Application Instructions for 2024 K12 Immuno-Oncology Training Program (IOTP) Scholar Awards

- Completed applications are due at **5:00 PM ET on Friday, June 14, 2024**.
- Applicants must use the application and budget templates provided in this package.
- The applicant must complete all sections of the application except as noted.
- The complete application is to be uploaded to an online application questionnaire, available here: https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_etChHDC9YlSpsUZ
- Applicants must answer the additional questions through the online application questionnaire.
- Information collected regarding age, gender, ethnicity, race, disability and disadvantaged status will be kept confidential and is only used for aggregate reporting.
- Please include a footer on all pages in items 1 through 9 consisting of the applicant's last name and page number, starting with page 1 on the cover page, page 2 on the Research Abstract, etc.
- Please consolidate all items into a single PDF and upload in that form. Please use the following filename convention: **First Name_Last Name_K12_2024**.pdf.

A complete application consists of the following items in the order shown. Do not exceed page limits

Item #	Item	Page Limit
1	Cover page (please use template provided below)	1
2	Research Abstract	½ page
3	Research Plan	5 ½ pages
3.1	Specific Aims	½ page
3.2	Significance, Background and Preliminary Data	2 pages
3.3	Approach, Research Design and Methods	3 pages
4	References	no limit
5	Candidate/Career Development Plan	2 pages
6	Mentorship and Collaboration Plan	1 or 1 ½ pages (see details below)
7	Applicant's biosketch (NIH format)	$\leq$ 5 pages
8	Applicant's other support (NIH format)	no limit
9	Current Support Summary	1 page
10	Detailed Budget	2 pages
11	Budget Justification	2 pages
12	Letters of support from applicant's mentors and collaborators. Please see note below regarding the requirement for co-mentorship.	1 page each
13	Departmental letter of commitment	1 page
14	Biosketches of mentors and collaborators	5 pages each

Additional Details

1. Cover page. Please use the cover page template provided below.

2. Candidate/Career Development Plan. Describe your career plans including a planned path to independence. The research project proposed in this application should be placed in the context of a long-term research program.
3. Mentorship and Collaboration Plan. Describe your plan for mentorship and collaboration, including a mentorship committee that will meet every six months to review your progress with respect to your research and career development plans. Please note that if you are a clinical science scholar, you will need to have a basic or translational science co-mentor. IOTP will assign an additional member to chair this committee.
4. Applicant's biosketch (NIH format). See instructions and an example here: https://grants.nih.gov/grants/forms/biosketch.htm. Please use the "non-fellowship" version.
5. Applicant's other support (NIH format). Provide details of all current and pending support, with amounts and dates of all external and internal sources. See instructions and an example here: https://grants.nih.gov/grants/forms/othersupport.htm. Please use the version for new and renewal applications. You must list all current and pending sources of support. To be completed by the applicant with business office support as needed.
6. Current Support Summary. This section must provide a breakdown by percentage of all of your current sources of support, including all sources of funds. Please account for 100% of your effort support. Amounts and end dates for each external and internal source must be included, including any start-up funds. If you have start-up funds, provide details regarding the amount and date received, and the current balance. Please use the template provided below. This section is to be completed by applicant's business office.
7. Detailed budget. Please use the latest PHS398 form page 4 template, available here: https://grants.nih.gov/grants/funding/phs398/phs398.html. You may request salary and benefits support for up to 75% professional effort (up to $75,000 in salary support and $23,025 in fringe) and up to $30,000 per year in research support. This section is to be completed by the applicant in conjunction with the applicant's business office.
8. Budget justification. Please provide details to support budget calculations and provide sufficient information to draw a link between expenditures and your research and career development plans. Scholars MUST have 75% salary support on this K12 award, except for surgeons, who may reduce it to 50%. If you are a surgeon or practice another procedure-based specialty and are applying for salary support of less than 75% professional effort, please include a statement justifying your need to devote more than 25% effort to direct patient care to maintain clinical skills. This section is to be completed by the applicant in conjunction with the applicant's business office.
9. Letters of support from the candidate's mentors and collaborators (maximum of 1 page each). To be completed by mentors and collaborators.
10. Departmental letter of commitment. The chair or section chief of the unit where you hold your primary faculty appointment must write a letter describing in detail the department's long-term commitment to your development as an independent investigator. The trajectory for promotion must not be contingent upon receipt of this award. To be completed by the appropriate dean, department chair, section chief or center director.
11. Biosketches of the mentors and collaborators (maximum of 5 page each). To be completed by mentors and collaborators, using the standard NIH format referenced above.

Appointment Letter
A signed copy of your most recent letter appointing you to Instructor or Assistant Professor position should be included. This document should be an official offer letter and include details of your position. It is to be uploaded separately from the application package detailed above. It will not be provided to reviewers and will not be used in the review process. It will be used to confirm eligibility only.

Yale Cancer Center
K12 IOTP Scholars Program
Application Cover Page - 2024

Applicant Name	
Academic Title	
Primary Department	
Research Project Title	
Primary Mentors	

Yale Cancer Center
K12 IOTP Scholars Program
Current Support Summary

Name of Applicant:

Breakdown of Current Support

% Effort	Description	Expected End Date

Add more rows as necessary. Percentages must add to 100%.
Description should include sponsor, grant #, PI, and applicant's role on project, as applicable.

Start-Up Funds

Amount	
Date Received	
Remaining Balance	
Other Relevant Information	

Business office representative completing this section

Name	
Telephone Number	
Email Address	

Signature of business office representative:

_____

Signature   Date