



# EMORY NIGERIA

## HIV RESEARCH TRAINING PROGRAM

### Application Instructions

#### Important Dates

Application Deadline: **30 June 2020**

Award Notifications: **September 2020**

Start Date: **November 2020**

#### **How to Apply – Long-term trainee**

All application components should be uploaded to online submission system. Please use **online submission system (click to start)** to upload your EN-RTP application files. Once you have started submission by entering your name and email address, you will receive a confirmation email with the link to your EN-RTP application. You can use this link to upload and update your submission files. Please share your submission link with your Department Chair, Division Director, Lead mentor, Co-lead mentor (if applicable), and Advisory committee members (if applicable) to upload Letters of Support.

Please send any questions or concerns via email to Kayla Smith at [kayla.j.smith@emory.edu](mailto:kayla.j.smith@emory.edu) and Aisha Gambari at [agamba2@emory.edu](mailto:agamba2@emory.edu)

**Formatting:** All sections of the application should be single spaced with a one-inch margin. The font size should be 11 points or larger and the typeface should be Arial, Helvetica, or Georgia.

#### Required Documents

Applications should include the following documents:

- A. **Cover Page** – **Click on the link to view the cover page required.**
- B. **Cover Letter from Applicant:** One page maximum. The cover page should include your current level of training, the name of your lead mentor, and a description of why you are interested in the EN-RTP program. You should also indicate that you do not have any pending applications for NIH PHS mentored career development awards. You should state that if accepted into the program that you will:
  - i. Agree to the rules of the EN-RTP program.
  - ii. Meet with the Program Leadership at least once every six months.
  - iii. Submit semi-annual progress reports.
  - iv. Keep the program office updated on publications and grant submissions/awards during **AND AFTER** completion of the program.
  - v. Submit an external grant application at the completion of the EN-RTP program.
- C. **Abstract** - One page maximum. Provide an abstract of the entire application (candidate, environment, and research). Include the candidate's immediate and long-term career goals, key elements of the career development and mentoring plan, and a brief description of the research project.





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### D. Research and Training Plan: 7 pages total

- **Specific Aims – 1 page:** Include a **Specific Aims** page outlining a brief background for the application, the hypothesis, and a listing of the specific aims.
- **Candidate Section + Research Strategy – (6-page limit)**
  - Prepare a **Candidate Section (2 – 3 pages)** (Candidate Background; Career Goals and Objectives; Career Development Training Activities): The **Candidate Section** should indicate the candidate's background and career goals and should also describe the faculty member who will serve as the lead mentor as well as a planned schedule of interactions between the trainee lead mentor and mentoring team (be specific and indicate frequency of meetings, types of interactions, etc.). For the Career Goals, it is important to describe a compelling plan describing "Future Plans for NIH and other types of Research" which would include a Fogarty K43 application. The Career Development Training Activities should provide a clear description of the didactic training and mentoring plan – (see EN-RTP program details for didactic research training plan).
  - **Research Strategy section (2 – 3 pages)** (Significance, Innovation and Approach). The Approach section will include methods – including animal (if applicable) and/or human subjects recruitment, statistical analysis plan, anticipated outcomes, potential pitfalls and alternative approaches, and timeline subsections. The research strategy section will include a hypothesis driven basic, behavioral, clinical and/or translational research proposal that they would develop under the guidance of their lead mentor as well as plans for didactic and mentored clinical and/or translational research training. Pilot studies are acceptable.

**E. A 1-page Human Subjects or animal welfare plans** (not counted towards the 6-page limit) should be included, if applicable. Please follow the NIH SF 424 Application Guide section for the Protection of Human Subjects. IRB approval for the research is not required at the time of application but will be required prior to funding if applicable. Another good resource for preparing this section (for all areas of human subjects research) can be found here: <https://humansubjects.nih.gov/>

**F. Literature Citations:** Please include a typical literature citation section at the end of the Research Strategy (not included in the page limit).

**G. Budget** may be submitted on the NIH SF 424 forms or can be a line item listing and should include applicant's tuition and stipends. Each long-term applicant would receive the Naira equivalent of tuition allowance of up to \$700 per year and a stipend up to \$2,100 per year. Also include a technical budget of up to \$1,200/year. Do not include items not allowed on Federal Grants such as software, books, and administrative support staff (ask if uncertain).

### H. Letters of Support from the

- Department Chair and/or Division Director: The letters from the Department Chair and/or Division Director must guarantee that the applicant will have protected time to carry out research training if accepted into the EN-RTP program. **The EN-RTP program requires a minimum of 50% protected effort during the research blocks.**





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- Lead mentor: The lead mentor's letter should reflect willingness to serve as mentor for the candidate, the mentor's assessment of the candidate, prior trainees he/she has mentored, a brief summary of the applicant's research proposal, and a brief summary of plans for mentoring and enhancing the research capabilities of the applicant.
  - Co-mentors: If there are co-mentors, consultants and/or collaborators, the commitment and role of these individuals should be clearly stated.
  - Advisory Committee: Letters of support for the candidate from applicant's proposed advisory committee members are also required.
  - **Note: these are not letters of recommendation but rather letters of support to mentor the candidate.**
- I. **NIH Biosketch** of the candidate and the lead mentor as well as co-lead mentor (if applicable), advisors and collaborators (if any). The NIH biosketch instructions and an example of the NIH biosketch (non-fellowship) can be found on <http://grants.nih.gov/grants/forms/biosketch.htm>.

### J. How to Apply – Medium-term trainee

- **Required Documents**
- Applications should include the following documents:
- **Cover Page** – [Click on the link to view the cover page required.](#)
- **Cover Letter from Applicant: One page maximum.** The cover page should include your current level of training, the name of your lead mentor, and a description of why you are interested in the EN-RTP program. You should also indicate that you do not have any pending applications for NIH PHS mentored career development awards. You should state that if accepted into the program that you will:
  1. Agree to the rules of the EN-RTP program.
  2. Meet with the Program Leadership at least once during the training.
  3. Submit a final progress report.
  4. Keep the program office updated on publications and grant submissions/awards during **AND AFTER** completion of the program.
  5. **Research training plan** - three page maximum. Provide a brief description of the additional training desired through the EN-RTP. Include the candidate's immediate and long-term career goals, key elements of the career development and mentoring plan, and a brief description of the candidate research focus and interest and how the training desired through the EN-RTP will enhance the candidate's ability to pursue this interest.





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6. **Literature Citations:** Please include a typical literature citation section at the end of the Research training plan (not included in the page limit).
7. **Budget** may be submitted on the NIH SF 424 forms or can be a line item listing and should include applicant's tuition and stipends. Each medium-term applicant would receive the Naira equivalent stipend and/or tuition allowance of up to \$1,500 per year. Do not include items not allowed on Federal Grants such as software, books, and administrative support staff (ask if uncertain).
8. **Letters of Support** from the
  - a. Department Chair and/or Division Director: The letters from the Department Chair and/or Division Director must guarantee that the applicant will have protected time to carry out research training if accepted into the EN-RTP program. **The EN-RTP program requires a minimum of 50% protected effort during the research blocks.**
  - b. Lead mentor: The lead mentor's letter should reflect willingness to serve as mentor for the candidate, the mentor's assessment of the candidate, prior trainees he/she has mentored, a brief summary of the applicant's research career, and a brief summary of plans for mentoring and enhancing the research capabilities of the applicant.
  - c. Host laboratory or institution (in-country): The letter from a host institution should reflect willingness to serve as a host for specific training and define the research skills to be acquired during the requested training period.
  - d. **NIH Biosketch** of the candidate and the lead mentor. The NIH biosketch instructions and an example of the NIH biosketch (non-fellowship) can be found on <http://grants.nih.gov/grants/forms/biosketch.htm>.

### **K. How to Apply – Short-term trainee**

- **Required Documents**
- Applications should include the following documents:
- **Cover Page** – **Click on the link to view the cover page required.**
- **Cover Letter from Applicant: One page maximum.** The cover page should include your current level of training, the name of your lead mentor, and a description of why you are interested in the EN-RTP program. You should also indicate that you do not have any pending applications for NIH PHS mentored career development awards. You should state that if accepted into the program that you will:
  1. Agree to the rules of the EN-RTP program.
  2. Meet with the Program Leadership at least once during the training.





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3. Submit a final progress report.
4. Keep the program office updated on publications and grant submissions/awards during **AND AFTER** completion of the program.
5. **Research training plan** - three page maximum. Provide a brief description of the additional training desired through the EN-RTP. Include the candidate's immediate and long-term career goals, key elements of the career development and mentoring plan, and a brief description of the candidate research focus and interest and how the training desired through the EN-RTP will enhance the candidate's ability to pursue this interest.
6. **Literature Citations:** Please include a typical literature citation section at the end of the Research training plan (not included in the page limit).
7. **Budget** may be submitted on the NIH SF 424 forms or can be a line item listing and should include applicant's tuition and stipends. Each short-term applicant would receive the Naira equivalent stipend and/or tuition allowance of up to \$750 per year. Do not include items not allowed on Federal Grants such as software, books, and administrative support staff (ask if uncertain).
8. **Letters of Support** from the
  - a. Department Chair and/or Division Director: The letters from the Department Chair and/or Division Director must guarantee that the applicant will have protected time to carry out research training if accepted into the EN-RTP program. **The EN-RTP program requires a minimum of 50% protected effort during the research blocks.**
  - b. Lead mentor: The lead mentor's letter should reflect willingness to serve as mentor for the candidate, the mentor's assessment of the candidate, prior trainees he/she has mentored, a brief summary of the applicant's research career, and a brief summary of plans for mentoring and enhancing the research capabilities of the applicant.
  - c. Host laboratory or institution (in-country): The letter from a host institution should reflect willingness to serve as a host for specific training and define the research skills to be acquired during the requested training period.
  - d. **NIH Biosketch** of the candidate and the lead mentor. The NIH biosketch instructions and an example of the NIH biosketch (non-fellowship) can be found on <http://grants.nih.gov/grants/forms/biosketch.htm>.

