MEMORANDUM

Date: Date

To: BSD Faculty

From: PI First Last Name, M.D., Ph.D., Principal Investigator  
Perfect Basic Science Postdoctoral Training Grant

RE: Call for Applications

The Training Grant in Perfect Basic Science Postdoctoral Training supports six postdoctoral fellowship slots in the area of [insert area of T32 focus]. I'm writing to inform you of at least three open postdoctoral fellow positions in this Training Program and to invite you to submit applications for qualified applicants. Please note that only U.S. citizens or permanent residents are eligible for support. We are looking for scientists who will advance our knowledge of atherosclerosis, vascular pathobiology and ischemic heart disease using biochemical, biophysical, nutritional, molecular and cell pathobiological, immunopathological and pathophysiological approaches.

The due date for applications is Friday, March 31, 20XX.

Application materials include:

1. Ph.D. thesis summary
2. Curriculum vitae with research bibliography
3. Two (2) letters of recommendation
4. Undergraduate and graduate transcripts
5. Research statement
6. Career statement
7. Letter from sponsor
8. If applicant is an M.D., D.D.S., or D.V.M. please also include a letter of recommendation from the dean of students

The proposed sponsor (trainer) must provide the Steering Committee with a statement, indicating the relevance of the proposed training to this particular training grant and to his/her cardiovascular oriented research. After analysis of the documentation by the Steering Committee, it may be necessary to arrange an interview. The applicant will be informed of this in due course.

If awarded, stipends will be based on NRSA levels and sponsors are required to provide a $1,800 annual stipend supplement to offset the cost of benefits provided by Gallagher Benefit Services. The postdoctoral candidate should be aware that the training grant supports single coverage health insurance for the candidate only. Should double or family coverage be necessary, it is strongly suggested that the sponsor (trainer) provide additional supplemental funding to offset the cost of the premiums to avoid financial hardship to the postdoctoral candidate who would otherwise need to make arrangements for payment through other sources. In addition, $2,500 will be available for childcare costs, if needed.

The postdoctoral candidate should be aware that he/she will be asked to sign a pay-back agreement with the government (NIH), for the first year of support only, and that this constitutes a legal document.

Please deliver application materials to:

[Training Grant Admin Name]  
Title  
Department or Unit Name  
AMB M425; MC XXXX  
834-1234; name@dept.bsd.uchicago.edu