

**Application for the**

**Fund to Retain Clinical Scientists at Yale School of Medicine**

**Instructions:**

* Completed applications are due at 5:00 PM on July 16, 2018
* Applicants must use the application and budget templates provided in this package.
* The application package is to be uploaded to an online application questionnaire. The link is available on the YCCI Fund to Retain Clinical Scientists web page.
* Applicants must answer a few additional questions through the online application questionnaire.
* Information collected regarding age, gender, ethnicity, race, disability and disadvantaged status will be kept confidential and is only used for aggregate reporting.
* Please include a footer on all pages in sections 1 through 5 consisting of the applicant’s last name and page number, starting with page 1 on the cover page and numbered continuously through the end of section 5.

**A complete application consists of the following items in the order shown. Do not exceed page limits. Please consolidate all items into a single PDF and upload in that form.**

|  |  |  |
| --- | --- | --- |
| Item # | Item | Page Limit |
| 1 | Cover page (please use template provided below) | 1 page |
| 2 | Research Plan (must include Project Abstract/Summary, Specific Aims, Significance Background/Preliminary Data and Approach) | 3 pages |
| 3 | Citations | as needed |
| 4 | Career Development and Mentorship Plan, including path to independence | 1 page |
| 5 | Statement of need, describing role as a caregiver and how the funds will help the research | 1 page |
| 6 | Applicant’s NIH-formatted biosketch (new format) | 5 pages |
| 7 | Other Support | as needed |
| 8 | Other Support Departmental Administration | as needed |
| 9 | Detailed Budget | 1 page |
| 10 | Budget Justification | as needed |
| 11 | Letters of Support from Candidate’s mentors | 1 page each |

**Other Application Instructions**

1. Cover page. Please use the cover page template provided below.
2. Research plan for the project to be supported, using the standard NIH format (Abstract, Specific Aims, Background/Significance/Preliminary Data and Approach/Research Design and Methods). Maximum length is 3 pages plus references. To be completed by applicant.
3. References (as needed). To be completed by applicant.
4. Career Development and Mentorship Plan. Describe your career plans, including a path to independence, as well as a mentorship plan. Maximum length is one page. To be completed by applicant.
5. Statement of need. Describe your role as a caregiver and how the funds will support your research. Maximum length is one page. To be completed by candidate.
6. Applicant’s NIH-formatted biosketch (using the latest NIH format). See instructions and an example here: <https://grants.nih.gov/grants/forms/biosketch.htm>. Please use the “non-fellowship” version. To be completed by applicant.
7. Other Support. Provide details of all current and pending support, with amounts and dates of all external and internal sources. See instructions and an example here: <https://grants.nih.gov/grants/forms/othersupport.htm>. Please use the version for new and renewal applications. You must list all current and pending sources of support. To be completed by applicant with business office support as needed.
8. Current Support Summary. This section must provide a breakdown by percentage of all of your current sources of support, including all sources of funds. Amounts and end dates for each external and internal source must be included, including any start-up funds. If you have start-up funds, provide details regarding the amount and date received, and the current balance. Please use the template provided below. This section is to be completed by applicant’s business office.
9. Detailed budget. Please use the latest PHS398 form page 4 template, available here: <https://grants.nih.gov/grants/funding/phs398/phs398.html>. You may request up to $50,000. Please see the 2018 FRCS RFA for allowable expenditures. This section is to be completed by applicant in conjunction with the applicant’s business office.
10. Budget justification. Please provide details to support budget calculations and provide sufficient information to draw a link between expenditures and your research project plans. This section is to be completed by the applicant in conjunction with the applicant’s business office.
11. Letters of support. Please request letters of support from your mentors (each letter is limited to one page). To be completed by mentors.

**Appointment Letter**

A signed copy of your most recent letter appointing you to faculty status should be included. This document should be an official offer letter and include details of your position. It is to be uploaded separately from the application package detailed above, will not be provided to reviewers and will not be used in the review process. It is to be used to confirm eligibility only.

Yale Center for Clinical Investigation

Fund to Retain Clinical Scientists at Yale School of Medicine

Application Cover Page - 2018

|  |  |
| --- | --- |
| Applicant Name |  |
| Academic Title |  |
| Primary Department |  |
| Research Project Title |  |
| Primary Mentor or Mentors |  |

Yale Center for Clinical Investigation

Fund to Retain Clinical Scientists at Yale School of Medicine

Current Support Summary

Name of Applicant:

Breakdown of Current Support

|  |  |  |
| --- | --- | --- |
| % Effort | Description | Expected End Date |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows as necessary.*

*Description should include sponsor, grant #, PI, and applicant’s role on project, as applicable.*

Start-Up Funds

|  |  |
| --- | --- |
| Amount |  |
| Date Received |  |
| Remaining Balance |  |
| Other Relevant Information |  |

Departmental representative completing this section

|  |  |
| --- | --- |
| Name |  |
| Telephone Number |  |
| Email Address |  |

*Signature of departmental representative:*

Signature Date

**Field of Training (FOT) Code List**

**(required for the final question in the online application questionnaire)**

