KL2 Award Letter of Intent Grant Application Instructions 2022

**IMPORTANT DATES:**

Letters of Intent due: July 5th-August 31st, 2022 by Midnight
Notification of Invitation to apply: By September 30th, 2022
Invited Applications due: November 2nd, 2022 by Midnight
Finalist Interviews: Week of January 9th, 2023
Notification of funding: Week of January 30th, 2023
Funding: April 1, 2023 - March 31, 2025

*For questions regarding these instructions, please visit [CCTST KL2 website](https://cctst.uc.edu) or contact [Krista Metz](mailto:krista.metz@uc.edu)*

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

**Letter of Intent (LOI) Instructions**

All required components MUST be combined into one pdf using single-spaced text of 11-point Arial or Helvetica font with a minimum of one-half inch margins.

<table>
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<th>Required Elements</th>
<th>Instructions/Format</th>
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| Face Page                  | Check all appropriate IBC, IACUC, IRB, or Radiation Safety approvals or indicate pending if submitted.  
                             | **Format:** Complete using [face page form](https://cctst.uc.edu)  
                             | **Signatures NOT required**                                                       |
| 1 Page LOI                 | 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. |
| Biosketch                  | Provide a biographical sketch for the applicant and the Mentor(s)                     |
| (Maximum 5 pages per investigator) |                                                                                       |
| Other Support              | Provide a other support document for applicant                                         |
| Diversity Questionnaire    | **Format:** Complete using [diversity questionnaire form](https://cctst.uc.edu)        |
| Checklist                  | **Format:** Complete using [checklist form](https://cctst.uc.edu)                     |
| CCTST Membership           | All applicants 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). |
| Submit through CCAPS       | Applications must be submitted through the [CCTST Competition and Awards Program Site (CCAPS)](https://cctst.uc.edu). 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](mailto:krista.metz@uc.edu) to obtain one. |

No other supplemental material will be accepted for the LOI. **The LOI must be received by midnight on August 31st, 2022. LOIs received after the deadline will not be reviewed.**

**Overview of Review Process**

The review of applications is performed in 3 phases:

1. LOI review – top applicants will be invited to submit a full application
2. Full application review
3. In-person interviews for finalists – critiques provided

Background
The University of Cincinnati Center for Clinical and Translational Science and Training (CCTST) K Scholars Program is an institutional K award program that trains early career faculty members to conduct clinical and translational research and 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 K Scholars program is made up of two types of scholars for whom programming is similar, yet funding source differs.

- **KL2 Scholars** receive 75% salary support up to $102,200 and $25,000 in research support per year for two consecutive years provided by the KL2 grant (KL2TR001426), an institutional K award.
- **CT2 Scholars** receive 75% salary support up to $102,200 and $25,000 in research support per year for two consecutive years provided by institutional funds.

The applicant’s home division or department must guarantee in writing a 3rd year of 9 calendar months or 75% effort (6-9 calendar-months or 50% effort for surgeons) 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 support.

Program Details
The KL2 Award supports 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, 9 calendar months, equivalent to 75% of the K Scholars’ full-time professional effort (for surgeons, 6-9 calendar months, equivalent to 50%) must be devoted to research and career development activities proposed in the Scholars application, including attending the required biweekly K Scholars meeting (currently held on the 1st and 3rd Wednesday mornings of each month from 10:00-11:30 am). The remainder of the K 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 K 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. K Scholars may not accept or hold any other NIH / Public Health Service (PHS) award that duplicates the aims of this award. K Scholars are expected to apply for external research grant support (e.g. an NIH K or R01 award) during the program.

K Scholar Program Eligibility
- Applicants must have a full-time faculty appointment at the University of Cincinnati, Cincinnati Children’s Hospital, or the Cincinnati Veterans Affairs Medical Center at the time of the award. The appointment cannot be contingent upon the receipt of this award.
- Applicants 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 award notification.
- The CCTST regards diversity and inclusion as organizational assets that benefit the entire academic health center community. There is a strong commitment to recruit, train, and retain scholars of diverse backgrounds, in particular, those who are underrepresented in the biomedical sciences.

Selection Restrictions/ Important Considerations
- An applicant already in process of applying in the role of PI for an independent mentored career development grant, a P01 grant, or R01 grant is likely too senior for the KL2 Award. Please consult with the KL2 Program Directors before applying if you are unsure.
- Former or current PDs/PIs on any NIH research project grant 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. Exceptions: NIH small grants (R03), exploratory Developmental (R21) or SBIR, STTR (R43, R44 grants) are allowed if they do not duplicate any of the aims of the proposed KL2 application.

- At the time of initial appointment to the program (April), scholars:
  - Must not have a pending application for any other mentored career development award (e.g., NIH, Foundation, DOD, K07, K08, K22, K23, F99/K00 etc.) with a fundable score and/or that duplicates any of the aims of the proposed KL2 application.
  - May be ineligible if have any internal award pending which duplicates any of the aims of the proposed KL2 application. Please consult with the KL2 Program Directors if you may have an award pending.

- After appointment, appointed K Scholars are expected to apply for individual mentored K awards (e.g., K07, K08, K22, K23) and independent awards (R01, R03, R21, R34, or equivalent application from another Federal agency)
  - When successful: K 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 their KL2 award depending on Program requirements (See NOT-OD-08-065).

Mentor Requirements

K Scholars must identify an approved primary mentor. See the following link for a list of primary mentors.

Proposed primary mentors not appearing on the list above must be pre-approved as part of the LOI process. To qualify, mentors must send an email or compose a letter to the KL2 directors with NIH Biosketch and CV attached (must include current / past funding with direct costs) stating that they:

- Currently are 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
- Have a track record in their CV as a successful mentor (as exemplified in a table of past/present trainees)
- Have adequate protected time (generally at least 5% effort) for mentoring
- Have participated in all four sessions of the 8-hour Mentor Training Workshop offered at CCHMC and UC or agree to participate by the end of the first year of the Scholar’s KL2 Program if they have not.
  - The Mentor Training Workshop is facilitated by the faculty development offices at CCHMC and the UC

K Scholar Program Requirements

To ensure that all K Scholars have, or develop, competency in key areas of translational research, we require that K Scholars complete the following courses, either prior to or during their KL2 Award period. UC graduate courses are listed here:

Required Courses:

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<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
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<tbody>
<tr>
<td>BE-7040</td>
<td>Collaboration &amp; Team Science (OR, 2 Team Science workshops)</td>
<td>2</td>
<td>S</td>
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<tr>
<td>BE-7067* or GNTD-7003*</td>
<td>Scientific Integrity / Ethics in Research</td>
<td>1-2</td>
<td>U (hybrid)</td>
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</tbody>
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* Course must be taken within the year prior to appointment or during appointment

Budget Guidelines

For KL2 Scholars, 75% salary support up to $102,200 + fringe and $25,000 in research costs from the KL2 Grant (KL2TR001426) 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. Facilities and Admin (F&A) rate should be no more than 8% of direct costs for KL2 scholars. This is the guidance that applicants should follow when creating a budget for the application.
For CT2 Scholars, 75% salary up to $102,200 + fringe and $25,000 in research cost 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 divisional or departmental 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 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.

Research funds Research for research and career development support may include the following expenses:

- 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).
- Research expenses, such as supplies, equipment, and technical personnel/research coordinators.
- Travel to research meetings, workshops, or training. Applicants must allow approximately $1,700 for travel to the Translational Science annual meeting each April.
- 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 is 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.
- Note: Salaries for mentors, secretarial, and administrative staff, etc. are not allowed as part of the KL2 Program.

The K 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 K Scholars Program.**

Next Steps

LOI applicants will receive an email notifying them if they have been selected to submit a full application. Along with their notice of selection they will receive a full application RFA outlining the additional information that will be needed to submit a successful full application.

Below is a simplified list of the components required in a full application:

- Face Page
- Project Summary/Abstract
- Project Narrative
- Detailed Budget and Budget Justification
- Biosketches and Other Support
- Career Development Plan
- Research Plan
  - Plan to Acquire Instruction in the Responsible Conduct of Research
- Plans and Statements of Mentor(s) and Co-Mentor(s)
- Environment and Institutional Commitment to Candidate
- Protection of Human Subjects (if applicable)
- Vertebrate Animals (if applicable)
- Select Agent Research (if applicable)
- Bibliography and References Cited
- Letters of Support from Collaborators, Contributors, Consultants and Department of Division Chair
• Mentoring Agreement
• Individual Development Plan
• Diversity Questionnaire
• Checklist