**JACKSONVILLE AGING STUDIES CENTER – (JAX-ASCENT)**

**JUNIOR SCHOLARS PROGRAM**

APPLICATION INSTRUCTIONS

**Note: Please DO NOT submit any supplementary materials (e.g., appendices) as these will not be reviewed. Submit only the requested documents.**

**The application packet must be:**

* Typed using Arial 11 font with half inch margins all around, single spaced, and with adherence to the page limitations specified. Do not delete section headings.
* Searchable: It should be created using text or word-processing software and then converted to PDF. Scanned documents cannot be processed using Optical Character Recognition (OCR) and are therefore not searchable.
* No larger than 4MB. Consider compressing images and/or eliminating color images before converting to a .pdf to minimize file size.
* Submitted in a single .pdf and named using your last name, e.g., “JohnsonJAX\_Scholar\_2019”
* Failure to adhere to these formatting requirements will affect your review scoring.

**Application Checklist.** We must receive all materials electronically by **5:00 pm on Monday, December 2nd, 2019** in order for your application to be considered. Please send to Jennifer Bowman, [Jennifer.Bowman@jax.ufl.edu](mailto:Jennifer.Bowman@jax.ufl.edu) and Christiaan Leeuwenburgh, [cleeuwen@ufl.edu](file:///\\AHCDFS.AHC.UFL.EDU\FILES\AGING\SHARE\PEPPER%20REC\REC%20RFA%202017\cleeuwen@ufl.edu). We will acknowledge receipt of all electronic documents by email to you.

Complete application for JAX ASCENT Junior Scholars Program including:

* Application Face Page (1 page)
* Table of Contents (1 page)
* Candidate’s CV (Full CV, not NIH biosketch)
* Candidate Statement (2 pages)
* Research Plan (5 pages)
* Training Plan (Complete provided table)
* Mentoring Plan (1 page for each mentor)
* Mentors’ Letters, NIH Biosketches and Mentee Tables
* Chair (required) and Chief (if applicable) Letters of Support
* Example of Written Product by the Candidate
* Budget (Use Form 4: NIH PHS 398)

JAX-ASCENT JUNIOR SCHOLARS PROGRAM

**APPLICATION INSTRUCTIONS**

**I. Basic Data**

1. Application Face Page Form. Complete the Application Face Page Form. This is the first page of your application.

2. Follow the format provided for the Table of Contents and number pages sequentially once they are compiled into a single electronic document.

3. Scholar CV. Include your full updated CV, not just your NIH Biosketch.

**II. The Candidate’s Statement (not to exceed 2 pages)**

On 2 pages, and with the below sections as subheadings, please address the following considerations:

**Prior training and research record:**

* Describe any previous training in aging related research
* Give examples of opportunities you have had to engage in research (basic or clinical); describe your role in these projects.
* Highlight examples of your productivity (e.g., pursuing an original research question, analyzing data, and presenting or publishing your findings). Describe grants, top publications and major honors/awards.

**Research goals:**

* State your long-term aging related research career goal(s), including the type of research you plan to conduct, the clinical problem(s) your research will address, and the potential impact your research will have on public health.
* Explain how conducting the research project proposed in this application will prepare you to compete successfully for an NIH grant, such as a K Career Development Award, R03, R21, or R01, or PCORI and Foundation grants and provide some scenarios for what that project would be.

**Resources:**

Describe the resources (space, staff, clinical materials, funds, etc.) provided by your department and mentors, and their adequacy to your career development. Be specific as to amounts that will be available to you for doing research from your home Department or Affiliate Institute.

**Career potential:**

* Describe the faculty appointment you will have and your departmental role over the next 5 years.
* Comment on the leadership role you expect to play in your department and your field in 5-10 years.
* Explain how you will benefit from the JAX ASCENT Junior Scholars program and how it will contribute to your career in aging related research.

**III. Research Plan**

You should work closely with your mentors on writing the research plan. Follow instructions in [PHS 398](http://grants.nih.gov/grants/funding/phs398/phs398.html) and provide a research plan that does not exceed 5 pages. Include a timeline for completion of your JAX ASCENT Junior Scholar project. Indicate when you will apply for peer-reviewed funding

**IV. Training Plan**

Please use the table provided to complete your training plan.

**V. Mentoring Plan**

Please use the format page provided.

**VI. Mentor(s’), Department Chair’s and Division Chief’s Statements**

Each applicant should identify a lead mentor (two primary mentors are allowed if well justified) and one or more co-mentors from different disciplines.

A. The candidate’s lead mentor and co-mentor(s) must each complete a Mentor’s Statement *following the format provided and not exceeding the 1 page limit.* Mentors’ NIH Biosketches should immediately follow their Mentors’ Statements. Table of prior mentees may be a separate page.

B. The candidate’s Department Chair must complete a Statement *following the format provided and not exceeding the 1 page limit*.

C. The candidate’s Division Chief (if applicable) must complete a Statement *following the format provided and not exceeding the 1 page limit*.

**VII. Example of Written Product**

Submit a representative research publication (< 10 pages) of your prior work. Include a 3-4 sentence cover note indicating the role you played in the work and in writing it up. Include your assessment of its significance.

**VIII. Budget**

Submit a budget using the [NIH PHS 398 Form Page 4: Detailed Budget](https://grants.nih.gov/grants/funding/phs398/fp4.pdf). Only direct costs that support the advancement of the proposed research project are allowed.

**JAX-ASCENT JUNIOR SCHOLARS PROGRAM APPLICATION**

**I. A. Application Face Page**

**Candidate: (Please type)**

*Last Name First Name Middle Initial Degrees Held Gender UFID*

*PO Box City State Zip Telephone*

*Email Fax*

*Faculty Position at UF if you receive this award (specify rank) Years at this position level*

*College Department Division*

**Citizenship:**

U.S. Citizen or U.S. Noncitizen National Permanent Resident of U.S (Green card)

(Visa holders are not eligible to participate in this program)

**What is your racial background?** *Mark all that apply*

American Indian or Alaska Native Black or African American

Native Hawaiian or other Pacific Islander White

Asian Intentionally withheld

**Are you Hispanic or Latino?**

Yes No Intentionally withheld

**Proposed Mentors**

*Lead Mentor Degrees Held College/Dept/Division*

*Title UFID PO Box Email*

*Co-mentor Degrees Held College/Dept/Division*

*Title UFID PO Box Email*

*Co-mentor Degrees Held College/Dept/Division*

*Title UFID PO Box Email*

Applicant Assurance

By sending this from my computer I certify that I have read and understand the Program

Requirements and agree to abide by them if I am selected as a JAX ASCENT Junior Scholar.

🞎 I certify and agree.

**I.B. Table of Contents**

**Page**

**(*insert appropriate page numbers*)**

**I. Basic Data**

A. Application Face Page Form……………………………………………………… 1

B. Table of contents………………………………………………………………….. 2

C. Scholar CV…………………………………………………………………………. 3

**II. Candidate’s Statement (**Not to exceed 2 pages)

**III. Research Plan** (Sections A-E not to exceed 5 pages)

A. Project Title, Key Words, Research Abstract………………………………..

B. Specific Aims…………………………………………………………………….

C. Background and Significance………………………………………………….

D. Progress Report/Preliminary Studies…………………………………………

E. Research Design and Methods……………………………………………….

F. Human Subjects…………………………………………………………………

G. Literature Cited………………………………………………………………….

# H. Timeline for Completion...............................................................................

# IV. Training Plan

# V. Mentoring Plan

# VI. Mentor(s’) and Department Chair/Division Chief Statements

A. Lead Mentor’s Statement (1 page) and NIH Biosketch………………………

B. Co-mentor(s') Statement(s) (1 page each) and NIH Biosketch(es)…………

C. Department Chair/Division Chief Statements (1 page each)……....................

**VII. Example of Written Product**

**VIII. Budget**

**IX. Verification of Citizenship or Permanent U.S. Residence**

**II. CANDIDATE’S STATEMENT**

**(2 page limit)**

Follow the application instructions to address the items listed on pages 2-3 of this application.

**III. RESEARCH PLAN**

**(5 page limit for Sections A-E)**

The research plan should be described along the lines of instructions contained in PHS 398, and include a research abstract and sections A-G below. The research should be designed to be completed in two years, although a component of the study may involve more prolonged follow-up. Sections A-E should conform to the suggested page limits.

A. Project Title, Key Words, Research Abstract (1/2 page)

B. Specific Aims and Hypothesis (1/2 page)

C. Background and Significance (1 pages)

D. Preliminary Studies (1 page)

E. Research Design and Methods (2 pages)

F. Human Subjects (not included in page limit)

G. Literature Cited (not included in page limit)

H. Timeline for Completion (include IRB, subject recruitment, data analysis, publication, grant submission) (not included in page limit)

**IV. TRAINING PLAN**

**(1 page limit)**

The training plan should include all coursework, seminars, workshops and any other learning experiences that the applicant will engage in to further his/her ability to conduct and communicate clinical/translational research. Please be specific – list course names/numbers, seminar titles, etc.

|  |  |  |
| --- | --- | --- |
| Year | Semester | Training |
| Year 1 | Summer |  |
|  | Fall |  |
|  | Spring |  |
| Year 2 | Summer |  |
|  | Fall |  |
|  | Spring |  |

**V. MENTORING PLAN**

**(1 page limit for each mentor)**

Please complete the following with your mentors:

**A.** **Communication**

Please describe how your mentors will communicate with you and with one another to provide a strong mentoring team. Include frequency of face-to-face meetings and how progress will be monitored.

**B.** **Expertise**

Please describe the specific ways that each mentor will contribute to each element of your training program

**Lead Mentor Name:**

1. Contribution to Research Advancement
2. Contribution to Didactics
3. Contribution to Career Advancement

**Co-Mentor Name:**

1. Contribution to Research Advancement
2. Contribution to Didactics
3. Contribution to Career Advancement

(Insert additional mentors as needed)

**VI. A: Lead Mentor Statement**

**(1 page limit)**

Candidate Name:

Lead Mentor Name: Title:

1.Current and Former Trainees. Fill in the attached table.

2. Please briefly describe the nature and extent of the supervision that you will provide and please briefly comment on the quality of the proposed scholar and on the nature of the multidisciplinary collaboration in the research environment that you will help provide.

3. Please indicate the resources that you will provide to support the candidate’s research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

I have read and understand the expectations of mentors for this program, and agree to be the Lead Mentor for the candidate named above in the event he or she is selected.

Signature: Date:

Candidate:

Lead Mentor:

Please list in chronological order 5 trainees you have mentored in the past 10 years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Status while in training | Dates | Type of Research |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**VI. B. Co-Mentor Statement**

**Include separate statement and table of trainees for each co-mentor**

**(1 page limit for each mentor)**

Candidate Name:

Co-mentor Name: Title:

1.Current and Former Trainees. Fill in the attached table.

2. Please briefly describe the nature and extent of the supervision that you will provide and please briefly comment on the quality of the proposed scholar and on the nature of the multidisciplinary collaboration in the research environment that you will help provide.

3. Please indicate the resources that you will provide to support the candidate’s research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

I have read and understand the expectations of mentors for this program, and agree to be Co-mentor for the candidate named above in the event he or she is selected.

Signature: Date:

Candidate:

Co-Mentor:

Please list in chronological order 5 trainees you have mentored in the past 10 years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Status while in training | Dates | Type of Research |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**VI. C. 1. Department Chair Statement**

**(1 page limit)**

Candidate’s Name:

Chair’s Name:

1. Please specifically describe the role that the candidate will have in your department as a leading force in aging related research after completing the career development award:

2. Please indicate the resources that you will provide to support the candidate’s research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

3. Please include the following statement as part of your letter:

“I support this proposal for a career development award in multidisciplinary clinical research and certify that if he/she is selected as a JAX ASCENT Junior Scholar that he/she will spend 50% of his/her FTE on JAX ASCENT didactics, research and other JAX ASCENT scholarship activities. This 50% of FTE is based on the scholar’s workweek schedule at time of entry into the JAX ASCENT program. Any changes to the Scholar’s schedule that could infringe upon this 50% time must be discussed with the JAX ASCENT directorship.”

Signature: Date:

**VI. C. 2. Division Chief Statement**

**(1 page limit)**

Candidate’s Name:

Chief’s Name: Dept/Division:

Email: PO Box:

1. Please specifically describe the role that the candidate will have in your department as a leading force in multidisciplinary clinical and translational research after completing the career development award:

2. Please indicate the resources that you will provide to support the candidate’s research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

3. Please include the following statement as part of your letter:

“I support this proposal for a career development award in multidisciplinary clinical research and certify that if he/she is selected as a JAX ASCENT Junior Scholar that he/she will spend 50%\* of his/her FTE on JAX ASCENT didactics, research and other JAX ASCENT scholarship activities. This 50% of FTE is based on the scholar’s workweek schedule at time of entry into the JAX ASCENT program. Any changes to the Scholar’s schedule that could infringe upon this 50%\* time must be discussed with the JAX ASCENT directorship.”

Signature: Date: