KL2 Letter of Intent Grant Application Instructions 2021

Funding Period: 4/1/22 – 3/31/24

Letter of Intent Submissions accepted: July 1, 2021 – August 31st, 2021 by Midnight

**IMPORTANT DATES:**

<table>
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<tr>
<th>Letters of Intent due</th>
<th>August 31st, 2021 by Midnight</th>
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<tbody>
<tr>
<td>Notification to apply</td>
<td>By September 30th, 2021</td>
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<tr>
<td>Invited Applications due</td>
<td>November 2nd, 2021 by Midnight</td>
</tr>
<tr>
<td>Finalist Interviews</td>
<td>Week of January 10th, 2022</td>
</tr>
<tr>
<td>Notification of funding</td>
<td>By February 1, 2022</td>
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<tr>
<td>Funding start date</td>
<td>April 1, 2022</td>
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For questions regarding these instructions, please visit [https://www.cctst.org/programs/kl2ct2scholars](https://www.cctst.org/programs/kl2ct2scholars) or contact Krista Metz by email at krista.newland@uc.edu.

1) Application submission

Please note that applications must be submitted through the CCTST Competition and Awards Program Site (CCAPS) at [https://ccaps.research.cchmc.org/welcome](https://ccaps.research.cchmc.org/welcome). Log in using your UC (“6+2”) or CCHMC username and password. If you do not have a UC or CCHMC username and password, please contact Krista Metz to obtain one.

2) Application forms and guidelines

Applications must be assembled as a single PDF file and submitted through CCAPS before midnight of the application submission deadline date. The application form was modified from the PHS 398 forms located at [http://grants.nih.gov/Grants/Funding/Phs398/Phs398.html](http://grants.nih.gov/Grants/Funding/Phs398/Phs398.html) and can be downloaded from the CCTST website at [https://www.cctst.org/programs/kl2ct2scholars](https://www.cctst.org/programs/kl2ct2scholars). Applications must be submitted as single-spaced text with a minimum of one-half inch margins and 11-point Arial or Helvetica font. PLEASE SEE LETTER OF INTENT (LOI) INSTRUCTIONS BELOW for specifics regarding required elements.

3) Deadlines

All deadlines for submissions are firm; extensions will not be granted.

4) CCTST Membership

All applicants for KL2 grant consideration, must be CCTST members. CCTST membership is free and open to all. For online membership registration, go to [https://cctst.uc.edu/user/register](https://cctst.uc.edu/user/register).

5) Background

The CCTST is supported by an NIH Institutional Clinical and Translational Science Award (CTSA). Integral to the mission of the CCTST is to train selected junior faculty members to conduct clinical and translational research. The CTSA KL2 Research Scholars Program represents a career step between MD fellowship training or post-doctoral PhD training and application for mentored grants such as K01s, K08s, and K23s; R01 awards; or their equivalents.

The Cincinnati CTSA KL2 program will support KL2 Scholars for 2 consecutive 12-month appointments. At the end of each grant year, Scholars must submit a “Progress to Date” report demonstrating sufficient progress and need for
continued support. Throughout the award period, at least 75% of the KL2 Scholars’ full-time professional effort must be devoted to KL2 research and career development activities, including attending the required biweekly KL2 Scholars meeting (currently held on the 1st and 3rd Wednesday mornings of each month from 10:00-11:30 am). The remainder of the KL2 Scholar’s time may be devoted to other clinical or academic pursuits aligning with the objectives of the award. For example, based on a 55-hour work week, a KL2 Scholar can devote up to – but not more than – a total of 13.75 hours per week, on average, to clinical, teaching, and administrative duties. KL2 Scholars may not accept or hold any other Public Health Service (PHS) award that duplicates the provisions of this career award. Scholars are expected to apply for external research grant support (e.g. an NIH K or R01 award) during the period of KL2 support.

The applicant’s home division or department must guarantee a 3rd year of 75% protected time in the event that the Scholar has applied for but not yet received independent research grant support by the end of the 2nd year of KL2 support.

CT2 Scholars: In order to expand the reach of the KL2 Program, up to 2 CT2 Scholars may be appointed each year in addition to the 2 KL2 Scholars. The training program is identical to that of the KL2 Scholars, but the 75% salary support is provided by their home Division or Department, and research support is provided by the CCTST. CT2 Scholars are provided additional research support because their salary support is provided by their Division or Department (see section 11: Budget Guidelines). The home Division or Department must agree to provide this salary support before a CT2 Scholar may be appointed. If a KL2 Scholar leaves the program early because they obtain external grant support, a CT2 Scholar may be appointed as a KL2 Scholar in his or her place.

6) Eligibility

Scholar Candidates
• KL2 Scholars must have a research or health-professional doctoral degree or its equivalent. Applicants must be a United States Citizen or non-citizen national, or have legal admission into the United States as a permanent citizen at the time of application.

Scholar Appointments
• Candidates must have a full-time faculty appointment at the University of Cincinnati, Cincinnati Children’s, or the Cincinnati Veterans Affairs Medical Center at the time of the Award. The appointment cannot be contingent upon the receipt of this award.

Selection Restrictions
• The Institutional Career Development Core will support early-career post-doctoral translational researchers. In keeping with the type of mentoring and career development being provided by the CTSA Program, a KL2 scholar candidate who is already in the process of applying for an independent mentored career development grant, a P01 grant, or R01 grant is likely too senior for the KL2 award.

At the time of their appointments, scholars must not have pending an application for any other PHS mentored career development award (e.g. K07, K08, K22, K23) that duplicates any of the provisions of the K component. Former or current PDs/PIs on any NIH research project grant [this does not include NIH small grants (R03), exploratory Developmental (R21) or SBIR, STTR (R43, R44 grants)] or equivalent non-PHS peer reviewed grants that are over $100,000 direct costs per year, or project leaders on sub-projects of Program project (P01) or center grants (P50) are NOT eligible to participate as scholars. After appointment as a KL2 Scholar, Scholars are encouraged to apply for individual mentored K awards (e.g. K07, K08, K22, K23) and independent awards (R01, R03, R21); if
successful, scholars may be required to reduce effort on the mentored career award to a minimum of six-person months and hold concurrent support from their mentored career award and a competing PHS research grant on which they are the PD/PI or component lead or terminate the KL2 appointment depending on Program requirements (See NOT-OD-08-065). If a faculty member currently holds an internal grant from UC or CCHMC they may be ineligible for a KL2: please check with the Program Directors before applying for the KL2. Past recipients of these awards whose proposed KL2 project does not duplicate this work may be eligible for a KL2. If a faculty member has an internal or NIH K award, or any other internal award, pending at the time they apply for the KL2, they may be ineligible for a KL2: please notify the KL2 Program Directors before applying for the KL2.

Research
- Research must be considered translational. See: Definitions of Types of Translational Research

Members of underrepresented racial, ethnic, and socioeconomic groups and candidates with disabilities are strongly encouraged to apply.

7) Overview of Review Process

The review of applications is performed in 3 phases:
1. LOI review
   - Top applicants will be invited to submit formal 12-page applications
2. Application scientific review
   - Critiques will be provided to the applicants after awards are announced
3. In-person interviews for finalists

8) Mentor Requirements

KL2 Scholars must identify an approved KL2 primary mentor and at least 1 other mentor. See the following link for a list of primary mentors.

Proposed primary mentors not appearing on this list must be pre-approved before the application process. To qualify, mentors must send an email or compose a letter to the program directors (with NIH Biosketch attached) stating that they 1) are currently externally funded (generally, at least $300,000 of external grant funding per year) and recognized as independent investigators who are actively involved in clinical or translational research; 2) have a track record as a successful mentor (as exemplified in a table of trainees); 3) have adequate protected time (generally at least 5% effort) for mentoring, and 4) have participated in all four sessions of the 8-hour mentor training workshop offered at CCHMC and UC (see below). If they have not participated in the mentor training, they must agree to participate by the end of the first year of the Scholar’s KL2 program. Primary mentors will interact closely with the Scholar and provide guidance to develop a tailored career development plan as part of an interdisciplinary mentoring team.

Primary KL2 and CT2 mentors are required to have completed (or to complete in the first year of the KL2 award) a mentoring workshop facilitated by the faculty development offices at CCHMC and the UC COM, an 8-hour program (four 2-hour sessions held periodically) covering the following competencies: maintaining effective communication; aligning expectations; assessing understanding; addressing equity and inclusion; fostering independence; and promoting professional development. All four sessions are required: if mentors miss a session, they must make it up at the subsequent mentoring workshop. Furthermore, KL2 applicants and their proposed mentors are required to submit with the KL2 application a written mentoring agreement/individual development plan specifying: (1) the applicant’s planned research activities (planned abstracts, papers, grant applications); (2) planned educational activities; (3) planned professional/career development activities (e.g., skills development, progress towards promotion, networking, work-life
balance, plans for independence from mentor); (4) support for the applicant (protected time, resources, advocacy, emotional support); (5) communication (e.g., frequency and structure of meetings, progress reports, feedback, confidentiality); and 6) personal conduct/interpersonal relationships (e.g., plans for managing conflicts, authorship order) [see sample Mentorship Agreement Template and sample Individual Development Plans below and on CCTST website]. Mentorship agreements and associated individual development plans do not count against the 12-page application limit. The effectiveness of the mentoring relationship will be evaluated during the course of the Scholar’s award period.

9) Scholar Requirements

Each Scholar is expected to submit an individual K or R (or equivalent, such as PCORI or VA merit) application during Year 2. To ensure that all KL2 Scholars have, or develop, competency in key areas of translational research, we recommend that Scholars complete a series of courses, either prior to or during their KL2 award period. These courses include the following; course descriptions and syllabi can be found at http://med.uc.edu/eh/divisions/epi/programs/courses. Scholars may substitute courses for the required courses if appropriate, other than Team Science and Scientific Integrity, which are required for all Scholars.

Required Courses:

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<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
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<tr>
<td>BE-7040</td>
<td>Collaboration &amp; Team Science (alternatively, 2 Team Science workshops)</td>
<td>2</td>
<td>S</td>
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<tr>
<td>BE-7067 OR GNTD-7003 (<a href="https://med2.uc.edu/bmigrad/phd/course-descriptions/core-courses">https://med2.uc.edu/bmigrad/phd/course-descriptions/core-courses</a>)</td>
<td>Scientific Integrity Ethics in Research</td>
<td>1-2</td>
<td>U (hybrid)</td>
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Suggested Courses:

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
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<tbody>
<tr>
<td>BE-7022</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
<td>U/F/S</td>
</tr>
<tr>
<td>BE-7076</td>
<td>Introduction to Epidemiology</td>
<td>2</td>
<td>U/F/S</td>
</tr>
<tr>
<td>BE-9075</td>
<td>Design &amp; Management of Field Studies in Epidemiology</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>BE-9066</td>
<td>Clinical and Translational Research Scholars Seminar</td>
<td>1</td>
<td>S</td>
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<tr>
<td>BE-8062 OR BMIN-7099</td>
<td>Introduction to Medical Informatics OR Introduction to Bioinformatics</td>
<td>3</td>
<td>F TBA</td>
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F = Fall  S = Spring  U = Summer (Semesters marked in green indicate ONLINE)
KL2 Scholars have the opportunity for externships with outside organizations, such as a pharmaceutical company, clinical research organization, or another CTSA institution. The goals of these externships include obtaining “real-world” experience in clinical and translational research, team science, or both, and also supplementing one’s training with opportunities not available locally. Drs. Kahn and Blackard – Directors of the KL2 Program – will work with the Scholar and his/her mentors to individualize the externship experience to the Scholar’s interests and needs. Externship opportunities will be available locally, regionally, and nationally and will typically range from 1 week to 1 month. For out-of-town externships, the CCTST will provide travel and room and board expenses through an application process. Also available for Scholars are reverse externships. Scholars may invite an expert in a relevant field to visit UC or CCHMC and provide guidance to the Scholar regarding his or her research. Finally, the program has launched a Visiting Scholar exchange program with the University of Kentucky and Indiana University. Additional opportunities are also available with the University of Texas and University of California, Los Angeles, and all Scholars will have the opportunity to apply for these.

10) Budget Guidelines

For KL2 Scholars, 75% salary support up to $102,200/year + fringe and $25,000 research costs per year for up to 2 years are allowed (the second year of support is contingent on adequate progress in Year 1); in addition, a commitment for institutional funding for a 3rd year of salary support is required, if needed. This is the guidance that applicants should follow when creating a budget for the application. If an applicant is chosen as a CT2 Scholar, he or she will receive 75% salary support from the Division or Department, and an additional $15,000 per year in research costs (total of $40,000 in research costs for 2 years), as well as a 3rd year of salary support if needed. The CT2 award provides additional research funding due to the fact that salary support is provided by the Division.

The Scholar’s department may supplement the NIH salary contribution up to a level that is consistent with the institution’s salary scale from non-federal sources; however, supplementation may not come from federal funds unless specifically authorized by the federal program from which such funds are derived. Departmental supplementation of salary must not require extra duties or responsibilities that would interfere with the purpose of the Program.

Research funds may be requested for research and career development support, which may include the following expenses:

1. Tuition and fees related to career development, e.g., in the UC Master of Science in Clinical and Translational Research or the Certificate in Clinical and Translational Research programs;
2. Research expenses, such as supplies, equipment, and technical personnel;
3. Travel to research meetings, workshops, or training (KL2 applicants must allow approximately $1,700 for travel to the Translational Science annual meeting in Washington each April);
4. Other project infrastructure including relevant data sets. Salaries for mentors, secretarial and administrative staff, etc. are not allowed as part of the KL2 Program. Externships and reverse externships do not need to be included in the Scholar’s budget, as there is a separate budget for these opportunities.

Biostatistical and REDCap (data capture) support will be provided at no charge to K Scholars through the CCTST during the Scholar’s 2 years of CCTST KL2 or CT2 support. Applicants are encouraged to obtain methodologic support through the CCTST while preparing their KL2 application. Biostatistical support and core facility support is provided through voucher programs for K Scholars.
### Letter of Intent (LOI) Instructions

All required elements MUST be combined into one pdf

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<thead>
<tr>
<th>Required Elements</th>
<th>Instructions/Format</th>
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<tbody>
<tr>
<td><strong>Face Page</strong></td>
<td>Check all appropriate IBC, IACUC, IRB, or Radiation Safety approvals or indicate pending if submitted.</td>
</tr>
<tr>
<td><strong>1 Page LOI</strong></td>
<td>1) Career development objectives (including mentor(s) and mentorship plan) and 2) research objectives, in 1 page. Please ensure that a career development plan is included and it is clear that a career development award is needed, or the LOI will not be accepted. See full application instructions for examples of what may be included in a career development plan.</td>
</tr>
<tr>
<td><strong>Biosketch</strong></td>
<td>(Maximum 5 pages per investigator) Provide a biographical sketch for the candidate and the Mentor, using the form provided.</td>
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<tr>
<td><strong>Checklist</strong></td>
<td><strong>Format:</strong> Complete using forms provided at KL2 Website under “Application details”</td>
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<tr>
<td><strong>Signatures</strong></td>
<td>Not required</td>
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No other supplemental material will be accepted for the LOI. All LOI applications must be submitted through the CCTST CCAPS online system. The LOI must be received by midnight on August 31st, 2021. LOIs received after the deadline will not be reviewed.