



# F31 Sponsors, Collaborators and Institutional Environment

*Guidance & Tips*

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CANCER HEALTH DISPARITIES

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## 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.
- Chose 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)

██████████, PhD, RN, FAAN, Professor, Johns Hopkins University School of Nursing. ██████████ 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 addresses 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. ██████████ 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. ██████████ with the most current practice and research knowledge necessary to undertake research among African immigrant women living in the US. ██████████ has already facilitated a research residency on community-based cervical cancer for Ms. ██████████ who currently serves as the study's coordinator. ██████████ has also been integral in the design of the proposed study due to her similar research interests.

current position, research interests and background, funding history, etc.

# 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



## Sponsor's Personal statement (example)

- 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.

research interests, current position,  
research support, mentoring record, etc.

# Sponsor's Research Available

## Sponsor Information

### A. Research Support Available

Funding Source and Identifying Number	Title of Research or Training Program	Name of PI	Funding Dates	Award Amount
Sponsor: Dr. ██████████				
NIH 1-U54-AI108332-01	Institutional Clinical and Translational Science Award (Community Engagement Program)	██████████ MD, MPH	2013 – 2018	\$19,008,590
NIH/NIAID AI094189	P30 Community-Based Cervical Cancer Prevention among Women Living with HIV	██████████, PhD, RN, FAAN	2015 – 2017	\$50,000
Maryland Commission NSP II 17-107	Nurse Faculty for the Future	██████████ PhD, RN, FAAN	2016 – 2021	\$1,400,000
Brancati Center	PLAN 4 Success-Diabetes: Prevention through Lifestyle Intervention and Numeracy	██████████, PhD, RN, FAAN	2016 – 2017	\$20,000
NIH/NIA P30 AG048773	Dementia literacy education and navigation for caregivers of Korean elders with probable dementia	██████████, PhD, RN, FAAN	2016 – 2017	\$64,000
NIH R21/R34 DC015062	HEARS: Hearing Equality through Accessible Research and Solutions	██████████, MD	2015-2020	\$770,000

# Sponsor's Track Record of Mentoring

## B. Sponsor's Previous Fellows/Trainees

Name	Pre/ Post Doc	Training Dates	Funding Source/ Grant #	Dissertation/Project Title	Current Employment Title/Organization
<b>Relevant Previous Fellows/ Trainees of Dr. [REDACTED] (5 of 23 total trainees selected)</b>					
[REDACTED]	Pre	2003-2006	NIH/NINR F31NR008314	Korean immigrants' life with type 2 diabetes and hypertension	Chief Nursing Officer/ Mary's Center for Maternal and Child Care, Inc. Washington, DC
[REDACTED]	Pre	2006-2012	NIH/NINR F31NR010992	Measuring health literacy in Vietnamese patients with hypertension	Assistant Professor/ Boston College Connell School of Nursing Boston, MA
[REDACTED]	Pre	2007-2011	China Medical Board	Self-care in patients with type 2 diabetes	Assistant Professor/ China Medical University School of Nursing Shenyang, China
[REDACTED]	Pre	2010-2015	NIH/NINR F31NR014750	Self-care decision making in patients with heart failure	Post-Doctoral Fellow/ University of Utah School of Nursing
[REDACTED]	Pre	2011-2015	STTI Small Grant-National Award/ Fahs-Beck Research Grant	Cervical cancer screening related decision making among Korean American women	Assistant Professor/ University of Connecticut School of Nursing Storrs, CT

# 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).

# Sponsoring Institution

## **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.

Scientific environment and resources, inter-disciplinary and collaborative environment, alignment with applicant's goals

# Summary

## **Institutional Environment and Commitment to training**

- Scientific environment
- Opportunities for collaborations within and outside institution if needed
- Recourses 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



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# Sponsors and Trainees

