



ASH Clinical Research Training Institute Required Documents

ASH maintains strict guidelines for Clinical Research Training Institute applications. When filling out the application, you must adhere to the page restrictions and be certain to include all required attachments and complete all required sections. If the application is longer than what is required, it will not be eligible for review. Applicant should use [NIH formatting](#), with special note of these items:

- The following fonts are recommended:
 - Arial
 - Georgia
 - Helvetica
 - Palatino Linotype
- Use a minimum font size of 11 pt
- Provide at least one-half inch margins (½") — top, bottom, left, and right — for all pages. No applicant-supplied information can appear in the margins.

All documents should be uploaded as a PDF.

☐ **Applicant NIH Biosketch** (see NIH format & sample [here](#)) (Maximum 5 pages)

- For this document, use the following file name (replace FirstName and LastName with your name): FirstName LastName Biosketch.pdf
- Must include contact information, present position, training (including training in clinical research), publications, and other relevant information.

☐ **Applicant Career-Development Plan** (Maximum 2 pages)

- For this document, use the following file name (replace FirstName and LastName with your name): FirstName LastName Career Development Plan.pdf
- Please detail your career goals (and relate to your prior experiences), systematic plan to obtain experience and skills for an independent career in clinical research, and available resources at your home institution (e.g., courses, workshops, etc.). A description of those courses and experiences that the applicant intends to pursue should be clearly identified.
- Note: Prospective applicants who are non-hematologists should show a demonstrated commitment to the field of hematology.

☐ **Research Proposal & References** (Maximum 5 pages for proposal, including tables and figures; maximum 1 page for references)

- For this document, use the following file name (replace FirstName and LastName with your name): FirstName LastName Research Proposal.pdf
- The proposal should include an introduction, specific aims/objectives, relevance to hematology, a study description, statistical considerations, and timeline for completion and data analysis. Completion of the proposal within the year of the Clinical Research Training Institute is not required, but a clear plan for the timeline of the study and data analysis is essential.



- For those protocols using agents from a pharmaceutical company that are not FDA approved for the disease under study, the review committee suggests that a letter of support from the collaborating company (companies) be included in the application. Such documentation provides reviewers with important information regarding the feasibility of the proposal. However, we recognize that many concepts are in a developmental stage at the time of application, and such proposals may also be appropriate for CRTI participation. In such cases where a pharmaceutical company letter of support is not included in the application, it is strongly suggested that statements as to the status of company collaboration be included by the applicant.



Research Mentor NIH Biosketch (see NIH format & sample [here](#)) (Maximum 5 pages)

- For this document, use the following file name (replace FirstName and LastName with your name): FirstName LastName Primary Mentor Biosketch.pdf
- Must detail the research mentor's present position, training (including training in clinical research), publications, mentoring experience, and research support.
- If the applicant has more than one mentor, a biosketch from each mentor is required during the application stage (not during the LOI stage).



Research Mentor Letter of Support (Maximum 2 pages)

- For this document, use the following file name (replace FirstName and LastName with your name): FirstName LastName Mentor Letter of Support.pdf
- The letter must be on official institution letterhead.
- If the applicant has co-mentors, only one statement should be included, but it should be written and signed by both mentors.
- This letter should outline the mentor's experience with the applicant, their qualifications in the applicant's research area, previous experience in mentoring junior investigators, plans to mentor the applicant and support the proposal during the award year, and commitment to providing a productive environment for the applicant to pursue his/her project.
- If the applicant's proposal requires funds, drugs, or data/tissue from another organization, please outline whether: (1) funds/drugs/data/tissue have already have been received; (2) a written agreement is in place to supply funds/drugs/data/tissue; (3) a proposal to obtain funds/drugs/data/tissue is in process or has been submitted; or (4) not yet sure of how funds/drugs/data/tissue will be secured. If funds/drugs/data/tissue are not yet secured, the letter must outline a contingency plan for the trainee if the required materials ultimately cannot be obtained.
- Mentorship is considered a critical component of a successful CRTI experience, and the mentor's letter of support will be carefully examined and contribute substantially to the applicant's score.



Institutional Commitment Letter (Maximum 1 page)

- For this document, use the following file name (replace FirstName and LastName with your name): FirstName LastName Institutional Commitment Letter.pdf
- This letter must be from the division chief or a similar institutional official.
- The letter must be on official institution letterhead, formatted with 1-inch margins on all sides and a minimum font size of 12 pt.
- The letter should provide a description of the institutional commitment to the investigator applicant. The narrative should include a statement regarding "protected" time for the execution of research and a description of the available environment and resources for the applicant to conduct research and to gain experience and training relevant to his/her career development. A commitment of time and resources for the applicant to attend all three (3) required meetings should be clearly stated.