Full Application Instructions

Full applications will be solicited after a thorough review of the Letters of Intent. In-person interviews will be during the CNCDP-K12 Annual Retreat October 5-7, 2025 in Charlotte, North Carolina. Current scholars and new applicants are expected to attend all days of the retreat.

If invited to submit a full application, a specific application link will be sent to you. Upload the following sections as individual PDF files that follow NIH formatting guidelines (i.e., Arial 11 font, >0.5" margins).

- **Introduction/Reviewer Response Statement** (*Resubmissions only*; 1 page). If this application is a resubmission, address the points listed below. Feel free to draw from the content you provided in your LOI, adapting it as needed for the Full Application.
  - Explain the progress you have made in the past year and why this K12 opportunity, instead of a K08 or K23, still remains appropriate for your professional growth.
  - Describe how you have addressed any feedback received during last year's review process.

- **Specific Aims** (1 page maximum). Using the NIH format, include 2-3 specific aims to describe the overall goals and the significance of your research project.

- **Research Plan** (6 pages maximum). Include a discussion of the background, significance, innovation, approach, and methodology of the proposed work. Preliminary data are not required; however, it can help demonstrate feasibility. Use first-person to distinguish the applicant's work; mentors or others use third-person.

- **Gap-based Career Development Plan** (3 pages maximum). The applicant and mentor are jointly responsible for describing how support from the CNCDP-K12 award will further the applicant's career development in pediatric neurology research and how it will lead to a successful transition to a K08 or K23 award. A timeline is very helpful. Specifically, include the following:
  - A brief summary of your career path and experience, including a self-appraisal of your training needs and how your mentor and mentorship committee will successfully fulfill your needs (often called a gap-based plan)
  - A systematic plan: (1) that shows a logical progression from your prior clinical, research and training experiences to the experiences that will occur during the K12 award period; (2) that justifies the need for further career development; and (3) that utilizes the relevant research and educational experiences of your institution.
  - A description the professional responsibilities/activities (including other research projects) that will occur during the K12 award period.

- **Literature Cited** (no page limit)

- **Mentor Statement** (3 pages maximum). The primary mentor must provide a statement **(not to exceed 2 pages)** regarding their availability and plan for mentorship of the K12 Scholar, prior mentoring experience (including success of former trainees, especially K awardees and/or physician-scientists), relevant research and educational resources available within the mentor's lab and institution, as well as his/her current research funding and commitment to provide any needed research support to the scholar beyond what is provided by the K12 award. Provide a clear description of how often the mentor will meet with the scholar, and how the mentor envisions mentoring/training the scholar to achieve the goal of applying for and attaining an individual K award within 3 years. If there are additional co-mentor(s)/secondary mentor(s), a separate **co-mentor(s) statement can also be included (maximum 1 page)**. If there is more than one co-mentor all co-mentors should collaborate on their statement, which cannot exceed one page. Should the applicant not have any co-mentors, then the primary mentor statement cannot exceed two pages **(3 pages maximum total for all mentor statements).**

- **Resource statement** (no page limit). In some instances, you will need to demonstrate that you have access to resources that are not commercially or openly available and are outside of your institution. The body of the application should explicitly describe the nature and need of the resource. Statements from individuals confirming access to the resource will be allowed as an additional page, but the statement(s) must follow only the format indicated below. *Statements of collaboration beyond that specified below, including letters of support/endorsement, are not allowed in the Resource Statement section.* Examples of resources that very likely require a statement include, but are not limited to:
  - Using an animal model developed and housed at a different institution
  - Accessing patients and/or information from an advocacy organization
  - Obtaining scanner time at another hospital or imaging center
  - Accessing a dataset from another research group

- **Biosketch** (5 pages maximum for each biosketch; no limit to the number of biosketches). The applicant must submit their NIH-formatted biosketch, as well as a biosketch for each member of their mentorship team.

- **Statement of Institutional Support** (no page limit). Written by the Department Chair or equivalent, this statement must confirm the current faculty appointment (or the imminent faculty appointment of a graduating resident/fellow) and must attest that the successfully funded applicant will be able to:

  - Contribute 75% of full-time professional effort to the K12 award research and career development. This statement must include a specific description of non-research responsibilities to ensure that protected time will not be encroached upon by clinical/administrative effort. Clinical effort calculation should be explicit in terms of the following:
    - 1/2 day per week is equal to 10% effort
    - 1 week of full-time clinical inpatient service is a minimum of 2% effort
    - On-call responsibilities cannot occur during protected time for research
    - Vacation time must be prorated and cannot come exclusively from protected research time
  - Host an in-person site visit with the Scholar's CNCDP Advisor during their first year and virtual site visits in subsequent years. During these visits, the Advisor will meet with the Scholar, primary mentor, local co-mentors, division chief, and department chair.
  - Attend the annual in-person CNCDP Retreat (3 days each Fall, preceding the CNS Annual Meeting)
  - Attend the biannual virtual Scholar Forums (summer and winter, two hours each)
  - Attend at least 4 virtual Work-In-Progress (WIP) meetings each year
    - 1-2 one-hour WIPs are held each month
    - 1st year scholars are not required to present, but must attend and critically evaluate their colleagues at $\geq$ 3 WIPs each year
    - 2nd/3rd year scholars must present at least once per year and must attend and critically evaluate their colleagues at $\geq$ 3 additional WIPs each year

Institutional Funding Expectations:
While the CNCDP encourages scholars to transition to individual awards as soon as they are ready, the institution must state in the application that the scholar will be guaranteed 50% protected time for at least 18 months following conclusion of the K12 funding period, sufficient for the scholar to submit an initial application for a K08 or K23 award and, if needed, to revise and resubmit. The institution is released from this guarantee if the CNCDP program terminates the funding of a scholar prior to the end of the full 3-year term, or if the scholar fails to pursue research funding subsequent to the 3-year term. Any release from this guarantee must be via communication between the CNCDP and the Department Chair.

The statement of institutional support must have a clear statement about the anticipated cost of the research, the source(s) of any funding that will be required beyond the $38,000 provided as part of the K12 award, and a commitment to provide the resources needed for the successful conduct of the proposed research.

Resource Statement

To: CNCDP Scientific Advisory and Review Committee

By signing below, I acknowledge that resources from me and/or my organization are described in the CNCDP-K12 application from (enter name of scholar)

[ ]

and entitled

[ ]

I/we commit to providing or making available the resources listed below.

Resources to be provided:

[ ]

Signed: _____

Date: _____

Notes:

- Any documents submitted to the Resource Statement section that deviate from this phrasing will be removed from the proposal.
- Requests to collaborators for statements should be made well in advance of the Full Application deadline, since they **must** be included at the time of submission.
- If necessary, you may upload multiple statements (as a single PDF) to the Resource Statement section.