



## Clinical Research Training Program (CRTP)

### Application and Eligibility

We invite all qualified candidates to apply to the CRTP program. In fact, we are open to eligible candidates at any level of training and from any health-related field of medical specialty. If you are unsure if you should apply, contact the CRTP office for guidance.

Strong preference is given to candidates with evidence of prior research productivity. For example:

- Published papers
- Abstracts
- Presentations or documentation of research work experience

In addition, the mentoring environment, mentoring plan and commitment of the mentor are major factors considered by the admissions committee.

### Eligibility Criteria

- An academic affiliation with Albert Einstein College of Medicine
  - The program considers physicians, sub-specialty fellows, medical or graduate students at Einstein and Montefiore
  - Medical Students applying to the CRTP must be enrolled at Albert Einstein College of Medicine
  - Faculty and Fellows must hold an appointment at Einstein or an affiliated institution for the two years enrolled in the CRTP
- Strong interest, and aptitude for, clinical research
- Scholars must have 80% protected time during the first summer and 50% protected time for the duration of the program. This protected time includes course work and research time.
- A firm written commitment from the trainee's department (Chair, Division Head, or Fellowship Director) that all necessary resources will be made to the trainee. This includes protected time with demonstrable reductions in clinical, teach, and administrative responsibilities (as needed), space, and a computer
- Identification of a research project and mentor

## Application Process

All application materials must be submitted by March 1 (including all requests for letters through the online application portal) for consideration in the class that commences the following July.

The online system also enables you to send email requests for the required letters/documentation. Required elements include:

- Applicant Information Form (online form accessible via the appropriate online application link below)
- A Personal Statement which describes your career goals and explains why you believe this training program will help you to achieve these goals. Not to exceed one page single-spaced using 12 point font
- A Research Plan which contains a brief description of your study question and method. Not to exceed two pages single-spaced using 12 point font
- Your full Curriculum Vitae
- Mentor(s) Letter: You will be asked to provide an email address for at least one individual who will serve as your mentor during the CRTP. This individual will be asked to submit a letter which will contain a mentoring plan, a description of the research environment they will provide you, a timeline for your research and how they will advocate that you receive adequate time for research. They will also be asked to submit their NIH biosketch and a list of former trainees (if applicable).
- Letters of Support: You will be asked to provide email addresses for one (1) individual who can provide a letter addressing your potential for a career in clinical research.
- Guarantee of Protected Time (*Faculty and Fellows only*): You will be asked to provide an email address for the appropriate individual who can guarantee your protected time while in the CRTP. This letter may come from your Fellowship Director, Department Chair or Division Head. In instances where this letter is signed by more than one individual, please designate only one point person for submission of this letter. The individual you select will be asked to submit a letter which includes the following:
  - Their support of your participation in the Clinical Research Training Program
  - That they guarantee you have the required protected time during the two years that you are enrolled in the program in which to attend classes, complete homework, prepare for examinations, conduct research, and develop and defend a thesis
  - Specific acknowledgement of the following:
    - 80% protected time *during the first summer* (i.e., no more than 8 hours per week based on a 40 hour work week should be committed to non-CRTP activities).
    - Note: During the first summer, the pace of the program is particularly intense. Classes are held four days a week for six weeks (i.e. Monday-Thursday 9:00 am-12:50 pm and occasional afternoon sessions). Additionally, there is a take home exam due approximately 2 weeks after the last summer class.
    - 50% protected time *after the first summer* (i.e., no more than 20 hours per week based on a 40 hour work week should be committed to non-CRTP activities). Classes for the remainder of the two year program are held on Tuesdays & Thursdays from 9:00 am – 12:50 pm.

- That they will provide you with appropriate space to pursue your studies and perform research; that they will provide access to a computer capable of running up-to-date statistical and data management graphics software
- That they will serve as a liaison between you, your mentor, and the director of the training program if the need should arise

*If you have questions or would like tips/suggestions for approaching your supervisor to obtain his/her support and guarantee of protected time, contact Dr. Aileen McGinn Director, CRTP X3740*

- Affirmation of Good Academic Standing (Medical Students only): After submission of your online application, the Dean of Students will be contacted to provide affirmation that you are in good academic standing and that he/she supports your application to the CRTP

In addition to the online application, Faculty and Fellows only will need to have an official transcript from your doctoral degree institution sent to:

Clinical Research Training Program  
 Albert Einstein College of Medicine  
 Jack and Pearl Resnick Campus  
 1300 Morris Park Avenue, Block 520  
 Bronx, NY 10461  
 Phone: 718-430-3740  
 Fax: 718-430-2512

Questions can be addressed to  
 Aileen McGinn PhD, CRTP Director  
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 Phone 718-430-3740