**Diabetes and Its Metabolic Complications T32 Training Program Application Guidelines**

NOTE: As mandated by NIH guidelines, appointments to this training grant are restricted to U.S. citizens, legal permanent residents of the US and noncitizen nationals. Persons on temporary or student visas are not eligible.

Please have all supporting documents completed and ready to upload when you start your online application. You will not be able to save your application and return to it later.

1. To be considered for a position on this training grant, a [**Faculty Mentor**](http://medschool.umaryland.edu/T32-Program/) must first be identified and a research plan developed in conjunction with the mentor. Ordinarily, the mentor would be selected from the list of [**Faculty Mentors**](http://medschool.umaryland.edu/T32-Program/) formally associated with this T32 Training Program. However, with the approval of the Program Director (Simeon Taylor, MD, PhD), other mentors may be acceptable. In any case, the research project must be directly related to **Diabetes** and/or **Metabolic Complications of Diabetes**.

To apply, both the **TRAINEE** and **MENTOR** will complete a **SEPARATE ONLINE APPLICATION**. Links to these applications are below. Please read the instructions carefully and collect all the supporting documents before applying online.

1. **TRAINEE Applicants** will need to have the following ready in order to complete the online application:
	1. Mentor’s name, email address and phone number
	2. The name, degree, academic title, institution and email address of reference(s) (other than the Mentor) from which the T32 Program can request Letter(s) of Recommendation on the Trainee’s behalf *(Predoctoral Graduate Student Applicants provide 1 reference; Postdoctoral Fellow Applicants provide 2 references)*
	3. Trainee’s NIH Biosketch or Curriculum Vitae (4 page limit)
	4. Title of the Proposed Research *(required for Postdoctoral Fellow Applicants, preferred but not required for Graduate Student Applicants)*
	5. Brief explanation about how participating in this Training Program will prepare you for a successful career in diabetes research
	6. Research Proposal *(3-5 pages, components listed below; required for Postdoctoral Fellow Applicants, preferred for Predoctoral Graduate Student Applicants)* or Summary of Research Projects Under Consideration *(acceptable from Graduate Student Applicants ONLY)*
		* Research Proposal is limited to 3-5 pages, Arial or Calibri 11-point font, and must contain the following components:
			+ Introduction
			+ Rationale for project, including brief literature review
			+ Specific Aims
			+ Research strategy (including pitfalls, challenges, and contingency plans)
			+ Significance
			+ Literature cited (may exceed the 3-5 page limit)

**PREDOCTORAL GRADUATE STUDENTS** must use the following link to submit their online application: [http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology,-Diabetes-and-Nutrition/Diabetes-and-its-Metabolic-Complications-T32-Trainee-Application-FOR-Pre-Doctoral-GRADUATE-STUDENTS.asp](http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology%2C-Diabetes-and-Nutrition/Diabetes-and-its-Metabolic-Complications-T32-Trainee-Application-FOR-Pre-Doctoral-GRADUATE-STUDENTS.asp)

**POSTDOCTORAL FELLOWS** must use the following link to submit their online application: [http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology,-Diabetes-and-Nutrition/Diabetes-and-its-Metabolic-Complications-T32-Trainee-Application-for-POSTDOCTORAL-FELLOWS.asp](http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology%2C-Diabetes-and-Nutrition/Diabetes-and-its-Metabolic-Complications-T32-Trainee-Application-for-POSTDOCTORAL-FELLOWS.asp)

1. **MENTOR Applicants** will need to have the following ready in order to complete the online application:
	1. Trainee’s name, email address and phone number
	2. Mentor’s NIH Biosketch (5 page limit)
	3. Completed [**Track Record for Mentorship Form**](http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology%2C-Diabetes-and-Nutrition/Diabetes-and-Its-Metabolic-Complications-T32-Training-Program/docs/Mentors-Track-Record-for-Mentorship-Form.asp) (fillable form can be downloaded from the [**T32 Website**](http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology%2C-Diabetes-and-Nutrition/Diabetes-and-Its-Metabolic-Complications-T32-Training-Program/T32-Training-Program-Overview.asp))
	4. Mentor’s Letter of Support for Trainee (1-2 pages)
	5. Mentor’s Proposed Training Plan (1-2 pages)
	6. Information on mentor’s grant(s) that will be used to support the trainee’s research
	7. Plan for continued support of the trainee’s research if the grant(s) listed above is/are scheduled to expire during the training period

**MENTORS** must use the following link to submit their online application: [http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology,-Diabetes-and-Nutrition/Diabetes-and-its-Metabolic-Complications-MENTOR.asp](http://medschool.umaryland.edu/Departments/Department-of-Medicine/Division-of-Endocrinology%2C-Diabetes-and-Nutrition/Diabetes-and-its-Metabolic-Complications-MENTOR.asp)

As indicated above, Trainees and Mentors have separate online applications to complete. Therefore, for each Trainee & Mentor pair, the application packet will not be considered complete until BOTH Mentor and Trainee have submitted their respective online applications.

Applications for the **Diabetes and Its Metabolic Complications T32 Training Program** will be reviewed on a rolling basis. Once the Trainee’s online application is received, we will contact the reference(s) provided by the Trainee, to obtain the Letter(s) of Recommendation. Once BOTH the Trainee’s and Mentor’s online applications are submitted, the application packet will be considered complete, and we will contact the Trainee within 30 days of application completion to provide the status of the application, to request further information, and/or to schedule interviews.