



# EMORY NIGERIA

## HIV RESEARCH TRAINING PROGRAM

### Application Instructions

#### Important Dates

Application Deadline: **July 31, 2024**

Award Notifications: **September 2024**

Start Date: **January 1, 2025 (Required Orientation Meeting in December)**

#### How to Apply

All application components should be uploaded to the online submission system. Please use the **online submission system (found on the program web page)** 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 send any questions or concerns via email to Jacob Aiello at [jacob.aiello@emory.edu](mailto:jacob.aiello@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 – Long Term Trainee**

Applications should include the following documents:

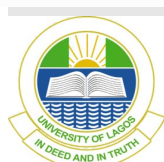
**A. Cover Page** – To be filled out within application link on program website.

**B. Cover Letter from Applicant (1 Page):** The cover letter 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 mentorship agreement, found in the same web page as the application.
- ii. Keep the administrators updated on publications and grant submissions/awards during **and after** completion of the program.
- iii. Submit an external grant application before the completion of the EN-RTP program.
- iv. Ensure that your cover letter is signed by both you and your mentor.

**C. Research and Training Plan (6 Pages total)**

- **Abstract (1 page):** 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.
- **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.





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### • Candidate Section + Research Strategy (4-page limit)

- Prepare a **Candidate Section (1 page)**: (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.

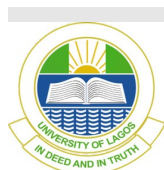
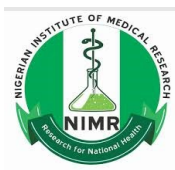
**D. Human Subjects or Animal Welfare Plans (1 page)** should be included, if applicable. Please follow the NIH SF 424 Application Guide section for the Protection of Human Subjects. IRB approval for the research is not required at the time of application but will be required prior to funding if applicable. Please also refer to the following source while developing this section: <https://humansubjects.nih.gov/>

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

**F. Budget (1 page):** May be submitted using the example budget and justification as reference. Each long-term applicant would receive a stipend of \$2,100 (USD) per year. Also include a technical budget of \$3,000/year. Do not include items not allowed on Federal Grants such as software, books, and administrative support staff (ask if uncertain). Budgets over the \$10,200 maximum amount for your proposed training track (2 years) will not be considered. Payment of stipend is dependent on completion of required activities for that period.

**G. Letters of Support** from the following:

- i. 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 30 hours per week of protected effort throughout the training track.**
- ii. Lead mentor: The lead mentor's letter should reflect willingness to serve as a mentor for the candidate, the mentor's assessment of the candidate, prior trainees he/she has mentored, a summary of the applicant's research proposal, and a summary of plans for mentoring and enhancing the research capabilities of the applicant. Below is an example of the language to use in the letter:





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- “I am committed to...”

iii. Co-mentors: If there are co-mentors, consultants and/or collaborators, the commitment and role of these individuals should be clearly stated.

**H. NIH Biosketch** of the candidate and the lead mentor as well as co-lead mentor (if applicable), advisors and collaborators (if any). The NIH fellowship biosketch instructions and an example of the NIH biosketch can be found here: <http://grants.nih.gov/grants/forms/biosketch.htm>.

**I. Citi Certification requirements:** Certificates for Responsible Conduct of Biomedical Research and Nigerian National Code for Health Research Ethics

### How to Apply

#### Required Documents – Medium Term Trainee

Applications should include the following documents:

**A. Cover Page** – To be filled out within application link on program website.

**B. Cover Letter from Applicant (1 Page)** The cover letter 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:

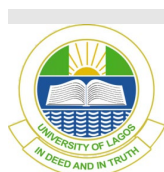
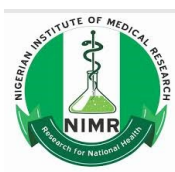
- Agree to the mentorship agreement, found in the same web page as the application.
- Keep the administrators updated on publications and grant submissions/awards during **and after** completion of the program.
- Ensure that your cover letter is signed by both you and your mentor.

**C. Course Training Plan (1 page)** - Provide a brief description of the courses interested in 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 how the courses desired through EN-RTP will enhance the candidate's ability to pursue this interest.

**D. Letters of Support** from the following:

- 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 30 hours per week of protected effort throughout the training track.**
- 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 summary of the candidate's research career, and a summary of plans for mentoring and enhancing the research capabilities of the applicant. Below is an example of the language to use in the letter:

- “I am committed to...”





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- E. **NIH Biosketch** of the candidate and the lead mentor. The NIH biosketch instructions and an example of the NIH biosketch can be found on <http://grants.nih.gov/grants/forms/biosketch.htm>.
- F. **Citi Certification Requirements:** Certificates for Responsible Conduct of Biomedical Research and Nigerian National Code for Health Research Ethics

### How to Apply – Short-term trainee

#### Required Documents

Applications should include the following documents:

- A. **Cover Page** – To be filled out within application link on program website.
- B. **Cover Letter from Applicant (1 Page)** The cover letter 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:
- Agree to mentorship agreement, found in the same web page as the application.
  - Meet with the program leadership at least once during the training.
  - Submit a final progress report.
  - Keep the administrators updated on publications and grant submissions/awards during **and after** completion of the program.
  - Ensure that your cover letter is signed by both you and your mentor.
- C. **Budget (1 Page):** may be submitted using the example budget and justification as reference. Each short-term applicant would receive an externship allowance of up to \$3,000 (USD). Do not include items not allowed on Federal Grants such as software, books, and administrative support staff (ask if uncertain). Budgets over the maximum amount for your proposed training track will not be considered.
- D. **Letters of Support** from the following:
- Externship 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 30 hours per week of protected effort throughout the training track.**
  - 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 summary of the candidate's research career, and a summary of plans for mentoring and enhancing the research capabilities of the applicant.
- E. **NIH Biosketch** of the candidate and the lead mentor. The NIH biosketch instructions and an example of the NIH biosketch can be found on <http://grants.nih.gov/grants/forms/biosketch.htm>.
- F. **Citi Certification requirements:** Certificates for Responsible Conduct of Biomedical Research and Nigerian National Code for Health Research Ethics

