**Duke/NCI T32 Postdoctoral Research Training in Surgical Oncology Application Instructions**

**Required Submission Materials:** *submitted electronically and as separate attachments.*

\*\*Please use 12pt Calibri, Arial, or Helvetica with ½ inch margins.

1. The application Cover Page downloaded from the website. [**lastname\_coverpage.(doc/docx/pdf)**].
2. Cover letter summarizing interest and background in field [**lastname\_CL.(doc/docx/pdf)**].
3. Most recent NIH Biosketch (fillable form & instructions can be found on our website

[**lastname­\_biosketch.(doc/docx/pdf)**].

1. Goals for Postdoctoral Traineeship [**lastname\_goals.(doc/docx/pdf)**].
	* **Statement of background and educational/training goals**
		+ Organize Background and Goals for Fellowship Training in the specified order and use the instructions provided. Start each section with the appropriate heading – Research Experience, Training Goals and Objectives, Activities Planned Under this Award.
			- **Research Experience:**
				* Briefly summarize your past research experience, results, and conclusions, and describe how that experience relates to the proposed fellowship. Do not list academic courses in this section.
				* Applicants with no research experience: Describe any other scientific experiences.
			- **Training Goals and Objectives:**
				* Describe your overall training goals for the duration of the fellowship and how the proposed fellowship will enable the attainment of these goals.
				* Identify the skills, theories, conceptual approaches, etc. to be learned or enhanced during the award.
				* Discuss how the proposed research will facilitate your transition to the next career stage.
			- **Activities Planned Under this Award:**
				* The activities planned under this award should be individually tailored and well integrated with your research project.
				* Describe, by year, the activities (research, coursework, professional development, clinical activities, etc.) you will be involved in during the proposed award. Estimate the percentage of time to be devoted to each activity. The percentage should total 100 for each year.
				* Describe the research skills and techniques that you intend to learn during the award period.
				* Describe the planned, non-research activities (e.g. those related to professional development and clinical activities) that you plan to engage in during the award period.
				* Provide a timeline detailing the proposed research training and related activities for the entire duration of the fellowship award.
2. Research Training Plan [**lastname\_trainingplan .(doc/docx/pdf)**].
	* **Proposal Abstract** (1 page)
		+ State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe the research design and methods for achieving the stated goals. Be sure that the project summary reflects the key focus of the proposed project
	* **Detailed research proposal** (2-5 pages)
		+ **Specific Aims**
			- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved.
			- List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology).
		+ **Research Strategy**
			- Organize the Research Strategy in the specified order and use the instructions provided below. Start each section with the appropriate section heading – Significance, Approach.
				* **Significance**

Explain the importance of the problem or critical barrier to progress that the proposed project addresses.

Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

* **Approach**
	+ - * Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
			* Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
			* If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
			* Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.
* **Respective Contributions**
	+ Describe the collaborative process between you and your sponsor/co-sponsor(s) in the development, review, and editing of this Research Training Plan. Also discuss your respective roles in accomplishing the proposed research.
* **Selection of Sponsor and Institution** (The current list of training grant faculty can be found on our website. This does not preclude you from choosing a research mentor outside of the active list.)
	+ Describe the rationale/justification for the selection of both the sponsor and the institution.
	+ Explain why the sponsor, co-sponsor (if any), and institution were selected to accomplish the research training goals.
* **References Cited**
	+ - * When citing articles that fall under the Public Access Policy provide the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article.
			* Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference.
			* The references should be limited to relevant and current literature.
			* While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.
1. Three letters of recommendation sent by the writers directly to SurgeryT32@duke.edu
	* Department Chair
	* Residency/Fellowship Director
	* Other who is knowledgeable about your prior accomplishments and suitability for this program.

Please send all the application materials to SurgeryT32@duke.edu by Friday, April 19, 2019.

[Instructions for individual sections taken from “Fellowship Instructions for NIH and Other PHS Agencies – SF424 (R&R) Application Packages, Forms Version E Series]