



APPLICATION MATERIALS FOR CMB AFFILIATION

The CMB Program is described in detail on the [CMB website](#). Faculty applications are reviewed by the CMB Program Committee. The main goal of the review is to ensure that faculty members have appropriate resources, projects, and scientific training to provide a strong training environment for Ph.D. students.

Please submit the following materials to Lauren Perl, CMB Program Administrator, at cmbgrad@umich.edu:

- 1. A Cover Letter** (less than 2 pages). *Please describe:*
 - what type of projects might currently be available for a Ph.D. student
 - students and postdoctoral fellows whom you have mentored or are currently mentoring
 - where these students/postdocs are now*(We appreciate that relatively junior faculty members might not have graduated students yet.)*
- 2. CMB Faculty Expectations Agreement**, (and also CMB Mentorship Expectations Agreement if you are taking a CMB student in your lab) – signed/initialed to indicate that you have read the document(s), understand the expectations and have clarified any questions. *(CMB will send you this to sign/initial.)*
- 3. NIH Biosketch**, with a personal statement that includes a section on your efforts in graduate training.
- 4. NIH "Other Support" document**
Please indicate all internal and external resources, including amounts, that you will have available to support a doctoral student and the student's research. If you do not have external support, indicate how you will budget your resources (including start-up funds) to reserve support of a student and the student's research.
- 5. NIH "Facilities" and "Equipment" document** describing the physical resources and equipment available to the faculty member
- 6. Statement of Research Interests** (brief, 3-5 sentences)
 - include a "one-line" (1-2 phrases) description of your research area as a title.
 - this will be used in the NIH training grant, the CMB brochure, and the website.
- 7. DEI Statement** – about 3 paragraphs describing your values, philosophy, and efforts related to supporting diversity, equity, and inclusion (DEI) within CMB and UM.
Please briefly describe 1) your thoughts on the importance of diversity and the challenges in building a diverse, equitable, and inclusive environment in your department and in CMB, 2) examples of your past activities (e.g., mentoring, outreach, committees, research, recruitment, retention, or other) to increase DEI if any, and 3) how you plan to contribute to DEI in the future and how your plans fit into DEI efforts at CMB, UM, and in the national context.

In addition, please arrange for the following:

8. **Two Letters of Support** from *current faculty members of CMB*. These letters are an important component of your application. Please arrange to have them sent to cmbgrad@umich.edu.

The letters should be detailed enough for the CMB Program Committee to assess your mentoring philosophy and background, funding and resources, collegiality, and fit in CMB. Current CMB faculty are listed on the CMB website.

9. **Department Chair's Letter of Support** – this letter should primarily affirm interim support for students in case you have a gap in funding. This letter should be addressed to the CMB Director.

We realize these situations almost never arise, as you are well-funded, and you will work with your chair to ensure that you have adequate support before you accept CMB students. However, it is important to the program, and essential for the NIH training grant, that we guarantee support to students. Therefore, we require that these letters unambiguously state that the Department will provide interim support in case you have a gap in funding.

We ask that chairs include one of the statements below in their letter.

“Should [your name] have a CMB student in need of funding, [your department] will provide interim funding for the student until [your name] obtains funds to support the student”.

“I am writing to confirm that the Department of [your department] will provide CMB students from Dr. [your name]’s laboratory with interim support should there be a need of funding, until Dr. [your name] is able to obtain funds to support the student(s).”

“In the unexpected situation that Dr. [your name] has a CMB student in need of funding, the Department of [your department] will guarantee interim support for the student until Dr. [your name] obtain funds needed to support the student.”