MEMO TO: CBI TP Faculty

FROM: Vincent Pecoraro, Program Director

DATE: May 24, 2010

RE: CALL FOR NOMINATIONS

1) Student support: The CBI TP is pleased to announce that it will support one trainee with the possibility of appointment up to as many as three new student members during the 2010-2011 academic year. This includes tuition and stipend support for two years, beginning September 1, 2010. Please consider applying with a student in your group, and encourage other students and faculty in your department who are not yet members of CBI TP to apply, as well.

2) Nomination process: Nominations will be handled through the graduate studies coordinators of the member departments and programs. Interested students and their faculty advisors should apply through the graduate advisory committee of their program or department. These committees will consider all of the applications from their department, and forward up to three of the strongest candidates for consideration by the CBI TP Program Committee. These will be sent to CBI TP no later than June 14, 2010. Each graduate program should have its own earlier deadline for receipt of applications. Application instructions are provided at the end of this memo.

Eligible departments and programs of CBI TP include Programs from the Department of Chemistry (College of Literature, Science, and the Arts), the Departments of Biological Chemistry and Pharmacology (Medical School), the Biophysics Research Division (BRD), and the Department of Medicinal Chemistry (College of Pharmacy). The Ph.D. degrees will be awarded in Chemistry, Biological Chemistry, Pharmacology, Medicinal Chemistry, and Chemical Biology beginning in their second year of their Ph.D. program.

The Program Committee will meet in June or July to evaluate the applications and to select next academic school year’s class. Priority in selection will be given to students entering their second year of graduate school. In selecting students, the Program Committee attempts to maintain a balanced representation of the various disciplines, schools, and departments.

3) Experience in industry: One of the goals of CBI TP is for all students in the Program to gain experience in an industrial research setting. Accordingly, all students supported by CBI TP must participate in an 8-10 week sabbatical. The applicant’s advisor should indicate a willingness to help arrange the sabbatical during the first year of the program. Any financial support for students after the second year in the program will be contingent on completion of the sabbatical. The Program can help to arrange such an experience if the mentor is unable to provide the necessary contacts. CBI TP also provides additional funds to support internship-related expenses. Students with prior research experience in an industrial setting can apply to the Program Committee for a waiver of this requirement.
4) **Choice of laboratories:** If a student applicant plans to perform his or her thesis work in the lab of a faculty member who is not currently part of the Program, the Program Committee will consider the training environment of that faculty member’s group as part of the student’s application. Faculty may also apply for membership independently at any time.

5) **Thesis committees:** Students in the Program must have at least one CBI TP faculty member other than their thesis advisor on their dissertation committees.

6) **Course requirements:** Students must take the program’s core course, Chem. 548 New Frontiers at the Chemistry/Biology Interface, which is offered every Fall & Winter terms, Chem/Biol. 501/502, as well as the medical school course in Research Responsibility and Ethics (PIBS 503).

7) **Monthly student meetings:** Students are required to attend the monthly “Chalk Talk” meetings. At these Training Grant sponsored lunches, students have an opportunity to present their research and learn about research in laboratories outside their area of immediate interest.

8) **Certificate program:** The Rackham Graduate School awards a Certificate in Chemistry/Biology to trainees upon completion of their Ph.D., providing they fulfill the requirements of their department, Rackham Graduate School, and the CBI TP.

9) **Faculty responsibilities:** In addition to making sure that students supported by CBI TP fulfill their obligations, mentors with students supported by CBI TP are expected to participate in Program administration and events, including attending the Annual Spring Symposium.

**Please send this information as a hard copy to Dr. Vincent Pecoraro in the Chemistry Department.** Once all Trainee Candidate nominations are submitted and reviewed, students will undergo a series of interviews by a Trainee Selection Subcommittee, and are ultimately selected by the Program Committee, in which the appointment decision becomes final.

Other details can be found at [http://www.umich.edu/~michchem/cbi/index.html](http://www.umich.edu/~michchem/cbi/index.html). Applications for Student Nominations should include the following:
Faculty Guidelines for Student Appointment to CBI TP
Appointment Process:

Deadline: June 14, 2010 for appointment beginning September 1, 2010

Trainee Candidates are typically appointed in the first, second, or third year of Graduate School, and are nominated by participating CBI TP Faculty. Eligibility for consideration is based upon U.S. Citizenship, Permanent Residence status, and underrepresented minority status. It is strongly encouraged that the Trainee Candidate be able to maintain a balance of coursework within the Program, so that all different disciplines have reasonable representation.

Please note: It is the responsibility of the research mentor to pay any cost differentials for student stipend or tuition support, beyond what Rackham and your college have agreed to cover.

The faculty requirements for a trainee candidate nomination packet are as follows:

- A Nomination Letter, signed by the mentor, explaining why the nominee would be a good fit into the CBI Training Program, and discussing the relationship of the proposed thesis project to the Chemistry Biology Interface. You should also state your commitment to allowing the student to participate in the student sabbatical, and could suggest possible training sites that would be appropriate (enumeration of suggested sites is optional).
- A letter from the nominee requesting to be considered for the training program. The nominee should include his/her statement of interest, written and signed by the prospective trainee, describing why the student wants to be on the CBI TP. The candidate should indicate that they are willing to participate in the CBI specific courses and events, and that he/she satisfies the citizen requirement. The nominee should also explain how their thesis project fits into the CBI program.
- A copy of the student’s original application package to Rackham Graduate School.
- Candidates Undergraduate and Graduate transcripts and GRE scores (if available).
- One letter of recommendation (preferably by a CBI TP Faculty member).
- The nominee’s Curriculum Vitae (C.V.).
- Any additional information you feel may be pertinent to the selection committee (e.g. copies of manuscripts, scientific presentations, or abstracts).
CBI Program Student Trainee Nomination Application Checklist

STUDENT NAME:__________________________________________________________

[ ] Nominating Letter

    Faculty Name:________________________________________________________

[ ] Letter from the Nominee requesting consideration to the CBI Training Program

[ ] Copy of Nominee’s original application to Rackham Graduate School

[ ] Letter of Recommendation

[ ] Nominee’s Curriculum Vitae (C.V.)

[ ] Additional Information
Departmental graduate advisory committees should forward up to three of their top applications to:

Lorie A. Kochanek  
Program Coordinator, CBI TP  
College of Literature, Sciences, and the Arts  
Department of Chemistry  
930 North University Avenue, Room 1500q  
Ann Arbor, MI 48109-1055  
734.615.7309

no later than **June 14, 2010** so that they can review and rank the applications.

Please direct further questions to Vincent Pecoraro, CBI TP Director, or the CBI TP Coordinator Lorie Kochanek (lorieann@umich.edu).