VPCAT Application Instructions for Scholars

General Instructions

- Documents must be in Microsoft Word or Adobe PDF format only.
- Font size: 11 point, not condensed
- Font type: Arial or Times New Roman
- Spacing: single space or no more than six lines of type within a vertical inch
- Margins: no less than 0.5" on all sides
- Page Limit: 5 pages for application
  o Page limit does not include: Cover Letter, References, Letters of Support, Applicant CV, and Mentor Biosketches
- Tables, graphs, figures, etc.: All tables, graphs, figures, diagrams, and charts must be included within the overall page limit.

Required Application Components (maximum 5 pages total)

1. Career Plan (1 page recommended)
   a. Career Goals and Objectives—This section must include:
      i. Career Statement: 2-3 sentences in **boldface** stating your proposed unique research contribution and your long-term goals for your academic career
      ii. Career Development: The training, coursework, and research experiences you expect to undertake as a VPCAT Scholar and beyond

2. Scientific Mentoring Plan (1 page recommended)
   a. Describe who you will be working with as your scientific mentor(s) including:
      i. Their background (degrees, professional qualifications and full title(s))
      ii. How their expertise will help move your research plan forward
      iii. What their role is on your project
   b. Describe your mentoring plan, including:
      i. How often you plan on meeting with your mentor(s)
      ii. How these meetings coincide with the timeline of your research

3. Research Plan (3 pages recommended)
   a. Research Overview (approximately 1 page)
      i. This section page should be formatted as an NIH Specific Aims page
      ii. Provide an overview of the research you plan to do to obtain independent extramural funding
      iii. Include information on the **knowledge gap** you’re addressing, the **significance** of the work you want to do, and the **innovation** of your project
      iv. List of citations (no page limit for this—see “Required Ancillary Information”)

b. Previous Research Efforts (up to 1 page)
   i. Summarize your research efforts to date including the research you have
      performed in your proposed area so far

c. Future Research Plans (up to 1 page)
   i. Write a brief description of how your future research plans will build upon
      the research you have done so far
   ii. Describe your research trajectory including:
       1. Grants you plan on submitting
       2. A timeline that includes plans for publications and future external
          grant submission

**Required Ancillary Information (not included within the application page limit)**

1. Cover letter (maximum 2 pages)
   a. Address the letter to Michael Rubin, MD, PhD, Director, VPCAT Program, Office of
      Academic Affairs and Faculty Development, HSEB 5515
   b. Introduce yourself, describe your prior training, current faculty responsibilities, and
      accomplishments, and discuss why you should be considered for this program
2. Curriculum Vitae (SOM applicants, export your CV from MBM; all other Colleges/Schools
   will upload an up-to-date CV as a PDF document directly to the Competition Space
   application)
3. List of citations from research plan (no number or page limit)
4. Letters of Support
   a. A signed letter of support from each of your scientific mentors describing your
      qualifications for the VPCAT program and stating specifically:
      i. That they have read and understood the VPCAT Mentor requirements for
         scientific mentors
      ii. That they will be supporting your research as outlined in your research
          plan and meeting with you according to the outlined scientific mentoring
          plan
   b. A signed letter of support from your Dean/Department Chair declaring their
      support for your participation in the program and stating specifically:
      i. That they are willing and able to allot you the minimum 30% FTE for
         research required by the VPCAT Program (if your percentage FTE for
         research is higher than 30%, have them state your research-specific FTE in
         their letter)
      ii. That your College/Department is willing to grant you release time to
          attend Orientation (mandatory), Leadership Seminars (mandatory), and
          monthly curricular sessions (a portion of which are mandatory)
5. NIH Biographical Sketches from each mentor (each Biographical Sketch must be no
   longer than 5 pages)