor the candidate’s progress through the career development program.
- The didactic (if any) 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. The candidate must demonstrate they have received training or will participate in courses such as: data management, epidemiology, study design (including statistics), hypothesis development, drug development, etc., as well as the legal and ethical issues associated with research on human subjects.
- Describe the professional responsibilities/activities including other research projects) beyond the minimum required 9 person-months (75% effort full-time professional effort) commitment to the KL2
award. Explain how these responsibilities/activities will help ensure career progression to achieve independence as an investigator.

- Describe the plans for obtaining future funding (i.e. individual NIH K or R awards).

Training in the Responsible Conduct of Research

- Applications must include a plan to obtain instruction in the responsible conduct of research.
- This section should document prior instruction in responsible conduct of research during the applicant’s current career stage (including the date of last occurrence) and propose plans to receive instruction in responsible conduct of research.
- The plan may include career stage-appropriate, individualized instruction or independent scholarly activities that will enhance the applicant’s understanding of ethical issues related to their specific research activities and the societal impact of that research.
- The role of the sponsor/mentor in responsible conduct of research instruction must be described. Applications lacking a plan for instruction in responsible conduct of research will be considered incomplete and may be delayed in the review process or may not be reviewed.
- The background, rationale and more detail about instruction in the responsible conduct of research can be found in [http://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html](http://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html).

Specific Aims & Research Strategy

- A sound research project that is consistent with the candidate’s level of research development and objectives of his/her career development plan must be provided. The research description should demonstrate not only the quality of the candidate’s research thus far, but also the innovation, significance, creativity and approach, as well as the ability of the candidate to carry out the research.
- The application should also describe the relationship between the mentor’s research and the candidate’s proposed research plan.
- If more than one mentor is proposed, the respective areas of expertise and responsibility should be described.

LETTERS OF SUPPORT FROM PRIMARY MENTOR, CO-MENTOR(S) AND/OR COLLABORATOR(S)

- One letter of support from the primary mentor (up to two pages).
- Additional letters of support from co-mentors and/or collaborators (two letters maximum, up to two pages each).
- The candidate must name a primary mentor who, together with the candidate, is responsible for the planning, directing, monitoring, and executing the program. The candidate may also nominate co-mentors as appropriate to the goals of the program.
- The mentor should be recognized as an accomplished investigator in the proposed research area and have a track record of success in training and placing independent investigators.
- The mentor should have sufficient independent research support to cover the costs of the proposed research project in excess of the allowable costs of this award.
- Where feasible, women, individuals from diverse racial and ethnic groups, and individuals with disabilities should be involved as mentors to serve as role models.
- The application must include a statement from the mentor providing: 1) information on his/her research qualifications and previous experience as a research supervisor; 2) a plan that describes the nature of the supervision and mentoring that will occur during the proposed award period; 3) a plan for career progression for the candidate to move from the mentored stage of his/her career to independent research investigator status during the project period of the award including what aspects of the proposed research the candidate will be able to take into their independent position;
and 4) a plan for monitoring the candidate’s research, publications, and progression towards independence.

- Similar information must be provided by the co-mentor(s). If more than one co-mentor is proposed, the respective areas of expertise and responsibility of each should be described. Co-mentors should clearly describe how they will coordinate the mentoring of the candidate. If any of the co-mentors are not located at the sponsoring institution, a statement should be provided describing the mechanism(s) and frequency of communication with the candidate, including the frequency of personal meetings.

- The mentor must agree to provide annual evaluations of the candidate’s progress as required in the annual progress report.

- Consultant(s)/Collaborator(s): Collaborators and consultants do not need to provide their biographical sketches. However, information should be provided clearly documenting the appropriate expertise in the proposed areas of consulting/collaboration. Collaborators/consultants are generally not directly involved in the development of the career of the candidate as an independent investigator.

LETTER OF SUPPORT FROM DEPARTMENT CHAIR OR DIVISION CHIEF (up to two pages)

- Component of Environment and Institutional Commitment to the Candidate’s Research Career Development.

- The sponsoring institution must document a strong, well-established research and career development program related to the candidate’s area of interest, including a high-quality research environment with key faculty members and other investigators capable of productive collaboration with the candidate.

- Describe how the institutional research environment is particularly suited for the development of the candidate’s research career and the pursuit of the proposed research plan.

- Describe any resources from the institution that will be made available to the candidate to conduct his/her research or execute the educational plan.

- The sponsoring institution must provide a statement of commitment to the candidate’s development into a productive, independent investigator and to meeting the requirements of this award. It should be clear that the institutional commitment to the candidate is not contingent upon receipt of this career award.

- Provide assurances that the candidate will be able to devote a minimum of 9 person-months (75% of full-time professional effort) to POR and related career development activities. The remaining effort should be devoted to activities related to the development of the candidate’s career as an independent clinician scientist, e.g. clinic responsibilities, teaching and administration, and/or additional research activities.

- Provide the candidate with appropriate office and laboratory space, equipment, and other resources and facilities (including access to clinical and/or other research populations) to carry out the proposed research plan.

- Provide appropriate time and support for any proposed mentor(s) and/or other staff consistent with the career development plan.

DATA AND SAFETY MONITORING (when applicable)

- Individual NIH institutes may have specific requirements for data and safety monitoring of clinical trials. Candidates proposing to conduct clinical trials should consult with relevant IC staff. Plans for data and safety monitoring must be included in research plans involving Phase I or Phase II clinical trials: Generally, this requirement may be satisfied in the submitted application by providing documentation that the sponsoring institution has an approved plan in place and providing a brief description of the key elements of the plan.
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**BUDGET**

- UCLA CTSI KL2 Translational Science awardees will receive salary support up to **$75,000** a year for 75% effort plus fringe benefits to pursue interdisciplinary, mentored research with training. The award also provides annual amounts of up to **$25,000** for research, **$4,000** for tuition and career development, **$2,000** for travel and **$1,500** for statistical support.
- Prepare the NIH-formatted detailed budget and budget justification for each year of the three years of support. Please use [Form Page 4](#) for the detailed budget for each year.

**OTHER REQUIRED COMPONENTS OF THE KL2 APPLICATION**

- Curriculum Vitae (CV) of the potential CTSI KL2 candidate.
- **NIH-formatted Other Support Pages** of the candidate with current, past and pending grants. Please see the [NIH policy concerning concurrent support from a K award and a research grant](#).
- Primary Mentor’s **NIH-formatted biosketch**.
- References/bibliography and appendix (optional). The appendix may only include letters of support for use of equipment or data. If you are unsure whether something can be included in the appendix, please contact KL2@ctsi.ucla.edu.

**NIH Guidelines**