**Application Instructions**

I. Application, due by October 30, 2020, 5 PM EST.

1. Application Form (attached)
2. Research Plan
   1. Specific aims (1 page recommended)
   2. Background (1/2 page recommended)
   3. Research design, methods, and feasibility (2.5 pages recommended)
   4. Preliminary Data, preferred but optional (1 page recommended)

Sections A-D may be a maximum of 5 pages, excluding references

* 1. Budget (please follow attached template)
  2. Career goals, including how the MGH K12 research scholar program will advance these goals, and a rationale for requested duration of support (2-4 years) (1 page max)
  3. References

1. Biosketch NIH format<https://grants.nih.gov/grants/forms/biosketch.htm>
2. Letters of recommendation from:
   1. a clinical training program director
   2. a current or recent research mentor
   3. a letter of support from a proposed K12 research mentor.
3. Single example of scholarly work, preferably a first-author publication.

NIH guidelines for page formatting should be followedfor the research plan. [https://grants.nih.gov/ grants/how](https://grants.nih.gov/%20grants/how)[-to-apply-application-guide/format-and-write/formatattachments.htm](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm)

**\*E-mail all application materials** in a single PDF file to: Gladys Pachas, MD, Program Director, MGH Center for Addiction Medicine gpachas1@mgh.harvard.edu 617-643-1991 **Notification of awards will be made in December 2020**

Citizenship and Recruitment of Underrepresented Groups

Per NIH guidelines, applicants must be citizens or non-citizen nationals of the United States or have been lawfully admitted for permanent residence at the time of appointment (must have a currently valid Permanent Resident Card (USCIS Form I-551) or other legal verification of such status. Non-citizen with temporary or student visas are not eligible to apply unless they have begun the process for becoming a permanent resident and expect to be admitted as a permanent resident by the earliest possible award date. Persons from underrepresented groups including, but not limited to, African Americans, Hispanic Americans, Native Americans, Alaskan Natives, Pacific Islanders, women, persons with disabilities, and persons from disadvantaged backgrounds are strongly encouraged to apply.

We look forward to reviewing your application. If you have questions about this program, please contact: Gladys Pachas, MD (gpachas1@mgh.harvard.edu or 617-643-1991)

**Program Mentors**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name Department Site** | | | **Contact information** | | |
|  | |  |
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|  |  |
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| Ingrid V. Bassett, MD, MPH Medicine |  |  | MGH | ibassett@mgh.harvard.edu | |
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| Jonathan Winickoff, MD, MPH Pediatrics | |  | MGH | | jwinickoff@mgh.harvard.edu |

**Massachusetts General Hospital Career Development Program in**

**Substance Use and Addiction Medicine** (NIDA-funded K12)

**Application form**

# Candidate Information (Required)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship status: [ ] U.S. citizen

[ ] non-citizen nationals or individuals lawfully admitted for permanent residence (must have a currently valid Permanent Resident Card (USCIS Form I-551)

Potential interest in Program in Clinical Effectiveness at Harvard T.H. Chan School of Public Health:

Very Interested Somewhat Interested Not Interested

Proposed mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Self-identification (Voluntary)

Harvard University has adopted affirmative action programs to provide full employment opportunities for qualified women and minorities, qualified disabled persons, and qualified disabled veterans. We invite you to inform us if you are a member of a protected class, if you have a disability, or if you are an Iraq, Afghanistan, or other disabled veteran. This information is voluntary and providing or refusing it will NOT subject you to any adverse treatment. Please answer each section by checking the appropriate response.

# Self-Identification

For Affirmative Action purposes, Harvard is required by law to keep track of the race and sex of all applicants. We invite you to assist us in keeping accurate records by self-disclosing your race and sex. This information is completely voluntary and will not be kept in your personnel file.

Male Female

Black or African-American (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.

Asian, not underrepresented: A person having origins in any of the Asian subpopulations not considered underrepresented in the health professions include Chinese, Filipino, Japanese, Korean, Asian Indian, or Thai.

Asian, underrepresented: A person having origins in any of the Asian

subpopulations considered underrepresented in the health professions include any Asian

OTHER THAN Chinese, Filipino, Japanese, Korean, Asian Indian, or Thai. (i.e.,

Cambodian, Vietnamese, Malaysian)

Native American or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South

American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent, or culture should be included in this classification. Persons from Brazil, Guyana, Surinam, or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic classification. In addition, this classification does not include persons from Portugal, who should be classified according to race.

White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

# Self-Identification for Persons with Disabilities

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973, the provision of this information is on a voluntary basis and will be maintained in a separate location for affirmative action program use and will not be included in the personnel file of any employee for employment.

# DEFINITION: DISABILITY STATUS The following are examples of some, but not all, disabilities which may be included: AIDS, asthma, arthritis, color or visual blindness, cancer, cerebral palsy, deafness or hearing impairment, diabetes, epilepsy, HIV, heart disease, hypertension, learning disabilities, mental or emotional illnesses, multiple sclerosis, muscular dystrophy, orthopedic, speech or visual impairments, or any other physical or mental impairment which substantially limits one or more of your major life activities. Please indicate if you are:

Disabled Not disabled

## Self-Identification for Persons from Disadvantaged Backgrounds

We are required to report the number of individuals applying to, admitted to, and graduated from our program who meet federal definitions for coming from “disadvantaged backgrounds” or “medically underserved communities.” The provision of this information is voluntary and will not be included in the personnel file of any employee for employment.

**The definition of “Disadvantaged”** is that which is currently in use for health professions programs (42 CFR 57.1804 (c)) and includes both economic and educational factors that are barriers to an individual’s participation in a health professions program. This means an individual who:

1. comes from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession; or
2. comes from a family with an annual income below a level based on low-income thresholds according to family size, published by the U.S. Bureau of the Census, and adjusted annually for changes in the Consumer Price Index, and by the Secretary for use in health professions programs.

**“Medically Underserved community”** means an urban or rural population without adequate health care services. If you are unsure about whether your community qualifies, we can use the following geographic information to make that determination:

State County

City or Town, State, Zip code

Please indicate if you believe you are from a:

Disadvantaged Background Yes No

or Medically Underserved Community Yes No

**Budget Year 1 (for expenses other than Scholar’s salary)**

Total available per year: $35,000

