Outline

- Key personnel
- Selection of Sponsor
- Key Personnel’s Biosketch
- Sponsoring Institution
- Institutional Environment & Commitment to Training
- Letters of Recommendation
Who Are Key Personnel?

- Principal Investigator
- Sponsor(s)
- Co-Sponsor(s)
- Consultants/Collaborators
Build a Strong Research Team

- Select a sponsor who is an active investigator in the area of the proposed research training with commitment to your research training.

- Choose sponsors with complementary expertise in scientific disciplines who will serve as role models for career advancement and leadership skills.

- Pick sponsors with substantial research support ($$) and documented mentoring successes.

- Add consultants and research content mentors (sponsors) for training in highly unique skills.

- For dual-degree program, find a clinical training sponsor.
Selection of Sponsor

- Describe why the individual was selected as the Sponsor on the Fellowship (include current position, how research focus and/or background, training history, collaborative partnership, etc.) are beneficial to the trainee and how they will enhance training goals of the Fellowship Applicant.

- Justify why further training with Sponsor will broaden Fellows’ experience (If you are working with a sponsor for more than a year).
Selection of Sponsor (example)

[Name], PhD, RN, FAAN, Professor, Johns Hopkins University School of Nursing. [Name] is a Johns Hopkins University School of Nursing faculty member and the interim chair of the Department of Community-Public Health at the School of Nursing. Her federally funded community engaged research focuses on interdisciplinary strategies to address health disparities in traditionally underserved racial/ethnic minorities—particularly those with limited health literacy and limited English proficiency. Her expertise is in the prevention and management of common chronic conditions such as cancer, diabetes, and hypertension. Her current project includes a community based study to assess the effects of a health-literacy focused education and follow-up support intervention led by community health workers to improve the Pap testing behaviors of women living with HIV. She is also a strong methodologist who has extensive experience and expertise in measurement and mixed methods. She has developed several instruments to measure health literacy, hypertension knowledge, using both classic and modern measurement testing approaches. [Name] was chosen as a sponsor for this application because of her strong background in research in cervical cancer, health literacy, minority and immigrant health, which will allow her to provide Ms. [Name] with the most current practice and research knowledge necessary to undertake research among African immigrant women living in the US. [Name] has already facilitated a research residency on community-based cervical cancer for Ms. [Name] who currently serves as the study’s coordinator. [Name] has also been integral in the design of the proposed study due to her similar research interests.
Key Personnel’s Biosketch

The Sponsor, Co-Sponsor, Collaborators must complete a Biographical Sketch. Within this section, they should include:

- Personal Statement
- Contribution to Science
- Research Support
- Track Record of Mentoring
Sponsor and Co-Sponsor Statements

- Research support available
- Sponsor’s/co-sponsor’s previous fellows/trainees
- Training plan, environment, research facilities
- Number of fellows/trainees to be supervised during the fellowship
- Applicant’s qualifications and potential for a research career
The proposed research involves…. I have expertise in all of these areas, including…, a long history investigating…. experience with…., and formative work in…. My work in this area began in…. I currently direct the…lab which is devoted to these themes. I have successfully administered major grants in this area and currently serve as PI or Co-I on multiple NIH grants using…. I have a strong track record of mentorship and co-mentorship of graduate students including NRSAs. Currently I mentor (number) graduate students and (number) post-doctoral fellows, of whom (number) have NRSAs. My students have regularly transitioned to prestigious post-doctoral and faculty appointments. I have and can provide the necessary resources to support (name)’s training goals.
### Sponsor’s Research Available

#### Sponsor Information

#### A. Research Support Available

<table>
<thead>
<tr>
<th>Funding Source and Identifying Number</th>
<th>Title of Research or Training Program</th>
<th>Name of PI</th>
<th>Funding Dates</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor: Dr. [Redacted]</td>
<td>Institutional Clinical and Translational Science Award (Community Engagement Program)</td>
<td>[Redacted] MD, MPH</td>
<td>2013 – 2018</td>
<td>$19,008,590</td>
</tr>
<tr>
<td>NIH 1-U54-AI108332-01</td>
<td>Community-Based Cervical Cancer Prevention among Women Living with HIV</td>
<td>[Redacted] PhD, RN, FAAN</td>
<td>2015 – 2017</td>
<td>$50,000</td>
</tr>
<tr>
<td>NIH/NIAID P30 AI094189</td>
<td>Nurse Faculty for the Future</td>
<td>[Redacted] PhD, RN, FAAN</td>
<td>2016 – 2021</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>Maryland Commission NSP II 17-107</td>
<td>PLAN 4 Success-Diabetes: Prevention through Lifestyle Intervention and Numeracy</td>
<td>[Redacted] PhD, RN, FAAN</td>
<td>2016 – 2017</td>
<td>$20,000</td>
</tr>
<tr>
<td>Brancati Center</td>
<td>Dementia literacy education and navigation for caregivers of Korean elders with probable dementia</td>
<td>[Redacted] PhD, RN, FAAN</td>
<td>2016 – 2017</td>
<td>$64,000</td>
</tr>
<tr>
<td>NIH/NIA P30 AG048773</td>
<td>HEARS: Hearing Equality through Accessible Research and Solutions</td>
<td>[Redacted] MD</td>
<td>2015-2020</td>
<td>$770,000</td>
</tr>
</tbody>
</table>
Sponsor’s Track Record of Mentoring

B. Sponsor's Previous Fellows/Trainees

<table>
<thead>
<tr>
<th>Name</th>
<th>Pre/Post Doc</th>
<th>Training Dates</th>
<th>Funding Source/Grant #</th>
<th>Dissertation/Project Title</th>
<th>Current Employment Title/Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre</td>
<td>2003-2006</td>
<td>NIH/NINR F31NR008314</td>
<td>Korean immigrants’ life with type 2 diabetes and hypertension</td>
<td>Chief Nursing Officer/ Mary’s Center for Maternal and Child Care, Inc. Washington, DC</td>
</tr>
<tr>
<td></td>
<td>Pre</td>
<td>2006-2012</td>
<td>NIH/NINR F31NR010992</td>
<td>Measuring health literacy in Vietnamese patients with hypertension</td>
<td>Assistant Professor/ Boston College Connell School of Nursing Boston, MA</td>
</tr>
<tr>
<td></td>
<td>Pre</td>
<td>2007-2011</td>
<td>China Medical Board</td>
<td>Self-care in patients with type 2 diabetes</td>
<td>Assistant Professor/ China Medical University School of Nursing Shenyang, China</td>
</tr>
<tr>
<td></td>
<td>Pre</td>
<td>2010-2015</td>
<td>NIH/NINR F31NR014750</td>
<td>Self-care decision making in patients with heart failure</td>
<td>Post-Doctoral Fellow/ University of Utah School of Nursing</td>
</tr>
<tr>
<td></td>
<td>Pre</td>
<td>2011-2015</td>
<td>STTI Small Grant-National Award/ Fahs-Beck Research Grant</td>
<td>Cervical cancer screening related decision making among Korean American women</td>
<td>Assistant Professor/ University of Connecticut School of Nursing Storrs, CT</td>
</tr>
</tbody>
</table>
Letters of Support

Content:

- If any collaborators and consultants are expected to make substantive contributions to the fellow’s planned project and research training, attach letters of support.

Format:

- Follow the page limits for Letters of Support from Collaborators, Contributors, and Consultants in the NIH Table of Page Limits unless otherwise specified in the FOA describing their anticipated role and contributions.
Summary

Sponsors, Collaborators, and Consultants

- Expertise in the field
- Documented mentoring successes
- Present productivity
- Funds available to cover research expenses
- Complementary expertise
- Co-mentor to cover weaknesses
- Clearly defined roles for mentors and collaborators
Sponsoring Institution

- Describe why the Institution was selected (e.g., leading cutting-edge biochemical research, partnerships, special training programs).

- Discuss ways proposed studies will benefit from unique features of scientific environment, subject populations or collaborative, multidisciplinary arrangements.

- Describe how scientific environment contributes to probability of success (e.g., institutional support, physical resources, and intellectual rapport/environment).

- Identify only facilities used for this project and PI’s training activities (Laboratory, Animal, Computer, Office, Clinical and Other such as Core Facilities).
INSTITUTION
Johns Hopkins University School of Nursing. The institution was chosen for its history and commitment to rigorous research training with a specific focus on public health research and addressing vulnerable populations, including cancer. The School of Nursing has very strong faculty expertise in behavioral and clinical interventions and community health. Both the School of Nursing and other Johns Hopkins Institutions have strong expertise in health disparities research. Johns Hopkins Schools of Medicine and Public Health are also internationally recognized for their work with cancer and minority population, collaborate well with the School of Nursing, and have a surplus of mentoring and training resources available to the applicant. In addition, Johns Hopkins University fosters inter-disciplinary research encouraging students to take classes and use resources outside of their particular school. Johns Hopkins’ PhD program aims to train the next generation of nurse scientists and leaders through a research-intensive environment and focuses on the theoretical foundations of public health nursing practice. This mission aligns with the applicant’s goals to become a research scientist to improve the health of vulnerable, immigrant and minority populations including those with a disproportionate cancer burden.
Summary

Institutional Environment and Commitment to training

- Scientific environment
- Opportunities for collaborations within and outside institution if needed
- Resources available
- Training opportunities and appropriate institutional commitment
Letters of Recommendation

- Three letters of recommendations submitted separately from the application.
- Recruit outside Referees who can write the STRONGEST possible letters attesting to your potential to launch an independent research career.
Information PI Provides to Outside References

- PI (Fellowship applicant) eRA Commons user name.
- PI first and last name as they appear on the PI’s Commons account.
- Funding Opportunity Announcement (FOA) under which the applicant is applying (e.g., PA-14-147).
- Letters must submit directly through the eRA Commons reference letter link and not through Grants.Gov
Missing Letters and Attachments

- One of your references may fail to submit his/her letter
- Letter of support from your sponsor or a collaborator as a reference letter cannot be counted as reference letter
- Letters from collaborators are also required to show their commitment
- Diversity F31 require a letter from the institution saying the applicant is qualified as a diversity applicant
Sponsors and Trainees

**Sponsors**
- Advisors and role models
- Relevant instruction
- Appropriate supervision
- Pass along information
- Guidance on career development
- Advocacy for trainees’ next step

**Trainees**
- Ask questions; seek advice
- Learn and obtain understanding
- Perform research projects
- Offer perspectives
- Determine career goals
- Proactively plan next steps

Listen
Respect
Communicate
Build trust