

Clinical Research Education and Career Development Program (CRECD)

Addressing Health Disparities among Oklahoma Minority and Rural Communities through Clinical Research Education and Career Development

Phase I Training

Master of Science in Clinical and Translational Sciences

Program information can be found at:

<http://graduate.ouhsc.edu/GraduatePrograms/MSPPrograms/ClinicalandTranslationalScience/CTS.aspx>

<http://osctr.ouhsc.edu/training-and-education-opportunities>

Deadlines:

- The application deadline is October 15, 2018 for a Spring 2019 program matriculation. Program coursework begins January 14, 2019.

Process and Steps for Completing the MS in CTS Application

1. **Complete the official MS in CTS application online** at: <https://apps.ouhsc.edu/admissions/>

2. **Application fee of \$75** (Payable online)

3. **Required Materials:**

- a. Official Transcripts from all universities attended.

All U.S. transcripts need to be mailed to:
OUHSC Office of Admissions and Records
P. O. Box 26901, LIB 121
Oklahoma City, OK 73117-1221

(For information regarding foreign transcripts, please see International Applicant section below).

The following materials need to be uploaded directly online when filling out the application (Under “Clinical and Translational Sciences MS” tab on the online application):

- b. Three letters of reference.
 - o One letter of reference must be from the proposed primary research mentor and should address the mentor’s commitment to the planned research project, including funding if available. The mentor should also comment on mentoring plans including the proposed meeting frequency with the student, opportunities for professional development of the student, engagement of the student in existing research programs, and the role of the student in the proposed thesis project. The mentor should summarize his or her experience mentoring junior investigators in research. In addition, briefly summarize the mentor’s area of research expertise, experience in writing and securing grant funding,

experience in publishing, and experience in mentoring trainees/students and early-career faculty. Also indicate if the mentor is providing support for key resources/laboratories that are needed for the planned thesis project.

- One letter of reference must be from the applicant's program director, department chair, or current employer ensuring sufficient, dedicated time necessary to successfully complete the degree program, including continued salary support not covered by the CRECD program (50% FTE) and time off for didactic course work (course work up to 9 clock hours per week during normal business hours or other agreed upon limit). The applicant's program director, department chair, or current employer must state a commitment to protect 50% FTE for participation in the CRECD program (effort funding provided by CRECD). Specific information should be provided regarding the expectations for the remaining 50% FTE and how typical responsibilities (e.g., teaching, clinical service, etc.) will be reduced to ensure 50% protected CRECD training and research time.
- One letter of reference may be from any individual who is familiar with the applicant's academic and professional experience and can comment on the applicant's qualifications, character, and ability to successfully complete the degree program. This third letter may be from an individual with expertise that is required for successful completion of the thesis project, such as a co-mentor or a researcher who has required expertise that is different from that of the primary mentor.

(Individuals who are indicated as recommenders will be sent a link via email to upload the letters directly online after application is submitted.)

c. Current Curriculum Vitae or Resume.

d. A two-page typed (single-spaced, 12 point font with 1 inch margins) Personal Summary describing:

- The applicant's interest, background, and experience in clinical research, translational and/or patient-oriented research, or population health research particularly on diseases that disproportionately impact minority and health disparity populations that qualifies the applicant to successfully complete the program and to be successful in research.
- Career goals related to clinical, population health, and/or translational research related to minority and health disparities research, indicating how the MS in CTS program will help the candidate meet the career goals. In particular, comment on how the proposed thesis project aligns with the overall and long-term research goals of the student.
- Alignment of the career goals and proposed research with the goals of the CRECD program

The CRECD program seeks to facilitate the education of participants from diverse backgrounds underrepresented in biomedical research to pursue clinical research, translational and/or patient-oriented research, particularly on diseases that disproportionately impact minority and health disparity populations. NIH-designated U.S. health disparity populations include Blacks/African Americans, Hispanics/Latinos, American Indians/Alaska Natives, Asian Americans, Native Hawaiians and other Pacific Islanders,

socioeconomically disadvantaged populations, underserved rural populations, and sexual and gender minorities.

The Personal Summary must include a statement regarding the **applicant's interest in the CRECD program** and pursuing clinical research, translational and/or patient-oriented research, or population health research particularly on diseases that disproportionately impact minority and health disparity populations. To be competitive for CRECD funding, the applicant must propose a thesis project **focused on diseases that disproportionately impact minority and health disparity populations.**

o **Protected time**

Participation in Phase I of the CRECD program requires 50% protected time (6.0 person months of full-time professional effort) for conducting health-related clinical and/or patient-oriented research. This effort includes completion of the MS in CTS degree program, including completion of the didactic coursework, completion of the thesis project, delivery of professional presentations, and submission of manuscripts.

In the Personal Summary, the applicant should state specifically how their current position and expectations will change to ensure that you have 50% protected time to devote to the program and research. It would be helpful to present a summary of the current distribution of effort and the proposed distribution of effort if the applicant is selected for CRECD funding (expected start date January 1, 2019).

e. A two-page (single-spaced, 12 point font with 1 inch margins) Research Summary briefly describing:

- o The planned research project including hypothesis, specific aims, background and significance, and research study design.
- o The CRECD program seeks to facilitate the education of participants from diverse backgrounds underrepresented in biomedical research to pursue clinical research, translational and/or patient-oriented research, particularly on diseases that disproportionately impact minority and health disparity populations. **NIH-designated U.S. health disparity populations** include Blacks/African Americans, Hispanics/Latinos, American Indians/Alaska Natives, Asian Americans, Native Hawaiians and other Pacific Islanders, socioeconomically disadvantaged populations, underserved rural populations, and sexual and gender minorities.

In the Research Summary, state specifically how your proposed research project relates to “diseases that disproportionately impact minority and health disparity populations”. Please refer to the definition above for health disparity populations. Note that age alone does not meet the definition of a disparity or underserved population. **To be competitive for CRECD funding, the applicant must propose a project focused on diseases that disproportionately impact minority and health disparity populations.**

- o Identification of a primary research mentor.
- o The student's role in the ongoing research project if the thesis is a component of a larger study. Provide specific information regarding the role of the student in aspects of the

proposed thesis project, including but not limited to, developing the research question, designing the study, recruiting patients, performing clinical procedures, performing laboratory procedures, collecting data, and analyzing data.

- The potential for the planned thesis project to inform the design and approach for a K-award or NIH R-series award application.
- Timeline: Phase I of the CRECD program provides up to two years of funding with the expectation that the MS in CTS is completed within this 2-year period.

In the thesis proposal, please discuss the timeline for the completion of the MS program within the 2-year funding period. This is particularly important if the project involves participant recruitment and follow-up. Provide a justification for the expected recruitment rate that will be needed to reach the recruitment target. Also, comment on the timeline for submission of abstracts for professional presentations and manuscripts. Finally, comment on plans to submit subsequent grant funding applications (the grant applications will likely occur after the 2-year MS in CTS degree program to allow time for publication of your thesis results as preliminary data for your planned grant application).

- NOTE: The proposal must be limited to two pages. The cited references do not count towards the page limit.

f. Proposed mentor's NIH biosketch:

- In the Personal Statement of the biosketch, **the mentor should summarize his/her past research mentoring experience.**
- Proposed mentors who are junior faculty (Assistant Professors) without sufficient experience mentoring students, residents or fellows may choose to include a more senior co-mentor or thesis committee chair. If a co-mentor or secondary mentor is identified, please include the biosketch for that individual as well.
- NOTE: applicants are encouraged to identify a primary mentor and in addition, a secondary or co-mentor. A co-mentor is recommended if one of the mentors has content expertise but is less experienced in research mentoring or is less experienced in conducting research, publishing results, or directing grant-funded research projects. Co-mentors are encouraged to have complimentary expertise, for example, one mentor serving as a clinical expert and the other mentor serving as a basic science expert. If the primary mentor is accomplished as a mentor and researcher, addition of a secondary mentor, with complimentary content or methodological expertise, is encouraged.

4. Final permission for your admittance into the CTS program rests with the Dean of the Graduate College.

5. Graduate College will send an approval or denial letter to your listed address.

Note: The Graduate College will waive the requirement for these students to take the Graduate Record Examination for admission to this program.

International Applicants:

- Any international applicant who has not been accepted into a residency program at a regionally accredited U.S. medical school or does not have an undergraduate or master's degree from a regionally accredited U.S. school is required to have a minimum score of 570 on the Test of English as a Foreign language (TOEFL) paper test, a minimum TOFEL score of 230 on the computerized version, or a minimum score of 88 on the IBT version. The student must take the test within the two years immediately preceding the semester of admission; an original score report is required.
- Formal admission requires that international transcripts be reviewed by **World Education Services (WES)**. <http://www.wes.org/>
- Make sure to have the *ICAP* (International Credential Advantage Package) sent to: University of Oklahoma Health Sciences Center, Oklahoma City.
- Also required are all copies of foreign transcripts showing the coursework.
- Please send all copies of foreign transcripts to:
 - University of Oklahoma Health Sciences Center Graduate College
 - ATTN: Carla Shackelford
 - 1105 N. Stonewall Avenue
 - LIB 258
 - Oklahoma City, OK 73117
- Any international applicant who is a resident alien should submit a copy of the resident alien card along with the application for admission.
- International students are expected to have an approved visa status under which they can be admitted as a full-time student to a degree program and must follow all policies and procedures of the OUHSC Office of Admissions and Records. For additional information, please visit the International Student Services site (<http://students.ouhsc.edu/Wervices/ISS.aspt>) or contact Ms. Elsa Higuchi.
 - Elsa Higuchi
 - Admissions & Records Senior Officer
 - Immigration and VA Student Advisor
 - (405) 271-2347 Ext. 48906
 - Elsa-Higuchi@ouhsc.edu

Review Criteria

Applicants will be reviewed by members of the CTS Advisory Committee and will be evaluated based on program eligibility criteria; the potential of the applicant to become a productive, independent clinical or population health research investigator in the areas of minority health, rural health and health disparities research; scientific rigor, significance, and feasibility of the proposed thesis project; track record of the mentor in related research field and research mentoring; and scientific contributions of the applicant including publications and presentations.

For additional information, please contact:

Julie Stoner, PhD

Program Director
Department of Biostatistics and Epidemiology
College of Public Health
University of Oklahoma Health Sciences Center
801 NE 13th Street, CHB 309
Oklahoma City, OK 73104
Phone: (405) 271-2229 x 49480
Fax: (405) 271-2068
Email: julie-stoner@ouhsc.edu

Carla Shackelford

Graduate College/OUHSC
1105 N. Stonewall Rm. 258
Oklahoma City, OK 73117
405-271-2085 (Main Line)
405-271-8001 Ext. 48833 (Direct Line)
Fax: 405-271-1155
Email: carla-shackelford@ouhsc.edu