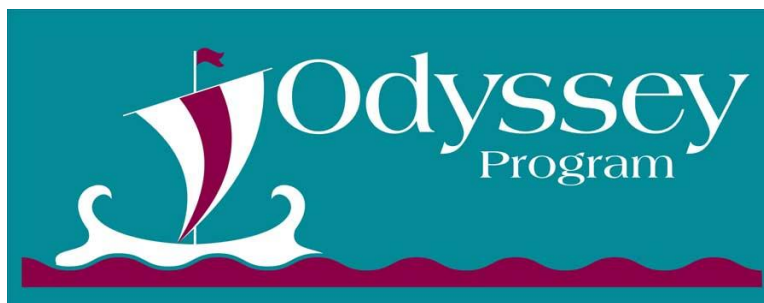


UNIVERSITY OF TEXAS M.D. ANDERSON CANCER CENTER

ODYSSEY FELLOWSHIP PROGRAM AND OUTSTANDING RESEARCH PUBLICATION AWARDS

GUIDELINES



THE UNIVERSITY OF TEXAS
MD ANDERSON
CANCER CENTER
Making Cancer History®

I. MISSION STATEMENT

The mission of the Odyssey Program is to support the best individuals among the newest generation of cancer researchers at M.D. Anderson Cancer Center and encourage them to explore novel areas of clinical, translational, basic or population-based cancer research and to take advantage of the resources offered by our Institution. The Odyssey Program supports the training and research efforts of dedicated scientists at the beginning of their career in cancer research and promotes their interaction with colleagues.

The objective of the Awards for Outstanding Research Publication is to recognize the achievements of postdoctoral fellows for work accomplished at the M. D. Anderson Cancer Center. These annual awards are sponsored and managed by the Odyssey Program. When a recipient is chosen, he or she will be acknowledged as the main author of an outstanding contribution to the scientific literature in the broadly-defined area of cancer research.

II. ODYSSEY FELLOWSHIP PROGRAM OVERVIEW

The Program achieves its goal by appointing Odyssey Fellows and supporting their salary and research efforts. Fellows are appointed following a competitive peer-review of written proposals, performed by the Odyssey Program Advisory Committee once a year. Fellows can be supported for a maximum of three years, and their appointment start date coincides with the start of the fiscal year, which runs September 1st to August 31st.

The Director of the Odyssey Program is responsible for the operation of the Program, including managing the review process, the collection and evaluation of annual reports, and the oversight of the fiscal and administrative aspects of the Program. The Advisory Committee is responsible for the evaluation of the scientific merit of applications and reports. The Director and Advisory Committee together periodically evaluate the Program Guidelines and make recommendations to the Senior Vice President for Academic Affairs for their emendation.

III. ODYSSEY FELLOWSHIP ELIGIBILITY CRITERIA AND NATURE OF SUPPORT

Odyssey Fellows must have a doctoral degree (Ph.D., M.D., D.Phil. or equivalent), and the degree must have been conferred within 2 years before funding starts (September 1st). Applicants must either have an appointment at M.D. Anderson, or have been offered an appointment by a member of the faculty of M.D. Anderson, and plan to take the position before or at the time funding starts (September 1st), in order to be eligible to apply.

The host laboratory and advisor for the Odyssey Fellowship must be different from those that supported the applicant's graduate training.

Odyssey Fellows can be supported by the Program for a maximum of 3 years, starting and ending with the fiscal or academic year defined as running from September 1st to August 31st. Appointments are for one year periods, and renewal for the second and third year are subject to progress as assessed on the basis of a progress report, prepared by the Fellow, and reviewed by the Director of the Program, in consultation with the Advisory Committee when necessary.

Levels of support are set annually, depending on the availability of funds, by the Senior Vice President for Academic Affairs. Salary support will consist at a minimum of NIH NRSA level for appropriate PGY, plus fringe benefits. The goal and maximum level of support is 20% above the NIH NRSA level for that PGY.

When sufficient funds are available, the Odyssey Program will provide each Fellow with \$5,000 per year in laboratory or research funds. If a positive balance of laboratory or research funds remains at the end of the fiscal year, and the Fellow is appointed for a subsequent year, then only funds sufficient to top up to \$5,000 will be provided. If a positive balance remains at the end of the last year of a Fellow's tenure in the program, the funds will return to the Odyssey Program. Negative balances that remain in any year and which are not covered by a subsequent year's funds are the responsibility of the Fellow's host department or laboratory.

Laboratory or research funds can be used for supplies at the discretion of the Fellow. They can also be used for travel to a scientific meeting,

provided the Fellow presents at that meeting, and acknowledges the support of the Odyssey Program in their presentation. Expenditures are subject to the institutional guidelines regulating Company 8 accounts, which can be accessed via the intranet (inside.mdanderson.org).

If a current Odyssey Fellow changes mentor or makes a significant change in their research direction during the time that they are supported by the Program they must notify the Director as soon as possible. The Director together with the Advisory Committee will determine whether continued support by the Program is appropriate under such circumstances.

IV. COMPETITION FOR ODYSSEY FELLOWSHIPS

Once a year, a Request for Applications will be announced to the faculty and fellows of M.D. Anderson using electronic communications, including email and the Program webpage. The format and extent of the application materials, as well as the means of applying and deadline for receipt of applications will be indicated in this announcement. Usually the Request for Applications will be made in January, and the application deadline will be in March, preceding the intended funding start date of September 1st.

Applications will consist of a completed Odyssey Fellowship Application Form, a letter from the advisor indicating willingness to mentor and outlining a training plan, biosketches in NIH format for the applicant and the advisor, Summary of Proposed Research of no more than 5 pages, not including literature cited, which has Specific Aims, Background and Significance, Experimental Plan, Training Potential and Statement Regarding Innovation sections, and a Career Statement providing a brief summary of past research by the applicant and future career plans. Up to three published manuscripts may be attached.

The supporting letter from the mentor should include a brief training plan, addressing approaches to mentoring and opportunities for training that the mentor will provide.

The Odyssey Fellowship Application form requests information on two references, neither of them the advisor, who will be contacted to provide references.

Applications are reviewed by the Odyssey Advisory Committee in the June or July prior to the funding start date, following the general format and approach used by NIH Study Sections dealing with fellowship (F32, K99/R00) applications. Review criteria will include Significance, Applicant/Candidate, Innovation, Approach, and Environment/Training Potential. The reviewers will prepare critiques to be communicated to the applicant. Each proposal will be reviewed by two or three members of the Odyssey Advisory Committee. Additional faculty may be requested to participate in application review on an ad hoc basis, as necessary.

By submitting an application, the applicant indicates that the proposal is their original work.

V. OUTSTANDING RESEARCH PUBLICATION AWARDS

The Outstanding Research Publication Awards include a monetary prize, a certificate and an invitation to give a public presentation at an Odyssey Program-sponsored public seminar, where the award will be officially presented to the winner. The size of the monetary award depends on the level of funding by the sponsor.

The awardee must have been employed at the M. D. Anderson Cancer Center as a postdoctoral fellow when the selected research article was submitted for publication. The awardee must be the first author or co-first author on this article and the work must have been done at M. D. Anderson. The paper must be either already in print or officially accepted for publication at the time of the award competition. If the paper is already published, the publication date must be less than one year prior to the award competition deadline. If it is in press, it must be published within one year of the deadline.

The application consists of a brief description (400 words or less) explaining the importance of the publication, a curriculum vitae or biosketch in NIH format - two pages maximum - including a complete list of publications, the research paper under consideration (published paper or in press manuscript) and in case of an in press article, a copy of the official acceptance letter from the journal editor.

The Odyssey Advisory Committee will select the winner based on the following set of criteria:

- Importance and novelty of the work described in the manuscript
- Likelihood that the reported findings will open new research areas
- Impact factor of the scientific journal where the article is or will be published

If several outstanding entries score similarly on these initial selection criteria, additional considerations for final winner selection will include:

- The number and importance of other recent publications by the same author
- The number of additional authors on the publication under consideration (listing fewer authors suggests a larger contribution by each author)
- How well the publication is written

VI. ODYSSEY ADVISORY COMMITTEE

It shall be the function of the Odyssey Advisory Committee to:

- Review applications for Odyssey Fellows and rank them in order of scientific merit.
- Review applications for the Outstanding Research Publication Awards and select recipients based on the aforementioned eligibility criteria, guidelines and standards.
- Conduct yearly reviews of the Program and of the current Fellows as necessary.

The Odyssey Committee is comprised of a Chair, Co-Chair, and approximately 12 Members, all of whom are faculty and staff representing various departments at M.D. Anderson Cancer Center. The Odyssey Committee reports to the Director of the Odyssey Program, the Special Assistant for Educational Programs.

Odyssey Advisory Committee members must meet the following criteria:

- Must be faculty on staff at M.D. Anderson Cancer Center representing a variety of specialty areas
- Must be able to commit to a three-year term
- Must be able to attend committee meetings as scheduled

The Odyssey Advisory Committee Terms and Limits are as follows:

- All Committee members serve a term not to last more than three (3) years, September 1 through August 31.
- The Chairperson shall serve for a term of one (1) year. At the end of that year, he/she will terminate his/her obligation as Odyssey Committee member.
- The Co-chair, chosen from among the Committee Members, serves for one (1) year. At the end of his/her term as Co-chair, he/she will automatically rotate into the position of Chair.

It shall be the responsibility of the Director of the Odyssey Program to solicit recommendations of faculty to fill vacancies made by those members whose term on the committee are ending, as well as recommendations for Co-chair, when the term of the current Co-chair expires.

The Odyssey Committee will meet in conjunction with the application deadline for the Odyssey Program to review applications and ensure compliance with the guidelines and criteria, and to rank the applications in order of scientific merit. The committee shall provide written critiques and a score to applicants following NIH practices of fellowship (F32, K99/R00) review. Each application shall be reviewed by a primary and one or two secondary reviewer(s), chosen by the Chair of the Advisory Committee.

The Odyssey Advisory Committee will also decide upon recipient(s) (if any) for the Outstanding Scientific Research Publication award(s) (if any).

VII. CONDITIONS ASSOCIATED WITH APPROPRIATION OF FUNDS

Funding for the Odyssey Program Fellows and Scholars is provided by the following:

- ❖ Theodore N. Law Award For Scientific Achievement
- ❖ The Scientific Achievement Endowment Fund comprised of:
 - Houston Endowment, Inc. Award for Scientific Achievement
 - H-E-B Award for Scientific Achievement
 - Kimberly-Clark Foundation Award for Scientific Achievement
 - Cockrell Foundation Award for Scientific Achievement
- ❖ The Kimberly Clark Fund for New and Innovative Research
- ❖ The CFP Foundation
- ❖ Laura and John Arnold Foundation

The Outstanding Research Publication Awards are sponsored by The Ernst W. Bertner Memorial Fund and The Heath Memorial Fund.

VIII. NOTICE OF AWARDS AND COMMITTEE DECISIONS

Winners selected on the basis of ranking by the Advisory Committee shall be notified of their status first by e-mail, and then by a formal letter from the Director of the Odyssey Program. This second letter, from the Office of Trainee and Alumni Affairs, will detail their obligations and expectations as an Odyssey Fellow, and will include an agreement stating that any publication or presentation of work done at M.D. Anderson Cancer Center as an Odyssey Fellow must be attributed to funding by the Odyssey Program:

“Funding as an Odyssey Fellow was supported by the Odyssey Program and the {name of funding source only} at the University of Texas M.D. Anderson Cancer Center.”

{name of funding source only} relates to the different funds that support the program (see VII above).

IX. ADMINISTRATIVE SUPPORT

Oversight of the Odyssey Program and the Odyssey Committee as well as administrative support is conducted through the departments of Academic Affairs – Senior Vice President Office and Trainee & Alumni Affairs. It shall be the responsibility of this (these) Administrative Support person(s) to:

1. Schedule all meetings of the Odyssey Advisory Committee, and take minutes / action item notes where appropriate
2. Process All correspondence relevant to the Odyssey program, including external and internal communications to include:
 - ❖ Maintain contact information for Committee, including member rotation
 - ❖ Assemble, distribute initial applications to the committee for review during each funding cycle
 - ❖ Distribute and email award letters including Outstanding Research Publication Awards and Grand Rounds
 - ❖ Provide admin support in coordinating activity for the Annual Odyssey Mini Symposium

- ❖ Assist with updating Odyssey metrics at the end of the Fiscal Year
- ❖ Maintain Odyssey database
- 3. Maintain a list of all program winners
- 4. Maintain up-to-date financial data relevant to funding of each Fellow

Trainee & Alumni Affairs Responsibilities

1. Coordinate all appointments and reappointment letters for the Odyssey Fellowship program.
2. Process certificates for program completion after verifying training
3. Confirm annual (NIH NRSA) stipend levels for Awardees
4. Verify current stipends and PGY levels
5. Maintain database for research appointments
6. Maintain appointment schedules
7. Track appointments and reappointments start/end dates
8. Request and maintain progress reports on Odyssey Fellows

X. CHANGE HISTORY

These Guidelines are amended periodically on the recommendation of the Odyssey Advisory Committee or to reflect changes in the Program. This section gives a brief list of changes that have been made.

7/2008:

- Descriptions of the Outstanding Research Publication Awards were generalized to reflect changes in sponsorship.
- I. Mission Statement was amended:
 - "...encourage them to explore novel areas of clinical, translational, basic or *population-based* cancer research..."
- III. Odyssey Fellowship Eligibility Criteria were amended:
 - The statement "The host laboratory and advisor for the Odyssey Fellowship must be different from those that supported the applicant's graduate training." was added.
- IV. Competition for Odyssey Fellowships
 - The statement: "The supporting letter from the mentor should include a brief training plan, addressing approaches to mentoring and opportunities for training that the mentor will provide." was added.
 - The statement "By submitting an application, the applicant indicates that the proposal is their original work." was added.
- VII. Conditions Associated With Appropriation of Funds
 - The CFP Foundation was added to sponsors of the Program

7/2009:

- IV. Competition for Odyssey Fellowships

- The elements that the Application will consist of were modified to reflect the use of the Odyssey Fellowship Application Form rather than the prior online system, the change of the advisor letter to no longer evaluate the applicant but to provide a training plan, and the addition to the Research Summary of two sections, Training Potential and Statement Regarding Innovation, and the addition of a Career Statement to the application.
- The review criteria were amended to be Significance, Applicant/Candidate, Innovation, Approach and Environment/Training Potential.
- VII. Conditions Associated With Appropriation of Funds
 - The Laura and John Arnold Foundation was added to the sponsors of the Program
 - The Ernst W. Bertner Memorial Fund and The Heath Memorial Fund were added as sponsors of the Outstanding Publication Award.