



Application Guidelines

Deadline: August 13, 2021

Specific Aims (1 page maximum). The specific aims should be structured in the NIH format with 2-3 specific aims, describing the overall goals and the importance of your research project.

Research Plan (6 pages maximum). The research plan, prepared by the applicant, should include a discussion of the background, significance, innovation, approach and methodology of the proposed work. Preliminary data is not required. However, it can be helpful for demonstrating feasibility. *(It is best for the applicant to write using the first person to distinguish her work from work by the mentor or others in the lab described in the third person)*

Diversity Statement (0.5 page maximum). The CNCDP is moving our commitment to diversity in science to the forefront of our program and processes. In your response, please also include a statement that highlights your contributions and commitment to diversity in research and/or the scientific workforce.

Career Development Plan (3 pages maximum).

The applicant and mentor are jointly responsible for the career development plan. This statement should address how support from the K12 award will further the applicant's career development in pediatric neurology research and how it will lead to a successful transition to a K08 or K23 award. A timeline is often very helpful. Specifically, include the following:

- A brief summary of your career path and experience. This summary should include a self-appraisal of your training needs and how your mentor and mentorship committee will successfully fulfill your needs (often called a gap-based plan)
- A systematic plan: (1) that shows a logical progression from your prior clinical, research and training experiences to the experiences that will occur during the K12 award period; (2) that justifies the need for further career development; and (3) that utilizes the relevant research and educational experiences of your institution.
- A description the professional responsibilities/activities (including other research projects)

Literature Cited (no page limit)

Mentor Statement (3 page maximum)

The primary mentor must provide a statement regarding his/her availability and plan for mentorship of the K-12 Scholar, prior mentorship experience (including success of former trainees, especially K awardees and/or physician-scientists), relevant research and educational resources available within the mentor's lab and institution, as well as his/her current research funding and commitment to provide any needed research support to the Scholar beyond what is provided by the K-12 award. The statement should provide a clear description of how often the mentor will meet with the Scholar, and how the mentor envisions mentoring/training the Scholar to achieve the goal of applying for and attaining an individual K award within 3 years. **The primary mentor statement must not exceed 2 pages.** If there are additional co-mentor(s)/secondary mentor(s), a separate **co-mentor(s) statement can also be included (maximum 1 page)**. All mentor statements should be combined and uploaded to the mentor field **(3 page maximum total for all mentor statements)**.

Statement of Institutional Support (no page limit)

This statement, to be written by the Department Chair or equivalent, must confirm the current faculty appointment (or the imminent faculty appointment of a graduating resident/fellow) and must attest that the successfully funded applicant will be able to contribute 75% of full-time professional effort to the K12 award research and career development. This statement must include a specific description of non-research responsibilities to assure that protected time will not be encroached upon by clinical/administrative effort. Clinical effort calculation should be explicit in terms of the following:

- 1/2 day per week is equal to 10% effort,
- 1 week of full-time clinical service is a minimum of 2% effort,
- on call responsibilities cannot occur during protected time for research.
- vacation time must be pro-rated and cannot come exclusively from protected research time.

Additionally, the institution will be expected to guarantee a minimum of 50% protected time for research subsequent to the end of the 3 years of K12 funding, sufficient for the Scholar to submit an initial application for a K08 or K23 award and, if needed, to revise and resubmit. This support, attested to in the statement of institutional support, can be expected to be a minimum of 18 months if revision is necessary, so the institution must state in the application that the Scholar will be guaranteed 50% protected time for at least 18 months following conclusion of the K12 funding period. (Note, the institution is released from this guarantee if the CNCDP program terminates the funding of a scholar prior to the end of the full 3-year term, or if the scholar fails to pursue research funding subsequent to the 3-year term. Any release from this guarantee must be via communication between the CNCDP and the Department Chair. Finally, the statement of institutional support must have a clear statement about the anticipated cost of the research, the source(s) of any funding that will be required beyond the \$30,000 provided as part of the K12 award, and a commitment to provide the resources needed for successful conduct of the proposed research.