



CHER Institute Fellows

APPLICATION GUIDELINES 2026



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CHER Institute Fellows Program Description

The **virtual** Summer CHER Institute is comprised of seminars, small group science chats, mentoring activities, and networking sessions, held over Zoom with participants around the United States. The CHER Institute is designed to increase the number of early career faculty members who are better prepared to become NIH principal investigators in the field of Collaborated biomedical research; with basic, clinical, or behavioral outcomes to improve health across populations. Our goal is to increase the quantity and quality of research developed by CHER Institute participants. Applications are due in October to allow time for preparation of materials to be reviewed by the CHER Institute Mentors.

Eligibility

Minimal Eligibility Screening

Please review the following criteria for the CHER Institute before completing and submitting your application. Priority is given to those working at non research-intensive institutions, those at research intensive institutions may also apply.

CHER Institute Fellows Eligibility Criteria	Eligible	Ineligible
<p>I currently hold a tenure/tenure track position at an institution that is eligible to receive federal funding.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> To determine if your university can receive federal grant funding you can use the Federal School Code Search tool on the Department of Education website to verify a school's eligibility for federal student aid. Those with temporary or lecturer appointments are not eligible for the CHER Institute. 	Yes	No
<p>I am a US citizen or have permanent resident status in the United States.</p> <p>Note: Required by NIH for this R25 training grant.</p>	Yes	No
<p>I have completed my terminal degree or ended post-graduate clinical training within the last 10 years.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> The CHER Institute is for Early Stage Investigators-ESI (not New Investigator) as defined by the NIH. An ESI is someone who has completed their terminal research degree or post-graduate clinical 	Yes	No

training, whichever date is later, within the past 10 years and who has not previously competed successfully as PD/PI for a substantial NIH independent research award (<https://grants.nih.gov/policy-and-compliance/policy-topics/early-stage-investigators>).

- Post-Graduate Clinical training **excludes** Post-Graduate Research Training
- If you have received an Extension (an investigator can request that their ESI eligibility be extended due to the experience of a significant life event that resulted in a lapse in their research or research training).
- You will need to include evidence of the extension at the time of the application (<https://grants.nih.gov/policy-and-compliance/policy-topics/early-stage-investigators/extensions>).
- Extensions are granted by the NIH not by the CHER Institute.

I have NEVER received NIH R01 or NIH K grant funding.	Yes	No
My area of research is conducive to stakeholder-engaged research, meaning that it includes a component where the stakeholders are directly involved in the development, implementation, and or the dissemination of research findings.	Yes	No
I have experience conducting research and publishing in peer-reviewed journal(s).	Yes	No
I am willing to sign a contract agreeing to the time commitments involved with full participation in the 6-day CHER Institute June 8-13, 2026 (approximately 9AM to 4PM Pacific Daylight Time), and annual data collection for up to five years.	Yes	No

If you have any questions about your eligibility, please contact Dr. Wendy Nomura at Wendy.Nomrua@csulb.edu.

Preferred Eligibility Criteria:

- Experience conducting stakeholder-engaged biomedical research
- History of obtaining funding for research (e.g., small or exploratory grants, including state, local, and university grants)
- Experience conducting research in communities with high levels of health disparities

Seminar topics vary and may include:

- Overview of NIH institutes, the grant application, and review process
- Components of writing a compelling NIH grant proposal
- Selecting the appropriate qualitative and/or quantitative method(s)
- The basics of experimental designs and bias in experiments
- Developing a data analysis plan including power analysis
- Building relationships with faculty mentors with a strong history of NIH funding
- Addressing barriers and challenges that one may encounter at a non-research intensive institutions for developing and submitting grants to NIH
- Practical and ethical research considerations
- Tips and strategies to consider for balancing career, professional development, and life's journey
- Strategies for research recruitment in biomedical research

Sample Schedule provided in Appendix E.



Deliverables of the CHER Institute

CHER Institute Fellows are required to provide the following deliverables:

Institute Preparation

- Submit Biographical Sketch and Photo
- Media Release Form
- Confidentiality and Nondisclosure Agreement
- Complete Pre-Institute Assessment
- Review Videos on Grant Development
- Submit Literature Review
- Submit Draft of Professional Development Plan
- Submit Draft of Specific Aims

During the Institute

- Complete daily online program feedback
- Finalize Professional Development Plan
- Develop Specific Aims page
- Develop Methods for each specific aim
- Present on Specific Aims, Lessons Learned, and Nex Steps
- Create NCBI Link

After the Institute

- Complete Post Assessment
- Completion of CHER Institute Annual Survey and submission of CV for up to 5 years post Institute participation



CHER Institute Application

There are two components to the application, to be submitted through REDCap surveys. Details on the components are provided in the next sections. The links for the components are provided below.

1. **Online Application:** you may leave the survey and return (with code provided in survey), though it is suggested that you be prepared to submit all documents as you complete the application:
<https://redcap.cdrewu.edu/surveys/?s=8RXF7KRFMNC4N448>
2. **Two Letters of Recommendation:** both letters should be submitted separately by the recommenders: <https://redcap.cdrewu.edu/surveys/?s=9HDADCXJNPJRCCPK>

Due Date: Application and two letters of recommendation must be submitted by October 19, 2026, at 5:00 PM Pacific Time, for the 2026 CHER Institute.

Online Application

The following provides the information you will need to provide as part of the application, you will also be required to upload a single document with CV, proposal summary and research experience. Those with an extension on Early Investigator Status will need to upload supporting documentation from the NIH.

General Information

1. Name:
2. Preferred email
3. Alternative email
4. Cell phone number
5. US Citizenship/resident status
6. Terminal degree type and field of study
7. Year completed terminal degree and if applicable, clinical training program
8. Name of your institution that is eligible for federal funding where you have tenure/tenure track position.
9. Current academic rank

10. The year you became an Assistant Professor
11. Discipline/department currently work for
12. Description of participation in any other formal mentoring programs
13. Name and email of two recommenders

If you have any questions about eligibility, please reach out to Dr. Wendy Nomura at WendyNomura@cdrewu.edu.

Upload CV, Proposed Research Summary and Research Experience

You will be asked to upload a single MS Word file containing your CV in the CHER Institute Format, and your proposed research summary and a narrative of your research experience. There is a template provided and directions for each section in the Appendices A-D.



Instructions for Letters of Recommendation

Letters should include:

- *An assessment of research skills and contributions specific to the CHER Institute*
- *Potential to garner future research funding*
- *Experience with stakeholder-engaged research*
- *Why are you recommending the applicant for this program*
- *Evidence or anecdote why the applicant is a good fit for the program*

Letters of Recommendation are submitted via the REDCap survey platform. There are a few questions to answer, then letters are uploaded to the survey platform. Confirmation emails including a copy of the survey will be sent to the letter writer upon completion (Please add your email address at the very end of the survey to obtain the copy). Letters should be ready to submit at the time starting the survey, they should be in MS Word or PDF format. Letterhead is not required, and electronic signatures are accepted.

Recommenders will need to be able to provide the applicant's full name and email.

Submit letters in REDCap: <https://redcap.cdrewu.edu/surveys/?s=9HDADCXJNPJRCCPK>

Any questions or problems related to the survey or letters should be directed to Dr. Wendy Nomura WendyNomura@cdrewu.edu

CHER Institute Team Contact Information

CHER Institute Website: https://www.cdrewu.edu/healthequity/cher_institute/

Please try emailing Dr. Wendy Nomura (WendyNomura@cdrewu.edu) first who will redirect you to the appropriate person if necessary.

CHER Institute Team Member	Role at the CHER Institute	Contact for	email
Dr. Wendy Nomura	Evaluation & Data Coordinator	Primary Contact: Applications, REDCap, Deliverables, Contracts & General Questions	WendyNomura@cdrewu.edu
Dr. Laura D'Anna	CHER Institute Director	General Questions	LauraDanna@cdrewu.edu
Dr. Alex Washington	CHER Institute Co-Director	General Questions	Alex.Washington@csulb.edu
Mr. Jeff Wood	IT and Data Manager	REDCap	JeffersonWood@cdrewu.edu
Mr. Kevin Pinkerton	Media Production Specialist	Webinar Enrollment & Videos	pinkertonkevin@gmail.com



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Appendix A: Summer CHER Institute Fellows Application Template

CURRICULUM VITAE

Name:

Position:

Voice/Text:

Email:

EDUCATION:

PRINCIPAL ACADEMIC POSITIONS:

HONORS AND AWARDS:

KEYWORDS/AREAS OF INTEREST:

RESEARCH AND CREATIVE ACTIVITY:

NCBI Bibliography #:

ORCID Identifier:

RESEARCH AWARDS AND GRANTS POST CHER INSTITUTE

Funded

Submitted Awaiting Decision

Submitted and Not Funded

*RESEARCH AWARDS AND GRANTS POST TERMINAL DEGREE & PRE-CHER
INSTITUTE*

PEER REVIEWED PUBLICATIONS POST CHER INSTITUTE

Published

Submitted Awaiting Decision

Submitted and Rejected or Under Revision

*PEER REVIEWED PUBLICATIONS POST TERMINAL DEGREE & PRE-CHER
INSTITUTE*

NATIONAL PRESENTATIONS

UNIVERSITY SERVICE:

LOCAL AND NATIONAL SERVICE

Proposed Research Summary

Background/Significance

Research Question(s)

Methods (population, data collection, and analysis)

Implications for Advancing Health Across Populations

Quantitative and Qualitative Research Methods Experience

Appendix B: Sample CV

CURRICULUM VITAE

Name: **Jane P. Doe, Ph.D.**

Position: Associate Professor, Department of Health Science

California State University, Long Beach

1250 Bellflower, Blvd. Long Beach, CA 90840

Voice/Text: (XXX) XXX-XXX

Email: XXXXXXXXX@XXX.edu

EDUCATION:

2010-2014 Univ. of Calif. Los Angeles, Dr.PH.,

2008-2010 Univ. of Calif. Los Angeles M.P.H. Community Health

2004-2008 Univ. of Calif. San Francisco, B.S. Physical Therapy

PRINCIPAL ACADEMIC POSITIONS:

2020-now Associate Professor (w/tenure), California State University, Long Beach, School of Public Health

2014-2020 Assistant Professor, California State University, Long Beach, School of Public Health

HONORS AND AWARDS:

2018 Summer, CHER Institute Fellow

2015 Award for Early Career Faculty, California State University, Long Beach

2014 Harvey Scholar Award Recipient, University of La Verne

KEYWORDS/AREAS OF INTEREST:

Fall Prevention, Gait Analysis, Medical Home, Transportation Co-Operatives, Low Income Elderly

RESEARCH AND CREATIVE ACTIVITY:

NCBI Bibliography #: <https://www.ncbi.nlm.nih.gov/books/NBK53595/>

ORCID Identifier: <https://orcid.org/>

RESEARCH AWARDS AND GRANTS POST CHER INSTITUTE

This should be blank until after participation in the CHER Institute. Clearly demonstrate the funding source (internal, external, federal, etc.).

Funded

1. Start Date-End Date (% time as PI) Your role if not the PI
Title
Funder/mechanism
Annual Direct Costs
Total Direct Costs
2. 2020-2025 (PI, 20%).
“Fall Prevention for Low Income Older Adults”
VA Merit Review Award
Annual Direct Costs: \$137,500
Total Direct Costs: \$550,000

Submitted Awaiting Decision

1. 2023-2025 (Co-PI, 15%)
“Gold-Star Manor Transportation Co-Operative”
CSULB-RWCA University Wide Research Programs

Annual Direct Costs \$200,000

Submitted and Not Funded

1. 2021-2023 (PI, 15%)
“Aging with AIDS”
National Institute on Aging, NIH R15
Annual Direct Costs \$200,000
Total Direct Costs: \$450,000

RESEARCH AWARDS AND GRANTS POST TERMINAL DEGREE & PRE-CHER INSTITUTE

1. Start Date-End Date (% time as PI) Your role if not the PI
Title
Funder/mechanism
Annual Direct Costs
Total Direct Costs
2. 2020-2025 (PI, 20%).
“Fall Prevention for Low Income Older Adults”
VA Merit Review Award
Annual Direct Costs: \$137,500
Total Direct Costs: \$550,000

PEER REVIEWED PUBLICATIONS POST CHER INSTITUTE

This should be blank until after participation in the CHER Institute. Please include all manuscripts submitted (under review, not selected, and accepted). This sample uses APA formatting, but you may use the format that is correct for your discipline.

Published

1. Doe, J. P. (2016) The Medical Home and the Prevention of Falls. *Journal of Aging*, 328(25):1847-1848. <https://doi.org/10.1016/j.ahr.2016.100094>

Submitted Awaiting Decision

1. Wu, K., Doe, J. P., & White. A. (2016) Comparison of male and female fall rates, and frailty. *Journal of Aging*, 167(1):66-71. <https://doi.org/10.1016/j.ahr.2016.100094>

Submitted and Rejected or Under Revision

1. Smith, T., Doe, J.P., & Cline, W. (2022). Fall prevention for at risk seniors. *Journal of Aging*, 345(2):245-255. <https://doi.org/10.1016/j.ahr.2016.100094>

PEER REVIEWED PUBLICATIONS POST TERMINAL DEGREE & PRE-CHER INSTITUTE

1. Doe, J. P. (2016) The Medical Home and the Prevention of Falls. *Journal of Aging*, 328(25):1847-1848. <https://doi.org/10.1016/j.ahr.2016.100094>

2. Wu, K., Doe, J. P., & White. A. (2016) Comparison of male and female fall rates, and frailty. *Journal of Aging*, 167(1):66-71. <https://doi.org/10.1016/j.ahr.2016.100094>

NATIONAL PRESENTATIONS

Epidemiology and Falls in the Elderly, 2010

The Medical Home and the Elderly, 2014 (invited presentation), 2011 (poster)

Transportation Cooperatives, 2018 (invited presentation)

UNIVERSITY SERVICE:

2021-now General Education Governing Forum, Committee Member

2019-now Institutional Review Board, Committee Member

2019 Honors Thesis Advisor: Children with Disabilities Medical Homes and Social Economic Status

LOCAL AND NATIONAL SERVICE

2019-2020 Member, Membership Committee, American Public Health Association

Appendix C: Proposed Research Summary Instructions

A **summary** of proposed research that you would like to further develop as a potential grant proposal. The summary must include a brief discussion of the significance of the problem; proposed research questions; preliminary work; and the anticipated data collection methods. This project will be used to develop a Specific Aims page for an NIH proposal during the six-day Institute (not to exceed two pages double spaced or 750-800 words). Note: The proposed project must be stakeholder-engaged biomedical research with basic, clinical, or behavioral outcomes aiming to increase health across populations. Use the following Outline for your subject headings:

Background/Significance

Highlight the health issues' impact on the population.

Research Question(s)

Methods (population, data collection, and analysis)

Highlight stakeholder engagement

Implications for Advancing Health

Highlight the impact on improving health across populations.

Appendix D: Quantitative and Qualitative Research Methods Experience Instructions

A description of previous training with qualitative and quantitative research methods, software, and analysis. Highlight any experience with stakeholder engaged research (one page, double spaced).

Appendix E: Sample Schedule Overview

2024 CHER Institute

Pacific Time DAY 1 – Monday

9:00–9:30 AM	Welcome and Purpose of CHER Institute
9:30–10:00 AM	Overview of Activities: Agenda and Deliverables with Q & A
10:00 – 10:45 AM	CHER Institute Deliverable: Writing the Specific Aims Page (Aims)
11:00 AM–12:00 PM	The Components of an NIH Application and the Review Process
12:30–1:00 PM	Introduction of the Faculty Mentors
1:00–2:15 PM	Opening Circle: Introduction of the Faculty Fellows
2:15–3:30 PM	Meet Your Mentor (Science Chat Group) Emphasize Aims, Outlines Methods
Day 1 Assignments	✦ Further Develop and Edit Aims

DAY 2 – Tuesday

9:00–10:00 AM	Writing the Approach Section for an NIH Application
10:15–11:30 AM	The Preliminary Studies Section: Proof-of-Concept, Feasibility, Acceptability, Capacity and Pilot Studies
12:00–1:30 PM	The NIH Review Process and Q & A Panel Discussion
1:45–3:30 PM	Discussion of Research Projects and the Aims, and Methods Outline
Day 2 Assignments	✦ Further Develop and Edit Aims, and Methods Outline

DAY 3 – Wednesday

9:00–10:00 AM	Preparing the Data Analysis and the Inclusion of Power Analysis
10:00–11:00 AM	Qualitative Data: Laying out the Research Design, Sampling Strategy, and Data Analysis
11:10 AM– 2:10 PM	Overcoming Institutional Challenges: A Panel Discussion with Institute Faculty Mentors
12:30–3:40 PM	Open Session with Faculty Mentors
Day 3 Assignments	✦ Use Critiques/Feedback to Edit Aims and Work on Methods Outline

SESSION TYPE	SEMINAR	SCIENCE CHAT	NETWORKING	INDIVIDUAL ASSIGNMENT
Participants	Mentors & Fellows	Mentor and Fellows Cohort	Mentors and Fellows	Fellows

Pacific Time DAY 4 – Thursday

9:00–10:15 AM	Engaging in Responsible Conduct of Research / Transparency and Ethics in Research
10:30 AM–12:00 PM	Discussion and Career Counseling for Professional Development Plan (PDP) ✦ Create NCBI Link and update PDP
12:00–2:00 PM	Open Session with Faculty Mentors
2:00–2:30 PM	Science Chat will discuss projects, get feedback, and discuss any human subject concerns
Day 4 Assignments	✦ Complete PDP, Prepare Methods Outline; Develop NCBI; Further edit Aims

DAY 5 – Friday

9:00–9:45 AM	How and Why? Engage Communities Before, During, and After Involving Them in Research
10:00–11:30 AM	Applied Examples for Building & Maintaining stakeholder Partnerships for Research to improve health across populations
12:00–2:00 PM	CHER Institute Research Spotlight with Current and Former Institute Fellows
Day 5 Assignments	✦ Upload to Canvas by 6:00 PM PDT : Aims, PDP, Methods Outline, & NCBI Link

DAY 6 – Saturday

9:00–11:00 AM	Presentation of Lessons Learned & Next Steps
11:15 AM–12:30 PM	Closing Circle/Ceremony and Personal Reflections from Participants
Day 6 Assignments	✦ Complete CHER Institute Evaluations

SESSION TYPE	SEMINAR	SCIENCE CHAT	NETWORKING	INDIVIDUAL ASSIGNMENT
Participants	Mentors & Fellows	Mentor and Fellows Cohort	Mentors and Fellows	Fellows