Faculty Guidelines for Student Appointment to CBI TP

1. Appointment Process:

Deadline: As stated in Call for Nominations letter for appointment beginning September 1

Trainee Candidates are typically appointed in the 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, including current Rackham Transcript.
- One letter of recommendation (preferably by a CBI TP Faculty member).
- The nominee’s Curriculum Vitae (C.V.).
- Laboratory Rotation Report (if applicable).
- Any additional information you feel may be pertinent to the Selection Committee (e.g. copies of manuscripts, scientific presentations, or abstracts).

Please send this information as an electronic copy to Lorie Kochanek (lorieann@umich.edu) 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.
2. CBI Program Faculty Responsibilities and Expectations:

Deadline: As stated in Call for Nominations letter for appointment beginning September 1

There exists a high degree of interdisciplinary collaboration within the CBI Training Program, thus presenting an extremely strong attraction in the recruiting of new faculty to the University of Michigan. The CBI Training Program Committee’s goal is to have a full rotation of faculty, for five years, to enhance and strengthen their interdisciplinary collaboration.

Criteria for Appointment of Faculty:
- Research interest at the interface of Chemistry and Biology related areas
- Quality of research
- Peer-reviewed funding
- Willingness to participate in all aspects of the program

Mechanisms and Process for Appointment:
- Letter expressing interest to Program Director
- Review of letter and Curriculum Vitae (C.V.) by Program Committee
- Present seminar in Pharmacology, Medicinal Chemistry, Chemistry, Biological Chemistry or other appropriate seminar series
- Appointment by Program Committee

Requirements After Appointment:
- Boisketch Submittal
- Continuously update information on M-Train
- Completion of PEERRS Exams
- Present and/or attend seminars in Pharmacology, Medicinal Chemistry, Chemistry, Biological Chemistry or other appropriate seminar series
- Attend Annual CBI Symposium
CBI Program Student Trainee Nomination Application Checklist

STUDENT NAME: ________________________________

[ ] Nominating Letter

        Faculty Name: ________________________________

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

[ ] Faculty Mentor and Applicant Comment on Sabbatical Plans/Concept

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

[ ] Copy of Nominee’s current Rackham Graduate School Transcript

[ ] Letter of Recommendation

[ ] Nominee’s Curriculum Vitae (C.V.)

[ ] Laboratory Rotation Report (if applicable)

[ ] Any Additional Pertinent Information

[ ] Please answer the following questions:

1. Have you been supported by another training grant while at UM? If so, please name.

2. Have you received other fellowships? If so, please indicate.