TO: Graduate Advisors and Student Affairs Officers in:

ACCESS  
Biochemistry  
Biological Chemistry  
Human Genetics  
Microbiology, Immunology and Molecular Genetics  
Molecular Biology  
Molecular, Cellular and Developmental Biology

FROM: Bob Simons, Program Director

It is time to nominate students for the 2002-2003 Genetics Training Grant. There will be 0-2 slots open for new appointments, beginning July 1, depending on negotiations with NIH. Student Affairs Officers should carefully read the enclosed “INSTRUCTIONS FOR APPLICATION SUBMISSION” in addition to the information given below. If you have any questions about the application process, please contact Liz Crum, Program Administrator, at 6-9736 (or Bob Simons, Program Director, 5-8890).

All nominees must be of excellent quality. Students who have received prior Training Grant support will not normally be eligible. Application from under-represented minorities are especially encouraged.

IMPORTANT: Please note that the Genetics Training Program does not have an “open application” process. Applicants should be nominated through their department, and each department may submit no more than two applications for consideration (ACCESS can submit four). First year students who are still in the process of choosing a permanent mentor may be nominated, but their research goals should be well-defined.

IMPORTANT: Nominees must be U.S. citizens or have permanent resident status, and verification of permanent resident status via a notary public will be required prior to appointment.
TRAINING PROGRAM
IN GENETIC MECHANISMS

Instructions for Application Submission

STUDENT AFFAIRS OFFICERS: PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY!! Thanks.

Deadline for submission of applications: Monday, June 3, 2002, 4:30 P.M.
Submit applications to: Liz Crum, 3610A Molecular Sciences Bldg.

Number of nominations per department: 2
Number of nominations from ACCESS: 4

Applications MUST BE COMPLETE at the time of submission, including letters of recommendation, as the Steering Committee will begin reviewing applications immediately.

Material for each nominee should be contained in a separate manilla folder, each clearly marked on the side tab with the student’s name and department.

Each folder should contain all the material listed on the Nomination Checklist, along with the Checklist itself.

For the required letters of recommendation, please use the enclosed Applicant Evaluation Form. Recommendations should be gathered by the department and included in the nominee’s folder, not sent separately to the Program Office.

The applicant's Statement of Research Interests & Proposed Research Project (required of all applicants except incoming students) MUST clearly reflect interest and work in genetic mechanisms. To help the departmental selection committees identify appropriate nominees, and to assist those nominated applicants in preparing their statements, please take heed of the following:

"Genetics is the study of heritable variation (mutation). Studying mutant organisms in order to characterize phenotypes, genes, and gene products is the most classic use of that discipline. Molecular genetics (genetic studies at the level of nucleic acids), cytogenetics (study of chromosomes), population genetics (study of genetic variation in populations), medical genetics (study of genes causing or predisposing organisms to disease), genomics (mapping and sequencing the genomes of model organisms) and mathematical genetics (mathematical modeling of genetic data) are examples of specialized areas within the discipline. Molecular genetics and molecular biology are related disciplines that, in many ways, form a continuum with no precise border. Nevertheless, molecular genetics is distinguished by its reliance on the study of heritable variation."

Please photocopy forms as necessary.
TRAINING PROGRAM IN GENETIC MECHANISMS

NOMINATION CHECKLIST

NAME:_______________________________________________________________

DEPARTMENT:_______________________________________________________

RESEARCH DIRECTOR:_______________________________________________

Incoming Students

__________ GTG Summary Sheet (form provided)
__________ UCLA Graduate Application including Statement of Purpose
__________ 3 Letters of Recommendation from graduate application
__________ Undergraduate Transcripts
__________ GRE Scores (photocopy of official form)

First Year Students

__________ GTG Summary Sheet (form provided)
__________ UCLA Graduate Application including Statement of Purpose
__________ 3 Letters of Recommendation from graduate application
__________ Undergraduate and Graduate Transcripts
__________ GRE Scores (photocopy of official form)
__________ Statement of Research Interests & Proposed Research Project
__________ Fall, Winter, Spring Qtr. Rotation Evaluations, as available
__________ 3 current Letters of Recommendation (please use GTG evaluation form provided)

All Other Graduate Students

__________ GTG Summary Sheet (form provided)
__________ 3 Letters of Recommendation (please use GTG form provided)
__________ Undergraduate and Graduate Transcripts
__________ GRE Scores (photocopy of official form)
__________ Student’s Statement of Progress (describing current and proposed research)
__________ Copies of Abstracts, Reprints, Manuscripts (if applicable)
1. Rate the applicant on the items below by a numerical score of 1 to 5, basing such ratings on the degree of accomplishment you usually expect of UCLA graduate students [1-outstanding (top 10%), 2-very good (top 20%), 3-above average (top 40%), 4-average (top 60%), 5-below average, X-insufficient knowledge to rate]. You must use the “X” notation if you do not have direct knowledge. Also remember that only in Lake Wobegon are “all children above average.”

   ___ A. Originality and Creativity ___ F. Perseverance in Pursuing Goals
   ___ B. Technical Ability ___   G. Ability to Organize Scientific Data
   ___ C. Self-Motivation & Intensity of Effort ___ H. Familiarity with Research Literature
   ___ D. Scientific Background ___ I. Proficiency in Courses you Taught
   ___ E. Ability to Exchange Ideas ___ J. Ability to Write Journal Articles

2. Describe any qualifications and traits you consider of special significance in judging the applicant’s fitness for a research career. In particular, comment on the applicant’s interest in and suitability for research in genetic mechanisms. List major academic weaknesses, if any.

3. Indicate dates during which you were associated with this applicant:_________________
   Capacity at that time (teacher, advisor, etc.):___________________________________

Name: _________________________  Signature:__________________________
Title: _________________________
Department: _________________________  Date:     __________________________
TRAINING PROGRAM IN GENETIC MECHANISMS
SUMMARY SHEET

Name:________________________________________________________
Department:___________________________________________________
Research Director:______________________________________________
Year in Graduate Program:________________Advanced (date):______________
GRE Scores: V_______(______%) Graduate GPA:__________
Q_______(______%)
A_______(______%)
S_______(______%) Area:__________________
Undergraduate Institution:_____________________________________________
Four-year Undergraduate GPA:___________ Degree:_______Date_______
Grades in relevant courses:
M248_____ M253______ M255_______ M263_______ M267_______
Other: _____________ _____________ ______________ ____________
US Citizen?_______ (You must be a US citizen or permanent resident
to receive an award. Proof of status is required)
Permanent Resident:_______
Are you currently supported by a training grant or other fellowship? If yes:
Award name and agency:__________________________ Award period:__________
Have you received NIH training grant support in the past? If yes:
Award name and agency:__________________________ Award period:__________
Publication citations (attach as a separate sheet)
Ethnicity (circle one): African American Chinese American E. Indian/Pakistani Filipino
Japanese American Korean American Latino Mexican American
Native American Polynesian Puerto Rican Thai/other Asian
Vietnamese White Other Decline to state

Nominated by:____________________________________________________
Department Graduate Advisor name (print) and signature
GENETICS TRAINING PROGRAM
AWARD, BENEFITS, AND OBLIGATIONS

Responsibilities of the Trainee Mentor

Faculty involvement in the training program is essential for continued funding of the grant. Participation of training faculty is expected in training program activities, including the research ethics course and third-year research seminars. Reappointment of students is dependent upon mentor participation.

Trainee Support

The expected trainee stipend is $18,156 per year, plus a maximum of $4,557 per year for registration and medical insurance fees. These amounts are subject to approval by NIH in the next month or so. Stipend checks will be mailed to the student's current mailing address just prior to the first of every month. The first check will be received one month AFTER the appointment start date (please note that it is best to arrange for an electronic deposit through Grad Division). Important Note About Taxes: Stipends are not taxed as received, and a W2 form will not be received at the end of the year. However, the stipend must be reported on the student's yearly tax forms. The tax instruction booklet has a section on how to report fellowship awards. Students may want to compensate for this by adjusting payroll W2 form deductions. Contact your departmental payroll office for advice.

Trainee Travel Funds

Travel funds are available for presentation of a paper or poster at scientific meetings. Funds may be requested once during a three-year period, unless you are notified that additional funds are available. Applications may be obtained in the Program Office.

Breadth of Training

Trainees must satisfactorily complete M248, one breadth course (chosen from a selected list of courses and requiring approval by the Program Director), and three approved seminar courses. Each must also TA "Introduction to Genetics" (LS4) for one term.

Sponsored Seminars

Seminars by leaders in the field of Genetics are sponsored by the training program. Genetics Seminar announcements can be found in the weekly notice "Events at UCLA in Molecular Biology." Trainees are encouraged to attend regularly, and will be called upon to help organize the series for one term.

Research Ethics Discussion Sessions (Fall Quarter)

Trainees in their first and second year of support on the training grant are required to attend three out of four sessions held during Fall Quarter on the second and fourth Wednesdays of the month, 12:00-1:30 (lunch is provided). These are informal discussion sessions with several training faculty participating.
**Genetics Program Research Seminars**

Trainees are required to attend the informal research seminar meetings (three to be scheduled each year), and to present their research work at least twice during a three-year appointment. Training faculty are expected to accept invitations to join and evaluate the students at these meetings.

**Publications Acknowledgment**

All published work conducted while on the training program must acknowledge "USPHS National Research Service Award GM07104."

**Annual Report**

NIH requires a yearly short report prepared by the student in consultation with his or her research director highlighting progress in the thesis project and other activities relevant to the goals of the program. The activities include courses taken, seminars and meetings attended, etc.

**Adequate Progress and Other Obligations**

Trainees are expected to make normal progress to degree, and meet the individual requirements of their Departments/Programs, including timely completion of all examinations. In some cases, the Program Director and/or the Advising Committee may require additional obligations of the trainee or his/her mentor as a condition for reappointment.