

UW ICTR TL1 Postdoctoral Trainee Program Application Instructions

Appointment Start Dates: Jan 1 or July 1

The ICTR TL1 Postdoctoral Trainee Program welcomes and encourages women and traditionally underrepresented groups to apply.

Applications are due by 5 pm on April 1 or October 1 For 2024, the deadline is October 3, 2024

We accept submissions in October and April, for appointments to start on July 1 and January 1. Funding for the trainee award is subject to non-competitive renewal of the ICTR CTSA grant funded by the National Institutes of Health.

To apply, prepare the following information in the order shown below and compile as a single document. Send the completed application materials to Peggy Hatfield pmhatfie@wisc.edu by **5 pm** of the due date (April 1 or October 1). If you have questions about the application process, or training support, contact Peggy Hatfield, pmhatfie@wisc.edu.

Applications include the following sections/forms. Forms are found in the file “TL1 Application Documents,” as noted.

1. Application face page – Use the form in “TL1 Application Documents”
2. Abstract – Use the form in “TL1 Application Documents”
3. Research plan (4 pages) – The Research Plan describes the primary research project to be undertaken during the TL1 postdoctoral award period. Proposed activities for the research plan should be completed in two years, although a component of the study may involve more prolonged follow-up.

Although candidates are expected to write the Research Plan, **mentors should review a draft of the plan and discuss it in detail with the candidate.** Review by other knowledgeable colleagues is also helpful.

Include these sections in the Research Plan:

- Specific Aims -- Clear, measurable objectives
State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

- **Significance**

Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.

Describe the scientific premise for the proposed project, including consideration of the strengths and weaknesses of published research or preliminary data crucial to the support of your application.

Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

Describe the next steps to be undertaken after the current training period, if successful, to make a sustained impact on human health, individual or public.
- **Innovation**

Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
- **Approach**

Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Describe the experimental design and methods proposed and how they will achieve robust and unbiased results.

Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.

Explain how relevant biological variables, such as sex, are factored into research designs and analyses for studies in vertebrate animals and humans. For example, strong justification from the scientific literature, preliminary data, or other relevant considerations, must be provided for applications proposing to study only one sex.

If your study(s) involves human subjects, the sections on the Inclusion of Women and Minorities and Inclusion of Children can be used to expand your discussion on inclusion and justify the proposed proportions of individuals (such as males and females) in the sample, but it must also be addressed here in the Approach section.
- **Literature Cited**
- **Preliminary studies (if appropriate)**
- **Classification of primary research area from the continuum.**

Translational Research Continuum Classification:

T0: Basic Biomedical - Identification of opportunities and approaches to health problems.

T1: Pre-clinical Implications - Seeks to move fundamental discovery into health application.

T2: Clinical Research - Health application to evidence-based practice guidelines.

T3: Clinical Implementation - Practice guidelines to health practices.

T4: Public health Research - Health practice to population health impact.

4. Applicant Current Curriculum Vitae
5. Applicant NIH Biosketch -- Follow the instructions, samples, and format for the latest NIH Biosketch format found at <http://grants.nih.gov/grants/forms/biosketch.htm>)
6. Candidate Statement (2 pages) – Using the two scholar selection criteria as subheadings and the suggested components noted below, summarize the strengths of your application.
 - a. Track record:
 - Describe any previous training in clinical and translational research.
 - Give examples of opportunities you’ve had to engage in research (basic or clinical); describe your role in these projects.
 - Highlight examples of your productivity (e.g., pursuing an original research question, analyzing data, and presenting or publishing your findings). Describe grants and major honors/awards.
 - b. Career Objectives:
 - State your long-term translational research career goal(s) and the potential impact your research will have on public health.
 - Explain how participation in the TL1 Postdoctoral Program, including all the training activities in your specific training program, will contribute to these long-term career goals.
7. Individual Development Plan – In this section, create an Individual Development Plan (IDP) that details short-term and long-term career goals and the proposed training that will enable you to achieve these goals. It is expected that you work closely with your mentors to design your training plan.
UW ICTR allows any UW/NIH compliant IDP. If you do not currently have one, we suggest using the UW IDP found here: <https://grad.wisc.edu/professional-development/individual-development-plan/>
8. Research Support (1 page) – ICTR TL1, like other NIH training grants, provides support for the trainee at the NIH postdoctoral salary rates (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-049.html>). In certain cases, NIH salaries can be supplemented by non-federal sources of support.
TL1 does not support research costs. Applicants must specify how research costs will be supported, naming grants or other sources of support that help reviewers ensure that the research plan is sound. List the budget source, cost of research, acknowledgment of support, collaboration, and any additional matching funds (departmental, mentor support etc. if applicable).
9. Mentor Information – Use the form in “TL1 Application Documents.” A minimum of one UW faculty mentor is required; up to 4 mentors can be named.

10. Mentor NIH Biosketch (for each mentor) -- Follow the instructions, samples, and format for the latest NIH Biosketch format found at <http://grants.nih.gov/grants/forms/biosketch.htm>)
11. Mentor Letter of Commitment & Recommendation (primary and secondary) – Each mentor needs to submit a mentor letter that includes the following information:
 - Qualifications of applicant
 - Training and Career Development
 - Indicate how the TL1 Postdoc award will enhance the development of the applicant’s research career.
 - Mentor Commitment
 - Adequate and sustainable time and commitment
 - Nature and extent of interactions that will occur during the award period
 - Confirm adequate space, facilities and resources will be made available for the successful completion of research projects (if applicable)
 - Describe how the proposed research fits into your research program and/or expertise
 - Indicate how you will provide guidance with regard to applicant’s career development
 - Confirm that you reviewed your mentee’s TL1 Postdoc research plan
 - Commitment to attend ICTR TL1 Postdoc biannual scholar/mentor meetings, participate in mentor training activities and take part in TL1 Postdoc grant mock reviews and monthly seminars as appropriate.
 - Acknowledgement that, if awarded the TL1 Postdoc, the applicant will cite the ICTR grant on all work that the scholar contributes to while funded and acknowledge the grant on that work performed while funded but published afterwards.
 - Mentoring experience, training and philosophy (include list of up to 10 past mentees/trainees: names, dates and current positions).
 - Document previous formal mentor training, provide details (content, duration, format [face-to-face, online], location, year completed)
12. Regulatory and Compliance Approvals – Submit all human subjects, animal protocol, biological safety letters of approval, if available. If your study(s) involves human subjects, the NIH sections on the Inclusion of Women and Minorities and Inclusion of Children must be included. If approvals are not complete, write ‘Pending’ with the anticipated completion date.
13. Chair or Dean Letter of Support – The appropriate department chair or dean needs to submit a letter with your application that includes the following information (**note: this is not the same as the mentor’s letter of recommendation**).
 - Commitment to ensure Applicant will meet 100% protected time during the TL1 postdoctoral Appointment (academic appointment) to conduct research, coursework, and other TL1 programmatic activities. Clinical activities on non-academic time are allowed, but this must meet UW and NIH requirements.
 - Evidence that upon completion of the TL1 postdoctoral appointment the Applicant would be competitive for a faculty position at UW Madison or an equivalent institution focused on translational science/research.
 - Describe the department’s long-term commitment to the Applicant’s career development, including resources (financial and other) that will be provided to the Applicant, if any. Address

plans for further development after the period of the TL1 Postdoc award and the Applicant's motivation and likelihood to become an independent investigator.

- Assurance the Primary Mentor supports the Applicant's Career Development and Training Plan.

14. Applicant Demographics – Complete the form as found in “TL1 Application Documents”

15. Video Submission – Applicants will submit a 5-minute video in response to a set of questions they will receive upon submission of the TL1 postdoctoral application materials.