

## FAQ- Application Specifics

### **When is the Letter of Intent Deadline?**

The deadline for submitting a Letter of Intent is August 28, 2017 by 5:00 p.m. LOIs should be emailed to Nia Indelicato at [nlindelicato@uams.edu](mailto:nlindelicato@uams.edu).

### **Are the Letters of Intent Binding?**

No. Letters of Intent will strictly be used for organizational and administrative purposes to help Program staff prepare for the review process.

### **Why do I need to submit a Letter of Intent?**

Program staff relies on the Letters of Intent to plan for the RFA review process. It helps us know how many applications to expect, as well as to identify appropriate reviewers for each proposal.

### **When is the application deadline?**

The deadline for receipt of applications is September 15, 2017 at 12 p.m. (noon). We anticipate that successful awardees will be notified on September 29, 2017.

### **What is the start date?**

The expected start date is October 1, 2017.

### **How do I submit my application?**

Applications should be submitted through the [KL2 Application online submission system](#). If you have problems accessing or using the system, please contact Nia Indelicato by email: [nlindelicato@uams.edu](mailto:nlindelicato@uams.edu) or phone: 526-0363.

***Application packets must be submitted as a single PDF. Applications are due by noon on September 15, 2017.***

### **How many positions will be awarded?**

We will be welcoming 2 new KL2 Scholars.

### **Do I need a research mentor to apply?**

Yes. KL2 Scholars must have a Research Mentor(s) to apply to this Program. The qualifications and commitment of the Research Mentor(s) relative to the goals and objectives of the applicant is an important consideration in the review of KL2 Scholar applications.

### **How do I select a mentor?**

Scholars are responsible for recruiting their own mentors. Scholars should have one primary mentor as well as two or three other mentors on their mentoring team. The KL2 program directors and staff are available to assist with this process.

Your Mentor should be committed to helping you attain research and career development goals. For research this may include direct support of research studies, assistance in experimental design, analysis/interpretation of research results, preparation for formal presentations, manuscripts, and grant applications. For career development this may include notifying you of scholarships/awards/programs that may be of benefit to your career development, helping you network and build professional connections in your field of study, assistance with promotion and tenure, providing support and advice for long-term goal setting (insert anything else).

The strength of an applicant's mentors will be an important factor in assessing his/her application for funding.

**Will there be funding provided to potential mentors?**

The primary mentor will receive salary support for 5% effort; other mentors do not receive support. This compensation is provided by TRI and is not part of your Scholar budget.

**Does the word count limit include graphics? What about citations?**

Graphics and citations are not counted against the application's overall word count. We do ask, however, that you consider the reviewers' time when writing your application. Please keep all graphics, citations, etc. to a minimum.

**My division chief/department chair and mentor(s) are very busy. What if he/she doesn't submit my supporting letter(s) on time?**

All letters of support and recommendation must be submitted as part of the application packet (due on September 15, 2017 by 12:00 p.m. (noon)). If your letters of support and recommendation are not included in the application packet, your application will not be considered complete.

**What are the review criteria for the supporting letter(s) that my division chief/department chair and mentor(s) will be submitting?**

Reviewers and interviewers will assess whether the letters of support express the potential and commitment to the planned academic career program and the likelihood that the program will meet the candidate's career goals.

Letter from division chief/department chair:

Is there clear commitment of the sponsoring institution to ensure that 75% of the candidate's full-time professional effort will be devoted directly to the research and career development activities described in the application, with the remaining percent effort being devoted to an appropriate balance of teaching, administrative, and clinical responsibilities?

Is the institutional commitment to the career development of the candidate appropriately strong?

Is there an adequate level of assurance from the institution that the candidate will be an integral part of the research program?

Letters from mentor(s):

Is there clear commitment of the mentor(s) to ensure that the remaining funding will come from non-federal funds through the duration of the award?

Are there adequate plans for monitoring and evaluating the candidate's research and career development progress?

Are the mentor's research qualifications in the area of the proposed research appropriate?

Do(es) the mentor(s) adequately address the candidate's potential and his/her strengths and areas needing improvement?

**What is the deadline for submitting my project to the IRB for approval? What proof of submission do I need to show?**

You are required to submit your project to the IRB before the October 1 project start date. Proof of regulatory submission, approval, or determination of nonhuman subject research must be submitted as part of your application. TRI will not open project accounts without an approval letter(s).

**Does my project need to be approved by the IRB before the October 1 deadline?**

No. Your project may still be under review by the IRB. However, you will have to prove regulatory submission as detailed in the RFA.