



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 CMB staff at cmbgrad@umich.edu:

1. **A Cover Letter** (less than 2 pages). *Please describe:*

- *How you plan to be involved in CMB, including at least 2 ways you would be interested in serving the program (see the [Faculty Involvement page](#) of the CMB website)*
- *What type of projects might currently be available for a Ph.D. student in your lab*
- *Students and postdoctoral fellows whom you have mentored or are currently mentoring, and where these students/postdocs are now (we appreciate that relatively junior faculty members might not have graduated students yet.*
- *How you plan to train students to develop necessary skills as a faculty trainer*

2. **[CMB Faculty Expectations Agreement](#)** – signed/initialed to indicate that you have read the document(s), understand the expectations and have clarified any questions.

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 the following:

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 be separate/additional to your CMB letters of support, and 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.”