

# NCI-FDA Research and Regulatory Review Fellowships Guidelines for Application

## Application Materials

The following application materials are required, as described below:

- Personal statement of research goals
- *Curriculum vitae*
- Three letters of reference
- Academic transcripts
- Other documentation

**Personal statement of research goals.** In narrative form describe your research interests and goals and how these relate to the field of cancer research and regulatory review. Please also provide insight into your short-and long-term career goals, and explain how the IOTF will help you in achieving those goals. Limit your personal statement to two typed, single-spaced pages and use 12-point font and 1” margins (approximately 1,000 words).

***Curriculum Vitae.*** Please refer to *Guidelines for Application/Information to Include in Curriculum Vitae* section.

**Letters of Reference.** Three current and original letters of reference must be sent by individuals in the scientific/academic community who have knowledge of your scientific accomplishments, motivation, and skills. Letters should be typed on official letterhead, addressed to the Program Manager, Dr. Chanelle Case Borden, and sent electronically to IOTFfellowship@nih.gov.

**Academic Transcripts.** Copies of all graduate and undergraduate transcripts (and/or translations, if applicable) must be submitted directly to the Center for Cancer Training.

**Other Documentation.** Permanent residents of the United States must submit proof of eligibility for citizenship. The I-551 stamp in a passport is acceptable; “Employment Authorization” documents are not acceptable.

## **How to Submit Application Materials**

If you are interested in applying to the IOTF and meet the eligibility requirements, please submit the following materials:

### **Personal Statement of Research Goals, Curriculum Vitae and Letters of Reference.**

Please send your application to [IOTFfellowship@nih.gov](mailto:IOTFfellowship@nih.gov). Please provide your personal statement of research goals and curriculum vitae as two separate documents. The application must be submitted on or before the appropriate deadline for the desired program.

**Academic Transcripts and Other Documentation.** Academic transcripts, and other documentation materials should be sent directly to the Program Manager. All application materials must be postmarked on or before the appropriate deadline for the desired program.

## **Contact Information**

*Email Address:* IOTFfellowship@nih.gov

*Program Manager:* Chanelle Case Borden, Ph.D.  
Center for Cancer Training  
National Cancer Institute  
9609 Medical Center Drive  
Room 2W234  
Bethesda, MD 20892-9707

## **Application Deadline: As appropriate for each program**

Selection for these positions will be based solely on merit, with no discrimination for non-merit reasons, such as race, color, gender, national origin, age, religion, sexual orientation, or physical or mental disability. NIH and FDA provide reasonable accommodations to applicants with disabilities. If you need reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be handled on a case-by-case basis.

**THE NIH/NCI AND FDA ARE AN EQUAL OPPORTUNITY EMPLOYER.**

## Information to Include in *Curriculum Vitae*

- Applicants are encouraged to use their current curriculum vitae and to add any necessary information.
- Please include your name on each page of the curriculum vitae.
- Some of the information requested below will not be applicable to all individuals.
- Please do not print or type your information on this page.

### Personal Information

---

Name (*First middle last*)

Gender (*optional*)

Date of birth

Citizenship (*U.S. Citizen, Permanent Resident, or Foreign Citizen*)

Home address

Work/school address

Preferred Telephone

Fax

E-mail (*if more than one e-mail address is provided, please indicate preferred contact*)

### Education

---

*Please list all colleges and universities attended and any other relevant training. Include the following information for each institution:*

School, department, city and state, country

Dates attended, academic major, degree, year degree awarded/expected

### Work Experience

---

*Please list current and past employment. Include the following information for each position:*

Title, employer's name

Dates of employment

Brief description of duties and accomplishments

**Other Information**

---

*Please note that the list below is not exhaustive and may not be relevant to all applicants.*

Board certification  
Committees  
Grants awarded  
Honors and awards  
Patents  
Peer-review service  
Professional licenses  
Professional society memberships  
Scientific presentations  
Teaching

**Research Interests**

---

*Please provide a few key words that describe your research interests.*

**Bibliography**

---

*Please list all publications and indicate whether they are “published,” “in press,” “submitted,” or “in preparation.” Please list full-length manuscripts and abstracts separately.*