



INDIANA CLINICAL  
AND TRANSLATIONAL  
SCIENCES INSTITUTE  
INDIANA UNIVERSITY-PURDUE UNIVERSITY  
IUPUI

**RE: Research Coordinator Education Program (RCEP)  
Educational Grant Application**

If you are an IUPUI campus research coordinator and your department has not approved payment for you to attend the **September 24<sup>th</sup> – 25<sup>th</sup> 2009** RCEP session, then you *may* qualify for an educational grant to pay (in full) for the cost of the course. A coordinator may include a variety of titles such as Clinical Research Specialist, Clinical Research Nurse, Technician, Regulatory Specialist, etc. This educational grant is being provided by the Indiana Clinical and Translational Sciences Institute (CTSI). This grant is for IUPUI campus research coordinators who do not receive financial support for RCEP attendance from their department (for appropriate reason) and who are not able to self pay.

Application requirements include 2 letters of support:

- ❖ A brief letter from your Principal Investigator Faculty person. The letter should emphasize the impact this program may have in the performance of his/her clinical trials. It should include some detail regarding the sorts of clinical trials performed and the volume of trials and/or number of subjects and related responsibilities. The letter also should include convincing detail why funds are not available within the department.
- ❖ A brief letter from the potential candidate stating any further details on the importance of this program for job performance as well as any personal financial difficulties (as applicable).

Letters of support requesting the educational grant must be emailed to [msears@iupui.edu](mailto:msears@iupui.edu) **by Friday, 9/11/09**, which will be reviewed by the RCEP program facilitators.

An assessment will be made according to the potential significance the program has in relation to the candidate's role and performance for the clinical trials being conducted. The financial need will also be considered.

A final decision on the awardees of the educational grant will be made by the Associate Dean and COO for CTSI. You will receive a response on your educational grant request **by Friday, 9/18/09**.

**RCEP CTSI Educational Grant 07 22 09.doc**

**Indiana Clinical and Translational Sciences Institute**

HITS Building, Suite 3100  
410 W. 10<sup>th</sup> Street  
Indianapolis, IN 46202  
317-278-2874  
[www.indianaactsi.org](http://www.indianaactsi.org)