REKAPP: Memorandum of Understanding (MoU)

The purpose of this MOU is to identify the roles and responsibilities of the REKAPP Participant and Participant’s Mentor.

Program Mission: REKAPP is designed to assist Duke junior investigators in securing the CTSA KL2 or REACH Equity Career Development Award. This program educates participants in effectively communicating ideas for the reviewers of both of these awards. Minimal attention will be paid to evaluating application content; the participant’s department, peers, colleagues, and mentors should review application content.

Program Structure: The program consists of orientation and three workshops providing structured review of the following application sections: Specific Aims, Significance & Innovation, and the Career Development Plan.

Expectations for Program Participants (To be initialed by Participant):

Prior to Program orientation, the Participant is expected to have recruited a primary mentor to guide the Participant throughout the development of the application and award time period.

Prior to Program orientation, the Participant is expected to have his or her Specific Aims vetted by the primary mentor. The project aims and preliminary data should be deemed sound, sufficient, and ready to be incorporated into the application. The participant should be well suited to the project, have support of his/her department and division, and be ready to commit the time to write the application.

Program Participants are expected to be present and prepared for orientation and all workshops.

Program Participants are expected to provide a draft of each section 5-7 days prior to the workshop to the Program Assistant to allow time for the senior mentor to review and prepare for the workshop.

Program Participants must notify the Program Assistant if the Participants intends to submit an application for an internal review by the specified date.

The Participant may change his/her submission plans as he/she assesses the readiness of their application. Changes in plans are completely acceptable and should be communicated to the Program Assistant.
Mentor commitment (To be initialed by Primary Mentor):

As the primary Mentor, I have read the “Expectations for Program Participants” above and agree to support the Participant in adhering to these commitments.

Initial Here

As the primary Mentor, I have vetted the participant’s project aims and find them to be scientifically sound.

Initial Here

As the primary Mentor, I have evaluated the participant’s candidacy (relevant experience, productivity, and career development plan) relative to the participant’s career goals and find them to be suitable for the award mechanism.

Initial Here

As the primary Mentor, I recognize the Program is at least a 6-8 week commitment with significant necessary time for writing, career reflection, review of feedback, and scientific contemplation. These commitments will be seen as a priority throughout the duration of the Program.

Initial Here

As the primary Mentor, I will ensure that the participant’s full application will be reviewed prior to submission. I will reserve time for discussion of the application and to provide constructive feedback to the participant regarding the application.

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Participant Signature

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Participant Printed Name

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Primary Mentor Signature

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Primary Mentor Printed Name