AHRQ T32 Health Service Research – Postdoctoral Program
Application Information

See web site for online application submission opening and deadlines. All materials should be submitted online except for letters of support which should be sent by mail as instructed below. A complete application consists of the following materials:

1. The completed online application form.

2. A letter in support of your application from your department chair or division head. Your department chair or division head should clearly outline the long-term and short-term commitment made to you. The letter should also delineate your clinical, administrative, teaching, and other university commitments. Your chair should indicate support from the department/division for your research, specifically commenting on the amount of space, number and kind of resources available to you. The letter should be signed and submitted in a sealed envelope.

3. A letter in support of your application from your proposed lead mentor. This letter should state his or her plan to support you for the duration of the training period. It should also provide a plan to support your project financially if it exceeds the funds provided through this fellowship. The letter should indicate support from the department/division for the candidate's research and specifically detail the amount of space, number and kind of staff, clinical and lab resources, and funding available to you; this is important in our funding decision. This letter must discuss your proposed mentor's experience with research mentoring in the past and outline his or her support from other grants. This letter should also be signed and submitted in a sealed envelope.

4. A biosketch (NIH format) of your lead mentor as well as any other proposed mentor.

5. The applicant's biosketch (NIH format).

6. The applicant's statement, should contain the following material and be no more than 6 pages in length. For formatting, use 11-point font and one-half inch margins. Refer to PHS 398 guidelines for other formatting questions.

   a. Research and health services experience. Please discuss your previous and current participation in research and in health services. Give examples of opportunities you've had to engage in research or policy and describe your role in these projects. Also discuss any research training that you have received through workshops or formal course work.

   b. Career goals. State your long-term career and research goals. This should include how you intend to incorporate clinical practice (if applicable) with your career. Be sure to address the area of research or policy on which you plan to focus, including the type of research you plan to conduct, the clinical problems your research will address, and the potential impact your research will have on public health.
c. **Career training goals.** Please provide a statement of your planned career training. This should include a timeline of enrollment in a Master's degree program, as well as enrollment in other available courses and seminars. Explain what additional training you need to achieve your research career development goals. Identify specific areas where and how this training will augment knowledge or skill deficiencies.

d. **Mentor Roles.** Describe the roles each of your mentors will play. Be specific; cite examples from your proposed training or research plan whenever possible.

e. **Preparation for federal funding.** Explain how conducting the research project proposed in this application will prepare you to compete successfully for an NIH grant, such as an R03, R21, or R01 and provide some scenarios for what that project would be.

f. **Contribution of T32 participation to your career.** Explain how you will benefit from the AHRQ T32 program and how it will contribute to your career in multidisciplinary clinical and translational research.

7. **A research proposal** that you will pursue during your time in this mentored research training period. You should work closely with your mentors on writing the research plan. Provide a research plan that includes the following sections: title, specific aims (1 page), background and significance, prior work by the investigators (if applicable), design and methods, human subject considerations, and literature cited. For specific details as to what these sections should include, please use PHS 398 as a guide. This proposal should be succinct and should not exceed 6 pages, exclusive of references. For formatting, use 11-point font and one-half inch margins. Refer to PHS 398 guidelines for other formatting questions.

Please submit application materials as a PDF or Word document via the online application. You will be asked to provide the name and contact information of those providing letters of support in the online application form. All letters should be addressed to AHRQ T32 Review Panel and mailed to:

Cynthia Morris, PhD, MPH  
AHRQ T32 Training Program  
OHSU Mail Code: BICC  
3181 SW Sam Jackson Park Road  
Portland, OR  97239
Additional information for frequently asked questions:

Does this proposal have to be submitted with a PPQ and sent through the research support office?
No. If an applicant is successful, he or she must complete some paperwork for NIH at that time. Submission through the research support and completion of a PPQ is not required.

Must I have IRB approval for this research project?
No. We use a just-in-time model. Prior to receiving and spending money from NIH, if you are a successful AHRQ T32 applicant, you will be required to have IRB approval. However, we anticipate that your protocol could be modified by your mentor and our advisory panel and therefore approval is not required at the time of review.

What about a budget? It is not listed as a required document.
A budget is not required. You will receive a salary according to NIH postdoctoral scale plus $7,850 in research support per year. (Please note that this must be used to pay for health insurance).

You will note, however, in the mentor and department letters that we ask these individuals to explain how your study will be funded as you will need other research funding to be successful. It is up to you and your mentors to really explain how the research will be accomplished with this money. If including a budget would help, then do so.

If I have multiple mentors, would you like a letter from each mentor?
It is required to have a letter from your lead mentor; however, your other mentors may submit a letter as well. All letters should be signed and submitted in a sealed envelope. Please make sure to discuss each of your mentors and their roles in your personal statement.