PROPOSAL GUIDELINES

Format: Proposal documents should be written using a standard font (e.g., Arial or Times New Roman), 12 point, single-spaced, with one inch margins. Apart from use in formulas, preferably do not use “symbol” text format (use “alpha” instead of “α”).

PROPOSAL COMPONENTS

1. Cover page information
   a. Principal Investigator (PI) contact information
   b. Co-faculty/research team
   c. Fellow contact information (if available)

2. PI credentials and Co-Advisor credentials as appropriate
   a. Submit CV (research highlighted) or NIH biosketch
   b. Prior experience training postdoctoral trainees (highlight in CV or include at the end of biosketch)

3. Fellow credentials (if available)
   a. Education, post-graduate training, honors
   b. Previous research experience

4. Proposal for fellow training (see appendix)
   a. Research activities (80%)
      i. Graduate and other didactic courses (max. 4 units/semester; 24 units during the 2 year program)
      ii. Research project
   b. Clinical training/research (10%)
   c. Teaching responsibilities (≤10%)
   d. Other proposed activities
   e. Timeline
   f. Resources

5. Research proposal (Maximum of 3 pages excluding references)
   a. Project summary (abstract)
   b. Research plan
      i. Specific aims
      ii. Background (optional)
      iii. Significance
      iv. Design and methods
      v. Future funding opportunities
      vi. References
   c. Resources/budget justification

SELECTION CRITERIA

1. Fellow training plan
2. Research proposal plan
3. Primary advisor/PI credentials (previous research/prior experience in postdoc training)
APPENDIX

Possible Structure of Program

Two-year program integrating graduate coursework in key areas pertinent to research. Other didactic coursework may include completion of certifications required in the conduct of human subjects research, development and conduct of defined research project, and participation in activities related to developing skills in clinical practice, teaching, and other forms of scholarship. Graduate coursework may be applied towards a Masters degree program at the USC School of Pharmacy.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Hours</th>
<th>Fall</th>
<th>Spring</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preclinical Experimental Therapeutic Drug Development</td>
<td>CXPT 609</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Biostatistics or equivalent</td>
<td>PM 510-L</td>
<td>4</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Data Analysis (summer)</td>
<td>PM 511A</td>
<td>4</td>
<td></td>
<td>(summer)</td>
<td></td>
</tr>
<tr>
<td>Data Analysis</td>
<td>PM 511B</td>
<td>4</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Drugs: Genetics and Pharmacogenetics</td>
<td>CXPT/PSCI 515</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Pharmacokinetics/Pharmacodynamics</td>
<td>CXPT/PSCI 662</td>
<td>2</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure and Management of Clinical Trials</td>
<td>MPTX 517</td>
<td>4</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Principles of Epidemiology</td>
<td>PM 512</td>
<td>4</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Programming Methods for Empirical Analysis of Health Data</td>
<td>PMEP 547</td>
<td>4</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistical Methods in Clinical Trials</td>
<td>PM 552</td>
<td>3</td>
<td>x</td>
<td></td>
<td>PM518A, MATH408</td>
</tr>
<tr>
<td>Health Economic and Outcomes Methodology</td>
<td>HCDA 520</td>
<td>3</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Introduction to Global Health*</td>
<td>HP 270</td>
<td>4</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td>Course Code</td>
<td>Credits</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------</td>
<td>---------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Translational Research</td>
<td>PM 612a</td>
<td>4</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Translational Research</td>
<td>PM 612b</td>
<td>4</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genetic and Molecular Epidemiology</td>
<td>PM 533</td>
<td>3</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please note only 500 series courses and above count towards a Masters degree

- Laboratory certifications
  - General lab safety
  - Blood-borne pathogens

- IRB certifications for conducting clinical research
  - HIPAA
  - Good Clinical Practices (GCP)
  - Protection of Human Subjects in Research (PHS)

- Clearances and certifications for credentialing at clinical practice site

- Additional certifications, short-courses specific to area of clinical practice and research
  - BLS, ACLS
  - Redcap
  - Endnote

- CTSI training modules

**Research Activities (80% effort)**

- Development of clinical study protocol
- IRB submission
- Grant-writing
- Patient screening and recruitment
- Obtain informed consent
- Supervise research staff in implementation of clinical trial activities
- Collect and handle biologic specimens from patients
- Data collection and management
- Statistical analysis

**Clinical Practice (10% effort)**

**Teaching (≤10% effort)**

- Didactic teaching of P2 or P3 students in module corresponding to subspecialty
- Development of question items for examinations
- USC CET seminars; SOP ETC retreat participation

**Other Scholarship**

- Engage in publication of peer-reviewed materials
- Review of abstracts for scientific meeting
• Perform manuscript peer-review for scientific journals
• Participate in national scientific meeting
• Board certification