



# VCU C. Kenneth and Dianne Wright Center for Clinical and Translational Research

## KL2 Mentored Career Development Award Program Application Instructions

### Application Instructions

To be considered for the award, interested faculty should complete CCTR KL2 application at VCU’s online Applicant Review, Tracking, and Evaluation System (ARTES). These instructions will support applicants in understanding the requirements and completion of the application. A complete application must be submitted **no later than July 12, 2021 11:59pm EST. Applications from women and underrepresented populations are strongly encouraged.**

1. All applications will be submitted through VCU’s online Applicant Review, Tracking, and Evaluation System (ARTES). The system may be accessed by clicking [here](#).
2. Click on the Center for Clinical and Translational Research user login. Use your **VCU eID** and **password** to log into the system.
3. Please remember to click “Save” at the **bottom of each page** before moving on to the next tab.



4. Under the **App Info tab**, please select KL2 and complete the required fields that follow.

My Program Selection

Select each program that interests you

KL2

5. Under the **Demographic Info tab**, please note that you must have an **eRA Commons ID** to complete the KL2 application. If you do not have one, you must register for one by using the link provided.

eRA Commons ID:  If you do not have an eRA Commons ID, please follow this link to register for one

6. Under the **Education Details tab**:
  - a. Please enter information about ALL degrees received in the **My Educational Details section**. Use the “Add” button to add more than one degree.
  - b. Please enter information about ALL residencies, fellowships, and post-docs completed in the **My Other Activity Details section**. Use the “Add”

button, to add more than one post-degree activity.

7. Please note that you should **NOT** complete the fields under the **Family Info** and **Test Score tabs**.



8. Under the **Personal Statement tab**, please describe the following:
  - a. Why you are well-suited for a KL2 Career Development Award. Include relevant factors such as (1) brief summary of your current path to-date including your training (clinical or other research), (2) your previous research experience/accomplishments, (3) your current work and research interests, (4) your funding potential, (5) and your past performance in related fields.
  - b. Describe your overall career goals, both short and long term and articulate how this K award fits into your research career development plans.
  - c. Discuss what training you seek and how the training provided by the program will help you achieve your goals.
  - d. Do NOT include specific plans for your KL2 research; that will be articulated elsewhere

You may type the information directly into a field under the Personal Statement tab or you may upload a .pdf document under this tab. **The text MUST BE limited to 1500 words (2-3 pages max).**

9. Under the **References tab**, please enter the names of four references including (a) your department chair, (b) your primary mentor, (c) your co-mentor, (d) other faculty or colleague. Click the “Add” button to add each additional reference. Please do NOT enter more than four references.
  - a. **For primary mentor letter:** Mentor’s assessment of the candidate’s qualifications, drive, and potential for success in the future. Indicate the mentor’s qualifications, including experience in

For questions about the KL2 Program and the CCTR KL2 Application in ARTES, contact Rob Dizenzo, [dizenzor@vcu.edu](mailto:dizenzor@vcu.edu)



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providing mentorship and research expertise to other trainees. Specify how often meetings will occur with the candidate and that appropriate space, facilities and adequate resources will be made available for the successful completion of the research project. (**Attach the mentor NIH biosketch** to the letter).

- b. **For co-mentor letter:** The co-mentor should not be in the same discipline as the primary mentor. Provide co-mentor's assessment of the candidate's qualifications, drive, and potential for success in the future. Indicate co-mentor's qualifications, including experience in providing similar mentorship and research expertise. (**Attach co-mentor NIH biosketch to the letter**)
- c. **For department/chair:** State the willingness of the division or department to provide an administrative appointment to the successful candidate. Specifically, it should state that at least 75% of the candidate's time will be protected for coursework and research. The letter should list the candidate's appointment type during the award period and also comment on plans for the future career development of the candidate (including research space and other resources) after the period of the scholar award.
- d. **For faculty/colleague letter:** Individual familiar with the candidate's clinical and/or research related activities. Provide opinion of the candidate's professional, academic and personal qualifications, as well as opinion of candidate's potential for success in the field for which he/she is applying.

Please ensure that you have contacted your references prior to submitting your application. A request will be e-mailed directly to the listed reference based on the information you provide.

**References should be emailed to [direnzor@vcu.edu](mailto:direnzor@vcu.edu) no later than July 12.**

10. Under the **Research Exp tab**, please detail the following:

- a. Proposed research that will be accomplished during your KL2 funding period.
- b. Specific aims (1/2 to 1 page)
- c. Background and significance (1 to 2 pages)
- d. Overview of possible research methods with requisite literature citations.
- e. The rationale for the research and your study hypothesis.
- f. How the research contributes to your field and articulate the future direction of your research.
- g. A timeline for your work assuming that the funding period is 2 years.

You may type the information directly into a field under the **Research Exp** tab or you may upload a .pdf document under this tab. **The text MUST BE limited to 1500 words (3-4 pages max).**

11. Under the **Mentor tab**, please enter information about ALL of your research mentors regardless of affiliation (e.g. School of Medicine), both inside and outside VCU. If the mentor is your primary mentor, please click the "Primary Mentor" box. Click the "Add" button to add each additional mentor.
12. Under the **CV tab**, please upload BOTH your **CV and your NIH Biosketch in .pdf format**. Click the "Save" buttons to the right of each field before moving to the next tab.
13. Please note that you should **NOT** complete the fields under the Teaching Statement tab.



14. Under the **App Submit tab**, please confirm the certification statement by clicking the box. Then, click the "Save" AND "Submit" boxes.
15. Please note that you do not have to complete the entire application at once. However, you **MUST** save each section as you go, or the information that you entered under the tab will not be saved.