GUIDELINES FOR PREDOCTORAL APPOINTMENTS

The UCLA Tumor Cell Biology Training Program supports comprehensive didactic training in oncology and laboratory research training in the research specialty of the faculty sponsor. Two program-administered courses (M294: Molecular Basis of Cancer, and M294L: Cancer Histopathology) are required of all trainees. Trainees are also encouraged to participate in the weekly Cancer Center Research Conference and an informal monthly training program luncheon seminar.

ELIGIBILITY

Nominees for predoctoral positions must be sponsored by an approved UCLA faculty mentor. Applicants will be considered based on their potential for creative research accomplishments and the relevance and strength of their proposed training program in Tumor Cell Biology. The training program is open to applicants who have had two years or less of previous predoctoral NRSA support. Preference is given to those with no prior NRSA support. Minority candidates are encouraged to apply. **Trainees must be U.S. Citizens or Permanent Residents.**

SUPPORT

Appointments are made for a term of one year with the possibility of renewal for two more years. The program limits appointments to no less than 9 months and no more than three years at the predoctoral level on this training grant. No individual trainee may receive more than five years of aggregate NRSA support at the predoctoral level, including any combination of NRSA support from institutional and individual awards. Renewal is contingent on approval of an annual Progress Report, which must be submitted through the faculty sponsor.

*Stipends*: Award includes a stipend ($20,772.00) paid in 12 monthly installments, and a tuition and fees supplement for three quarters (annual amount subject to NIH policy and does not include summer). Faculty who sponsor applicants must provide supplementary funding that will meet recommended departmental stipend levels.

*Travel to national meetings*: The training program has resources to provide modest support for travel and subsistence for trainees who wish to attend scholarly meetings in their research area. The program recommends that trainees apply to attend the National Cancer Institute-sponsored AACR Workshop on Molecular Biology and Pathology of Neoplasia and will provide travel support for those who are invited.

PROCEDURE

Predoctoral candidates for the Tumor Cell Biology Training Program and their preceptor, must provide the following:

**Part I - Applicant**

1. Completed **Application for Appointment** form.
2. A description of **Career Goals** – be succinct; do not exceed one page.
3. A **Bibliography** of all publications, including the titles of all research papers published, in press, submitted for publication, or in preparation.
4. A copy of college **Transcripts**, graduate school transcripts, and GRE and/or MCAT **Scores** showing percentile ratings (these may be unofficial records; photocopies will do.)

5. The names, addresses and telephone numbers of at least **two** professional **References** (*excluding preceptor*) from whom letters of recommendations have been requested. It is the applicant’s responsibility to ensure that the letters are received by the deadline. Letters should be sent to:
   
   UCLA Tumor Cell Biology Training Committee, c/o C. Fred Fox (PI)
   Department of Microbiology Immunology & Molecular Genetics
   University of California, Los Angeles
   PO Box 951489
   Los Angeles, CA 90095-1489
   
   Fax: (310) 206-1703

**Part II – Applicant and Preceptor**

6. The **Research Program** to be undertaken by the applicant during the period of training. Explain its relevance to a human cancer problem – be clear and concise; do not exceed one page. This must be signed by both the Applicant and the Preceptor.

7. A completed **Research Clearances** form. This must be signed by both the Applicant and the Preceptor. If this application is approved, funds will not be allocated until the appropriate forms have been received by the Tumor Cell Biology Training Program.

**Part III – Preceptor**

8. A **Letter of Nomination**.

9. A brief description of the **Overall Research** program in the proposed preceptor’s laboratory.

10. A list of all predoctoral and postdoctoral **Trainees** currently in the preceptor’s laboratory and their sources of funding.

11. The preceptor’s **NIH Biosketch** or CV (not to exceed 2 pages).

---

Please use the Application and Clearances Forms provided and attach additional sheets as necessary, observing page limitations. *Incomplete applications may not be reviewed.*

Complete predoctoral applications must be received by posted due date.

**Make 5 copies of the complete application (original plus 4 copies) and send to:**

UCLA Tumor Cell Biology Training Committee, c/o Amanda Jones
Department Microbiology Immunology & Molecular Genetics
1602 Molecular Sciences Building, MC 148906
Tel: (310) 825-9329  Fax: (310) 206-1703
E-mail: amandaj@microbio.ucla.edu

Rev. 4/00