

UCLA MUSCLE CELL BIOLOGY, PATHOPHYSIOLOGY AND THERAPEUTICS TRAINING PROGRAM

Predocutorial (PhD students in 2nd year or beyond) and postdoctoral candidates for the UCLA Muscle Cell Biology, Pathophysiology and Therapeutics Training Program and their mentors, must provide the following. **Abbreviated checklist on next page.**

Part I – Applicant

1. A completed **Application for Predocutorial/Postdoctoral Appointment** form.
2. A **Curriculum Vitae** including education/training history and bibliography (attach one copy of all or relevant publications; maximum of three publications). For predocutorial applicants, undergraduate GPA & institute should be included in the CV. For postdoctoral applicants, graduate institute, name of PhD mentor, as well as undergrad & grad GPA should be included.
3. Diversity statement. Please include a short (no more than one page) description of how you contribute to including underrepresented groups in research, teaching, or community service.
4. The names, addresses, and telephone numbers of at least **two professional references** (*excluding mentors*) from whom letters of recommendation have been requested. Recommendations should be submitted by email to Rachele Crosbie-Watson (rcrosbie@physci.ucla.edu) as pdf files using the following format: APPLICANT LAST NAME.REFERENCE LAST NAME.pdf

Part II – Applicant *and* Mentors

1. The **Research Project Plan** to be undertaken by the applicant during the period of training, explaining its relevance to the mission of the training program. Provide hypothesis, specific aims, preliminary data, and expected outcomes. The format details are provided below.
2. A completed **Research Clearances** form. This must be signed by both applicant and mentor.

Part III – Mentors

1. A **Letter of Nomination** from the primary mentor.
2. A list of all predocutorial and postdoctoral **Trainees** currently in the mentor's laboratory and the respective sources of funding for each of the listed trainees.
3. The mentor's **NIH Biosketch** (in the new NIH 5 age format – <http://grants.nih.gov/grants/funding/424/index.htm#format>) or academic CV that includes current funding.

Research Project Plan Format –

- Use standard paper size (8 ½" x 11").
- Use an Arial font of size of 11 points or larger. Black font color only.
- Use at least one-half inch margins (top, bottom, left and right) for all pages. No information should appear in the margins.
- References do not count toward the 3-page Research Project Plan.

Part IV- Submission

1. All components of the application should be combined into one pdf file and labeled with the trainee applicant's name in the following format: LASTNAME.FIRSTNAME.pdf
2. Submit file to Rachele Crosbie-Watson (rcrosbie@physci.ucla.edu) by the application deadline.

CHECKLIST

In ONE pdf file to be emailed by applicant:

- Appointment Form
- Trainee CV
- Two Professional References (names & contact info)
- Research Project Plan
- Diversity Statement
- Research Clearances Form
- Mentor's Nomination Letter
- List of Mentor's Trainees
- Mentor's NIH Biosketch

To be emailed separately:

5. Two letters of reference in support of trainee's plan and background should be emailed to Rachele Crosbie-Watson (rcrosbie@physci.ucla.edu).