TRANSFORM KL2 Mentored Career Development Program
Columbia University

INFORMATION AND APPLICATION PROCEDURES AND FORMS

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<th>PHASE I APPLICATION DUE DATE:</th>
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<td>November 1, 2013</td>
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<th>PHASE II SELECTED APPLICANTS ANNOUNCED:</th>
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<td>December 6, 2013</td>
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<tr>
<th>PHASE II APPLICATION DUE DATE:</th>
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<tr>
<td>(Also POR Master’s Program Application, if applicable)</td>
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<td>January 6, 2014</td>
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<th>AWARD START DATE:</th>
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<td>July 1, 2014</td>
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I. Background.
On September 29th, 2006, Columbia University became one of the first twelve institutions to compete successfully for the new Clinical and Translational Science Award (CTSA) from the National Institutes of Health. Through the CTSA, the NIH has launched a new national consortium that seeks to transform the conduct of clinical and translational research, ultimately enabling researchers to provide new and effective treatments more efficiently and quickly to patients. A key component of the CTSA at Columbia is the TRANSFORM KL2 Mentored Career Development program. The TRANSFORM KL2 award combines didactic training, mentoring, exposure to multidisciplinary research, and ongoing evaluation to prepare young investigators for careers in patient oriented research (POR). We anticipate that new slots will become available as of July 1st, 2014.

II. Award Provisions.
With TRANSFORM KL2 support, junior investigators will participate in an integrated didactic and mentored research program, similar to an individual K23/Clinical Research Career Development Award. The award will provide the awardee with salary covering 75% effort (or 50% effort for surgeons) to a maximum of $100,000 annually; additional salary support must come from non-Federal funds. CTSA support for salary will be one-half of the calculated amount with the other half provided by the awardee’s home department. Note that the amount of the award must remain consistent with NIH policy, and therefore, may be subject to change. Additionally, the CTSA will provide funds for travel, supplies, research assistant salary, and tuition expenses (up to $25,000 per year) with no matching required. Individuals who take at least 30 credits of coursework leading to a degree may be eligible for additional scholarships of up to $10,000 per year for a maximum of two years (at no cost to the home department).
III. Eligibility Criteria.

- Applicant must be a U.S. citizen or permanent resident, and must hold a research or health-professional doctoral degree or its equivalent.
- Applicant must have a **professorial appointment** at Columbia University (tenure track or clinical track). It is acceptable to have a non-professorial title at the time of the application, so long as the applicant will be promoted to professorial rank by the time of the award (July 1st); **this must be clearly indicated in the letter of support from the applicant’s department chair.**
- Applicant must be able to devote a minimum of two years to the KL2 training program.
- Each applicant’s department chair must provide a supporting letter guaranteeing that
  - if awarded, the scholar will devote a minimum of 75% effort (or as low as 50% for surgeons) to the KL2 research during the period of the award and that the individual will have no more than 25% time (or 50% for surgeons) committed to non-research (e.g., clinical) duties during the period of the award and
  - the department will provide one half of the 75% (or 50% for surgeons) support for the individual’s salary (up to $100,000 annually). Note that the amount of the award must remain consistent with NIH policy, and therefore, may be subject to change.
- The applicant must not have been the recipient of any other K award from the NIH in the past or currently. In addition, the applicant may not have served, in the past or currently, as the PI of an R01, R29, or P50 grant award. Recipients of R03 or R21 awards, however, are eligible.

IV. Further Application and Award Details.

- Note that the typical duration of the KL2 award is 2 years, initially awarded as a one-year grant but renewable annually based on performance. Extensions beyond 2 years are possible but rare. (After 2-3 years as a TRANSFORM KL2 Scholar, individuals are still eligible for K awards from the NIH in most cases. Note that each NIH institute has its own policy on this issue and the institute should be consulted for clarification.)
- The KL2 program places special emphasis on multidisciplinary and interdisciplinary research (see section VII for definitions), which must be reflected in the research, training, and “team mentorship” plans. By “team mentorship,” we mean that each applicant must identify **KL2 Mentors from at least two different disciplines** to supervise his/her research progress during the period of the award (see sections VII and VIII below for guidance). Additional consultants may also be named, as needed and appropriate. A proposed schedule of meeting times between the scholar and his/her mentors must be provided. The KL2 Mentors must be identified in the **Letter of Intent** (more below).
- Each Phase II application must include a 5-page research proposal (page limits apply to sections A and B; see application forms), developed in consultation with the applicant’s mentors.
- **We will accept applications from individuals with doctoral-level degrees, whether or not they hold in addition a Master’s degree in patient oriented research or a related field.**
  - Those who enter the KL2 program without a patient-oriented research Master’s degree will be required to complete the Patient-Oriented Research Master’s program offered through the Department of Biostatistics at the Mailman School of Public Health (MSPH). Additional information regarding the POR Master’s program can be found online at: [http://publichealth.columbia.edu/degree-programs/ms/patient-oriented-research](http://publichealth.columbia.edu/degree-programs/ms/patient-oriented-research).
For details on applying to the POR program, please see the MSPH application web site: http://www.publichealth.columbia.edu/apply/how-to-apply. Candidates who will enroll in the Patient Oriented Research Master’s program as part of their training should indicate that they will follow the required curriculum, and should specify the elective courses they will choose and how these will enhance their research and career plans.

Candidates who enter the program having already completed a patient oriented research Master’s program (e.g., MS in Biostatistics, Patient Oriented Research track; MS/Clinical Research Methods track; or MS in Epidemiology) will take 4-6 additional courses related to their research interests and career development (to be described in the “plan for didactic training” as part of the application). These can be courses offered at Columbia or elsewhere and which are relevant to the applicant’s research. In all cases, applicants should describe how additional training will enhance their specific research program.

We also welcome applications from candidates who are currently enrolled in but have not yet completed a patient oriented research Master’s degree program.

- Successful completion of the 1-credit course entitled “Responsible conduct of research and related policy issues” (G4010) is required of all KL2 scholars.
- Active participation in and attendance (80% or better) at the weekly POR Career Development Colloquium is a program requirement, as well as completion of all assignments.
- Awardees will also be required to participate in at least one additional career development opportunity per year (e.g., leadership seminar, writing workshop).
- KL2 Scholars will be required to present oral progress reports 3-4 times per year and to submit a written report annually.
- Each scholar and his/her mentors must attend periodic progress report meetings, and must also provide upon request written updates on the scholar’s academic career accomplishments and feedback on the program and mentorship, both during the program and throughout the scholar’s career.
- Scholars must work with administrators in their home departments as well as CTSA administrators to ensure successful management of KL2 salary and funds for the costs of tuition, research expenses, travel, and supplies ($25,000 per year).
- All KL2 Scholars will be expected to apply for independent research funding from NIH or other agency by the end of the first year of support, and certainly no later than the middle of the second year of support.
- In order to receive a KL2 Award, scholars and their mentors must sign the “KL2 Compact” indicating their agreement to all KL2 Award requirements and expectations.

**V. Phase I Application.**
Each applicant must submit electronically the Phase I Application and his or her current NIH 4-page biosketch. Each applicant must also submit three letters of reference (2 from primary mentors and 1 from the Department Chair) and all mentors’ NIH biosketches. Phase I Application includes the name, title, and department of the applicant; tentative title and brief abstract for the research project; publication and research support summaries; the proposed training plan; the applicant’s personal statement; and the names of 2 (or more) proposed KL2 Mentors and proposed meeting schedule (see
section VIII below for more on mentor selections). The Phase I Application should be sent in one PDF file via email to David Zhai (dz2214@cumc.columbia.edu) by 5pm on November 1, 2013.

Please note: Applicants without a patient oriented research Master’s degree must concurrently apply to the POR Master’s program at the Mailman School of Public Health to be considered for the KL2 program. Full-time attendance during the 2014 Columbia Summer Research Institute is required. Detailed requirements for the POR Master’s program can be found online at http://www.mailman.columbia.edu/academic-departments/biostatistics/academics/ms-program/patient-oriented-research-track/curriculum. Be sure to follow all of the school’s instructions on applying, which can be found at: http://www.publichealth.columbia.edu/apply/how-to-apply. Applications to the POR Master’s program are due January 15th, 2014.

The KL2 Selection Committee will announce candidates selected to participate in Phase II on December 6, 2013.

VI. Phase II Application.
Applicants selected to Phase II must submit a 5-page research proposal. The research proposal should represent a well-developed scientific initiative in clinical or translational investigation. Because of page limitations, the proposal does not require the full detail of an NIH grant, but must be thorough enough to be evaluated in terms of overall design, significance, statistical approach, and human subjects issues (see the application form for specific KL2 instructions, modeled after NIH research grant instructions). The proposed research must meet the NIH definition of patient oriented research, so that the focus of the research can be translational, mechanistic, therapeutic, clinical trials-oriented, physiological, behavioral, or epidemiologic in nature.

VII. Emphasis on Multidisciplinary and Interdisciplinary Research.
The CTSA award, which funds the TRANSFORM KL2 program, seeks to promote multidisciplinary and interdisciplinary research initiatives. Consequently, applications that reflect a strong multidisciplinary or interdisciplinary flavor will be viewed very favorably. According to the website for the NIH Roadmap Initiative, multidisciplinary research “brings together different disciplines to address a particular issue”; while interdisciplinary research goes further, and “takes bits and pieces from the contributing disciplines and integrates them in ways that produce a new conceptual framework” (http://nihroadmap.nih.gov/interdisciplinary/summit0806). For additional guidance, see the 2007 paper by Aboelela and colleagues on “Defining Interdisciplinary Research: Conclusions from a Critical Review of the Literature” (Health Services Research 42: 329-346).

VIII. KL2 Team Mentorship.
Each application must specify at least two KL2 Mentors from different disciplines (who may be from different schools, departments, or divisions) to oversee the candidate’s progress in patient oriented research. As the ideal KL2 candidate will propose science that is multi- or interdisciplinary, the mentors should be chosen to reflect the disciplines needed to gain independence in the proposed research area. For example, a lab-based researcher and an endocrinologist might be chosen to supervise a project on early diabetes drug development. The KL2 Mentors should be chosen from the large pool of senior investigators at Columbia who have established reputations in clinical/translational research and mentorship. The KL2 Advisory Committee will review the credentials of the proposed mentors for appropriateness. Criteria used in their review will include scientific productivity, grant-funding record, and mentoring history. If the committee decides that a mentor is unsuitable, the applicant may be required to meet with CTSA program leaders to discuss how to proceed. In some instances, the KL2
Committee may recommend that a more senior mentor join the mentoring team, or propose additional mentors. Because of the outstanding cadre of clinical/translational investigators at CUMC and its affiliates, we do not expect any difficulty in identifying excellent mentors. Applicants may send specific questions on mentor selections via email to Dr. Melissa Begg (mdb3@columbia.edu).

A specific schedule for meetings between the scholar and mentors must be included in the application package. The strongest applications will specify frequent (e.g., weekly) team mentoring meetings in which all mentors meet simultaneously with the scholar. Meetings with other advisors/consultants are expected to take place less frequently. In addition, the KL2 Mentors must be available to report on the candidate’s progress to the full KL2 Advisory Committee at meetings and symposia 3-4 times per year. Finally, written feedback and evaluations are required periodically of both scholars and mentors.

IX. Miscellaneous Issues.

- There is no need to present a formal budget; just be sure that you will have enough funds to do what you have planned, and remember that tuition costs come out of your annual fund for travel, supplies, etc.
- If research, non-Master’s degree tuition, and other costs are expected to exceed the annual allotment of $25,000, a pledge of additional required funding from the candidate’s mentors or department chair should be included in one of the letters of support.
- For guidance in choosing courses, it may be helpful to study the required and elective coursework for the MS/Patient Oriented Research (POR) track: [http://www.mailman.columbia.edu/academic-departments/biostatistics/academics/ms-program/patient-oriented-research-track/curriculum](http://www.mailman.columbia.edu/academic-departments/biostatistics/academics/ms-program/patient-oriented-research-track/curriculum)
- Appendices are not permitted.
- We reserve the right to request additional information at any point during the review process.

X. Application Procedures and Deadlines.
The application process is divided into 2 separate phases:

1. The Phase I Application must be submitted by 5pm on **November 1, 2013**. Phase I applications are to be submitted via email to David Zhai (dz2214@cumc.columbia.edu). Phase I includes the one page application form plus supporting documents (supporting documents should be submitted in one PDF file; letters of recommendation may be sent separately). **Applicants who do not hold a patient-oriented research Master's degree must also submit complete (and separate) applications to the Mailman School of Public Health's POR Master's program by January 15th, 2014.**

   The KL2 Selection Committee will announce candidates selected for Phase II on **December 6, 2013**.

2. Selected candidates must submit the Phase II Application by **9am on January 6, 2014**. The final application must include your research proposal (please see instructions on page 2 of this document). Send your Phase II application as one PDF file by email to David Zhai (dz2214@cumc.columbia.edu).