

## Pediatric Medical Education Scholars Program Application Materials Checklist

Department of Pediatrics  
University of Pittsburgh  
Office of Faculty Development

Application Materials Checklist		
✓	Item	Description
	Up-to-Date Curriculum Vitae	University of Pittsburgh School Medicine format <a href="http://www.medfaculty.pitt.edu/sites/default/files/cvformat.docx">http://www.medfaculty.pitt.edu/sites/default/files/cvformat.docx</a>
	Medical Education Project Proposal	Fillable PDF
	ICRE Application Form	Fillable Word Document
	Personal Statement	Maximum 1 page – PDF format Include: <ul style="list-style-type: none"><li>• Professional goals as a medical educator</li><li>• How the medical education training program will help meet these goals</li></ul>
	Division Director Letter of Nomination	Maximum 1 page – PDF format Include: <ul style="list-style-type: none"><li>• Applicants potential for success and scholarly productivity</li><li>• Expectations of applicant’s participation in program</li></ul>
	Primary Mentor Letter of Support	Maximum 1 page – PDF format Include: <ul style="list-style-type: none"><li>• Commitment to (minimum) quarterly meetings in addition to mentor committee review meetings</li><li>• Expectations of applicant’s participation in program</li></ul>

### Important Deadlines and Dates:

- Pre-submission reviews of application materials available May 1 through- June 1
- Completed applications will be accepted June 1 through July 31
- Announcement of awardees each fall

### For more information and to submit application materials, contact:

Melissa M. Tavarez, MD, MS [melissa.tavarez2@chp.edu](mailto:melissa.tavarez2@chp.edu)  
Associate Vice-Chair, Office of Faculty Development,  
Department of Pediatrics  
4401 Penn Avenue, AOB 2nd floor, Pittsburgh, PA 15224,  
412-692-7692