THE UNIVERSITY OF TEXAS
MD Anderson Cancer Center
Making Cancer History®

Trainees Toolkit

Department of Immunology

The trainee experience should be a continuation of your education and training. While the aim is for each trainee to develop into a strong, independent researcher with her/his own research program and agenda, we hope the following information will help guide you for preparation for an academic or research career as an independent investigator. As a trainee, you are expected to publish the results of your research or scholarship during the period of your appointment. You will also need to organize yourself and your research. With that in mind, the information and forms contained in this Toolkit were designed to assist the training of each of the Department of Immunology's trainees.

Page Numbers

- *OCRIS - Research Applications team supports and maintains many LIMS system that are used across the institution by research core labs and their users. These LIMS systems manage samples and requests, track workflows, integrate with instruments, automate notifications, etc., for next generations sequencing labs, mouse colony management labs, Immunotherapy lab, etc.*

This is a working document and suggestions are welcome. Please send any suggestions/comments to Cindy Washer at cwasher@mdanderson.org or contact her at x3-9142.

Revised 09/11/2018

ACCESS POLICY

It is the faculty member's responsibility to submit all publications. Please be sure to contact your faculty member for any publication that is being planned for submission. The corresponding author(s) will provide a copy of the publication to the department chair before final submission.

MD ANDERSON CANCER CENTER ACCESS POLICY

https://mdanderson.libguides.com/nihaccesspolicy

Do I Need a PMCID?

The NIH Public Access Policy requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication. Each manuscript will receive a PMCID once it is submitted and approved by the author or publisher.

Do I need a PMCID? If you answer yes to the following questions, you will need to apply for a PMCID.

1. Was the article accepted for publication on or after April 7, 2008?
2. Was the article peer-reviewed?
3. Was the article a result of NIH funding, CPRIT, OR CCSG support? *(80% of MD Anderson Cancer Center research is supported by the CCSG) (P30 CA016672; PISTERS, PETER). Please check to see if your research was supported by the CCSG.*

NIH PUBLIC ACCESS POLICY

The Policy implements Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008) which states:

> SEC. 218. The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

Determine Applicability:

Does the NIH Public Access Policy apply to your paper?

The NIH Policy applies to any manuscript that:

- Is peer-reviewed
- Is accepted for publication in a journal on or after April 7, 2008

And arises from:

- Any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond, or;
- Any direct funding from an NIH contract signed on or after April 7, 2008, or;
- Any direct funding from the NIH Intramural Program, or;
- An NIH employee.

ANIMAL TRAINING (IACUC & ACUF)

http://inside.mdanderson.org/departments/research-integrity/research-integrity-compliance-committees/iacuc/animal-training.html

Employees whose jobs involve manipulating animals for research purposes are required to go through mandatory training.

To avoid delays in processing of Animal Care and Use Form (ACUF) modifications or new animal protocols, these employees should register for access to the system as soon as possible.

MD Anderson Cancer Center's Institutional Animal Care and Use Committee (IACUC) requires completion of the online animal training before any work involving animals can begin. Additionally, Veterinary Medicine requires animal facility training before badge access to a particular facility will be granted. Before your badge can be activated, you must be approved on an ACUF. An ACUF modification must be submitted and approved before requesting animal facility training and badge activation.

Access, Registration Instructions:

Requests for access to the American Association for Laboratory Animal Science (AALAS) Learning Library system should be e-mailed to IACUC@mdanderson.org or submitted using a Resubmission Cover Letter in the eACUF system. Requests should include:

- Employee name
- Employee ID number
- Name of principal investigator on whose animal protocol the employee will be listed

After a request is received, a user name, password and instructions for access to the system will be sent. Following online training, notification of completion must be made by replying to an e-mail distributed by the Office of Research Administration (ORA) to individuals who request access.

After training is completed on **AALAS Learning Library (ALL)**, you must notify IACUC@mdanderson.org. Once your training has been verified by our office and you are listed on an approved ACUF, you may schedule animal facility training by making an appointment with the Department of Veterinary Medicine and Surgery (DVMS) to acquire badge access to the facility.

VERY IMPORTANT:

- Read current animal protocols for your laboratory and understand the material contained in the protocols.
- Make sure you are added to mouse protocols (this can be done by the Principal Investigator of the protocol).
- Once added to the protocol(s), contact Adrienne Duran at 713-792-8589 to arrange for tour of mouse facility and activation of badge to access mouse facility.

Animal training through the ALL Web site is mandatory for animal manipulators and principal investigators or higher with administrative authority over individuals who manipulate animals.

Click-IACUC Training:

The Click-IACUC training is available online through online videos, worksheets, and training documents. They can be found on the eResearch Training and Resources webpage.

Grant Congruency Training:

Grant congruency training is held on the last Thursday of every month. It is an instructor-led course offered by the Office of Research Administration (ORA). The course provides an overview of the grant compliance process and how it relates to each of the compliance committees (IACUC, Institutional Biosafety Committee (IBC), Radiation Safety Committee (RSC), and Human Embryonic & Induced Pluripotent Stem Cell Research (HEIPSCRO)). Sign up through the Education Center by searching for Grant Compliance.

Available Training Sessions:

Course Name	Course Description	Course Details
Overview and Creating a New Protocol	Provides an overview of the new Click-IACUC system for users who create, reference, or review protocols.	**Format:** Online **Length:** 1 hours **How to get started:** Training Video & Protocol Exercises
Personnel Changes and Amendments	Provides an overview of the Amendment process and functionality within the new Click-IACUC system for users who create, reference, or review protocols.	**Format:** Online **Length:** 1 hours **How to get started:** Training Video & Protocol Exercises
Annual Reviews	Provides an overview of the Annual Review process and functionality within the new Click-IACUC system for users who create, reference, or review protocols.	**Format:** Online **Length:** 15 minutes **How to get started:** Training Video & Exercises
Adverse Events	Provides an overview of the Adverse Event process and functionality within the new Click-IACUC system.	**Format:** Online **Length:** 10 minutes **How to get started:** Training Video & Exercises
Responding to Contingencies	Provides an overview of how to respond to contingencies within Click for new protocols and amendments	**Format:** Online **Length:** 10 minutes **How to get started:** Training Video
Conversion Training	Provides an overview of what was converted from Lotus Notes into Click, and features of the new system.	**Format:** Online **Length:** 1 hour **How to get started:** Training Video

Support:

For questions about additional training opportunities, please contact ORA via phone at x2-5609 or by email to IACUC@mdanderson.org.

OMB No. 0925-0001 and 0925-0002 (Rev. 09/17 Approved Through 03/31/2020)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: Robertson-Chang, Leilani

eRA COMMONS USER NAME (credential, e.g., agency login): RobertsonL

POSITION TITLE: Postdoctoral Researcher

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE (if applicable)	START DATE MM/YYYY	END DATE MM/YYYY	FIELD OF STUDY
Swarthmore College, Swarthmore, PA	BS	08/1995	05/1999	Engineering
University of California, San Diego, La Jolla, CA	PHD	08/2001	09/2007	Molecular Biology
Michigan State University, East Lansing, MI	NIH training grant	09/2007	present	Bioinformatics/Immunology

A. Personal Statement

My long term research interests involve the development of a comprehensive understanding of key developmental pathways and how alterations in gene expression contribute to human disease. My academic training and research experience have provided me with an excellent background in multiple biological disciplines including molecular biology, microbiology, biochemistry, and genetics. As an undergraduate, I was able to conduct research with Dr. Xavier Factor on the mechanisms of action of a new class of antibiotics. As a predoctoral student with Dr. Tanti Auguri, my research focused on the regulation of transcription in yeast, and I gained expertise in the isolation and biochemical characterization of transcription complexes. I developed a novel protocol for the purification for components of large transcription complexes. I was first author of the initial description of the Most Novel Complex. A subsequent first author publication challenged a key paradigm of transcription elongation and was a featured article in a major journal. During my undergraduate and graduate careers, I received several academic and teaching awards. For my postdoctoral training, I will continue to build on my previous training in transcriptional controls by moving into a mammalian system that will allow me to address additional questions regarding the regulation of differentiation and development. My sponsor Dr. I.M. Creative is an internationally recognized leader in the transcription/chromatin field and has an extensive record for training postdoctoral fellows. The proposed research will provide me with new conceptual and technical training in developmental biology and whole genome analysis. In addition, the proposed training plan outlines a set of career development activities and workshops – e.g. grant writing, public speaking, lab management, and mentoring students – designed to enhance my ability to be an independent investigator. My choice of sponsor, research project, and training will give me a solid foundation to reach my goal of studying developmental diseases in man. During my second postdoctoral year in Dr. Creative's lab my father had a severe stroke that eventually ended his life. I was out of the lab for six months dealing with my father's incapacitating illness and end-of-life issues. This hiatus in training reduced my scientific productivity.

1. **Robertson-Chang L**, Schneider K, Chen M, Auguri T. Rapid isolation and characterization of the most novel transcription complex in Saccharomyces cerevisiae and its role in transcription elongation. CSHL Meeting on Mechanisms of Eukaryotic Transcription; 2009 August; Cold Spring Harbor, NY.
2. **Robertson-Chang L**, Schneider K, Chen M, Auguri T. Rapid isolation and characterization of the most novel transcription complex in Saccharomyces cerevisiae and its role in transcription elongation. Cell. 2006 Dec; 128(6):770. PMID: 29618177; PMCID: PMC2232219.
3. **Robertson-Chang L**, Auguri T. A tandem affinity purification tag approach allows for isolation of interacting proteins in Saccharomyces cerevisiae. Proc Natl Acad Sci U S A. 2004 Apr 3;98(4):151. PMID: 29615121.

B. Positions and Honors

Positions and Employment

1999-2001 Engineer, The IBeam Group
2007-2007 Postdoctoral Researcher, UC San Diego
2008- Postdoctoral Researcher, Michigan State University

Other Experience and Professional Memberships

1997- Member, Sigma Xi
2000- Member, Association for Women in Science
2002- Member, National Society for Bioinformatics and Biotechnology

Honors

1995-1997 Scholarship, Daughters of Hawaii Society
1995-1999 Scholarship, National Merit Scholarship Program
1999 Paula F. Laufenberg award for best senior project in the Department of Engineering, Swarthmore College
1999 B.S. awarded with high honors, Swarthmore College
2001 STAR award for public service in engineering, The IBeam Group
2002-2005 Predoctoral Fellowship for Minorities, Ford Foundation

C. Contribution to Science

1. **Early Career:** My early career contributions were focused on applying my knowledge of structural engineering to improving the design and integrity of tensile structures. More specifically, I worked with a team of engineers at the IBeam Group to develop concrete with a higher tensile strength that could be utilized in large structures such as suspension bridges. My particular role in the project was to identify candidate polymers, determine the ultimate tensile strength of these polymers, and make recommendations as to which polymer would afford concrete the most structural integrity under various stresses.
   a. Lorentson C, **Robertson-Chang L**, Sauer N, Mehta S. Use of high-tensile concrete in cantilevered structures. J Appl Engineering. 2000;63(1):413. PMID: 1288756; PMCID: PMC587795.
   b. **Robertson-Chang L**, Janessa AJ. Redesigning the Golden Gate bridge. National Undergraduate Symposium on Science and Engineering; 1998; Baltimore, MD. c1998.

2. **Graduate Career:** My graduate research contributions focused on transcriptional gene regulation in Saccharomyces cerevisiae. Results from my research were highly relevant as they provided new details into the workings of complex biological systems, and allowed for further extrapolations into the development of certain diseases and their progression. I originally developed a novel protocol for the purification for components of large protein complexes. A subsequent publication, in which I isolated and characterized a long sought after transcription complex, challenged a key paradigm of transcription elongation and was a featured article in a major journal.
   a. **Robertson-Chang L**, Schneider K, Chen M, Auguri T. Rapid isolation and characterization of the most novel transcription complex in Saccharomyces cerevisiae and its role in transcription elongation. CSHL Meeting on Mechanisms of Eukaryotic Transcription; 2009 August; Cold Spring Harbor, NY.
   b. **Robertson-Chang L**, Schneider K, Chen M, Auguri T. Rapid isolation and characterization of the most novel transcription complex in Saccharomyces cerevisiae and its role in transcription elongation. Cell. 2006 May 5;128(3):770-4. PMID: 1558587; PMCID: PMC588934.
   c. **Robertson-Chang L**, Auguri T. A tandem affinity purification tag approach allows for isolation of interacting proteins in Saccharomyces cerevisiae. Yeast Genetics and Molecular Biology Meeting; 2004 September; Seattle, WA.
   d. **Robertson-Chang L**, Auguri T. A tandem affinity purification tag approach allows for isolation of interacting proteins in Saccharomyces cerevisiae. Proc Natl Acad Sci U S A. 2004 Aug 12;98:151. PMID: 18773554; PMCID: PMC383392.

3. **Postdoctoral Career:** As a postdoctoral fellow, my research has provided a compelling link between mutations arising in stress response proteins and the development of various autoimmune diseases in humans. Previous studies have shown dysregulation in the innate immune response lead to autoimmune

diseases in humans. A few Rtc homologues have now been identified in humans and appear to play a role in the regulation of genes in the innate immune response. My research is focused on the transcriptional regulator Rtc from Drosophila melanogastor.

a. **Robertson-Chang L**, Cescaloo Q, Murray GC. Structural analysis of Drosophila Rtc. Nature. Forthcoming.
b. **Robertson-Chang L**, Yager LN, Murray GC. Rtc is an essential component of the Drosophila innate immune response. Genetics. 2007 Aug 19;145(3):884. PMID: 13383945.
c. Yao M, Dionne CF, **Robertson-Chang L**, Murray GC. Up-regulation of Drosophila innate immunity genes in response to stress. Science (New York, N.Y.). 2007; 304:1754.
d. **Robertson-Chang L**, Murray GC. Stress, flies, and videotape: the Drosophila stress response. Ann Rev Phys. 2006;346(3):223. PMID: 11833134; PMCID: PMC228993.

Complete List of Published Work in My Bibliography:
http://www.ncbi.nlm.nih.gov/sites/myncbi/collections/public/1tay8xsxteXIw5R2StTcjhq5X

D. Additional Information: Research Support and/or Scholastic Performance

Scholastic Performance

YEAR	COURSE TITLE	GRADE
	SWARTHMORE COLLEGE	
1996	Introduction to Molecular Biology	A
1995	Introduction to Engineering	A
1996	Introductory Chemistry I	B
1995	Calculus I	A
1996	Calculus II	B
1996	Structures and Design	A
1996	Linear Algebra	B
1996	Physics for Engineers	A
1997	Introductory Chemistry II	C
1997	Organic Chemistry I	A
1997	Structural Materials	B
1997	Structural Materials Laboratory	A
1997	Numerical Computation and Graphics Tools	A
1997	Engineering Graphics and Computer-Assisted Design	A
1997	Principles of Structural Design I	B
1997	Statistics, Probability, and Reliability	A
1998	Principles of Structural Design II	A
1999	Senior Project	A
1999	Biochemistry	A
1999	Cell Biology	A
	UC SAN DIEGO	
2001	Seminar in Genetics	P
2002	Statistics for the Life Sciences	P
2003	Ethics in Biological Research	CRE
2004	Seminar in Physiology and Behavior	P

Except for the scientific ethics course, UC San Diego graduate courses are graded P (pass) or F (fail). Passing is C plus or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend at least seven of the eight presentation/discussion sessions for credit.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES**.

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley, Berkeley, CA	BS	05/1990	Psychology
University of Vermont, Burlington, VT	PhD	05/1996	Experimental Psychology
University of California, Berkeley, Berkeley, CA	Postdoc	08/1998	Public Health and Epidemiology

A. Personal Statement

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. My research includes neuropsychological changes associated with addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my research projects and collaborations and successfully competed for NIH support.

1. Merryle RJ, **Hunt MC**. Independent living, physical disability and substance abuse among the elderly. Psychol Aging. 2004 Aug 12;23(4):10-22. PMID: 1338823; PMCID: PMC3344589.
2. **Hunt MC**, Jensen JL, Crenshaw W. Substance abuse and mental health among community-dwelling elderly. Intl J Geriatric Psych. 2007;24(9):1124-35. PMID: 1442382.
3. **Hunt MC**, Wiechelt SA, Merryle R. Predicting the substance-abuse treatment needs of an aging population. Am J Public Health. 2008;45(2):236-245. PMCID: PMC9162292.

B. Positions and Honors

Positions and Employment

1998-2000 Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD
2000-2002 Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2001- Consultant, Coastal Psychological Services, San Francisco, CA
2002-2005 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2007- Associate Professor, Department of Psychology, Washington University, St. Louis, MO

Other Experience and Professional Memberships

1995- Member, American Psychological Association
1998- Member, Gerontological Society of America

1998- Member, American Geriatrics Society
2000- Associate Editor, Psychology and Aging
2003- Board of Advisors, Senior Services of Eastern Missouri
2003-2005 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer
2007-2011 NIH Risk, Adult Addictions Study Section, members

Honors

2003 Outstanding Young Faculty Award, Washington University, St. Louis, MO
2004 Excellence in Teaching, Washington University, St. Louis, MO
2009 Award for Best in Interdisciplinary Ethnography, International Ethnographic Society

C. Contribution to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
   a. Gryczynski J, Shaft BM, Merryle R, **Hunt MC**. Community based participatory research with late-life addicts. Am J Alcohol Drug Abuse. 2002 Sep 14;15(3):222-38. PMID: 11388323; PMCID: PMC4423329.
   b. Shaft BM, **Hunt MC**, Merryle R, Venturi R. Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. Intl J Drug Policy. 2003;30(5):46-58. PMID: 11422323.
   c. **Hunt MC**, Marks AE, Shaft BM, Merryle R, Jensen JL. Early-life family and community characteristics and late-life substance abuse. J Applied Gerontology. 2004;28(2):26-37. PMID: 15522322; PMCID: PMC4422329.
   d. **Hunt MC**, Marks AE, Venturi R, Crenshaw W, Ratonian A. Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. Addiction. 2007;104(9):1436-1606. PMID: 11455894; PMCID: PMC9000292.

2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.
   a. **Hunt MC**, Merryle R, Jensen JL. The effect of social support networks on morbidity among elderly substance abusers. Journal of the American Geriatrics Society. 2005;57(4):15-23.
   b. **Hunt MC**, Pour B, Marks AE, Merryle R, Jensen JL. Aging out of methadone treatment. American Journal of Alcohol and Drug Abuse. 2005;15(6):134-149.
   c. Merryle R, **Hunt MC**. Randomized clinical trial of cotinine in older nicotine addicts. Age and Ageing. 2007;38(2):9-23. PMID: 16677923; PMCID: PMC9002364.

3. Methadone maintenance has been used to treat narcotics addicts for many years but I led research that has shown that over the long-term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotics users were shown in carefully constructed ethnographic studies to be especially responsive to tailored social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.
   a. **Hunt MC**, Jensen JL. Morbidity among elderly substance abusers. J Geriatrics. 2003;60(4):45-61. PMID: 22331123.

b. Merryle R, **Hunt MC**. The use of various nicotine delivery systems by older nicotine addicts. J Ageing. 2005;54(1):24-41. PMID: 25545493; PMCID: PMC9112304.
c. **Hunt MC**, Jensen JL, Merryle R. The aging addict: ethnographic profiles of the elderly drug user. NY, NY: W. W. Norton & Company. 2008.

Complete List of Published Work in MyBibliography:
http://www.ncbi.nlm.nih.gov/sites/myncbi/collections/public/1PgT7IEFIAJBtGMRDdWFmjWAO/?sort=date&direction=ascending

D. Additional Information: Research Support and/or Scholastic Performance

Ongoing Research Support

5R01CA942367-02 (Hunt) 9/1/2018-8/31/2023
NIH/NCI
Health Trajectories and Behavioral Interventions among Older Substance Abusers
Major goal(s): To compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts.
Role: Principal Investigator

1R01AI922731-01 (Merryle) 12/15/2017-11/30/2019
NIH/NIAID
Physical Disability, Depression and Substance Abuse in the Elderly
Major goal(s): To identify disability and depression trajectories and demographic factors associated with substance abuse in an independently-living elderly population.
Role: Co-Investigator

(Hunt) 8/15/2017-8/14/2019
Faculty Resources Grant, Washington University
Opiate Addiction Database
Major goal(s): To create an integrated database of demographic, social and biomedical information for homeless opiate abusers in two urban Missouri locations, using a number of state and local data sources.
Role: Principal Investigator

Completed Research Support (last 3 years only)

5R21CA998075-05 (Hunt) 1/1/2010-12/31/2015
NIH/NCI
Community-Based Intervention for Alcohol Abuse
Major goal(s): To assess a community-based strategy for reducing alcohol abuse among older individuals.
Role: Principal Investigator

CORE FACILITIES
iLab and Laboratory Information Management Systems (LIMS)

iLab

The Cancer Center Support Grant (CCSG) provides partial funding for shared resources that are available to all cancer center members. These include a variety of instruments and services to facilitate research. In prioritizing use of these facilities, precedence will be given to peer-reviewed investigators. Other cores are partially subsidized as indicated below.

http://inside.mdanderson.org/departments/ccsg/ccsg-core-resources.html

Director of Institutional Shared Resources Dr. Katherine Stemke Hale 713-745-0509 khale@mdanderson.org	
For Questions Regarding	**Contact**
CCSG Programs Shared Resources	Alan McClelland, PhD AVP, Programs, Infrastructure and Planning 713-563-3646 AMcClelland@mdanderson.org
CCSG and Institutional Shared Resources	Katherine Hale, PhD Director, Institutional Shared Resources 713-745-0509 kshale@mdanderson.org
Publications and CCSG Submission NIH Public Access Policy	Carolyn Duff Program Manager, Translational Research 713-563-0939 cjduff@mdanderson.org
Budgets Financial Issues	Audrey Jones, MHA Project Director, Translational Research 713-792-2094 asjones@mdanderson.org
Program Membership and Grants Multidisciplinary Research Programs (MRP)	Amy Reed, MS Program Manager, Translational Research 713-794-5982 Amy.Reed@mdanderson.org

CANCER CENTER SUPPORT GRANT (CCSG)

FUNDING	SHARED RESOURCE	FUNDING	SHARED RESOURCE
CCSG	Assessment, Intervention and Measurement (AIM) Facility	CCSG	Monoclonal Antibody Core Facility (**iLab**)
CCSG	Bioinformatics Shared Resource	CCSG	Nuclear Magnetic Resonance Facility (**iLab**)
CCSG	Biostatistics Resource Group	CCSG	Pharmaceutical Chemistry Facility (**iLab**)
CCSG	Characterized Cell Line Core (**iLab**)	CCSG	Research Animal Support Facility - Houston
CCSG	Clinical and Translational Research Center	CCSG	Research Animal Support Facility - Smithville
CCSG	Clinical Trials Support Resource	CCSG	Research Histopathology Facility (**iLab**)
CCSG	Flow Cytometry and Cellular Imaging Facility	CCSG	Sequencing and Microarray Facility
CCSG	Functional Proteomics Reverse Phase Protein Array (RPPA) Core (**iLab**)	CCSG	shRNA and ORFeome Core (**iLab**)
CCSG	Genetically Engineered Mouse Facility (**iLab**)	CCSG	Small Animal Imaging Facility (**iLab**)
CCSG	High Resolution Electron Microscopy Facility (**iLab**)	CCSG	Tissue Biospecimen and Pathology Resource
CCSG	Laboratory Animal Genetic Services (**iLab**)		

OTHER MD ANDERSON CANCER CENTER CORES

FUNDING	CORE	FUNDING	CORE
CTPHG	Biospecimen Extraction Facility	CGG	Molecular Cytogenetics Facility
BDPTx	Bone Histomorphometry Core Laboratory	CBP	Multiphoton Microscopy Core
Dept	Cancer Genomics Core Laboratory	INST	Pharmaceutical Science Facility
INST	Core for Biomolecular Structure and Function	CPRIT	Proteomics and Metabolomics Facility
CCE	DNA Methylation Analysis Core	CRNAi	RNAi Screening Service
INST	Gene Editing and Cellular Model Core	INST	Science Park Core Facilities
CSCDB/BCM	Human Pluripotent Stem Cell Core (Joint with Baylor)	CTT/CRNAi	Sequencing and ncRNA Core
CCIR	Immunology Optical Microscopy	CPRIT/CTT/CRNAi	siRNA Screening Facility
INST	Michale E. Keeling Center for Comparative Medicine and Research		

FUNDING SOURCES/ASSOCIATIONS

FUNDING SOURCE	ASSOCIATION
BCM	Baylor College of Medicine
BDPTx	The Rolanette and Berdon Lawrence Bone Disease Program of Texas
CCSG	Cancer Center Support Grant (P30 CA016672)
CPRIT	Cancer Prevention Research Institute of Texas
CBP	Center for Biological Pathways
CCE	Center for Cancer Epigenetics
CCIR	Center for Cancer Immunology Research
CGG	Center for Genetics and Genomics
CRNAi	Center for RNA Interference and Non-Coding RNA
CSCDB	Center for Stem Cell and Developmental Biology
CTPHG	Center for Translational and Public Health Genomics
CTT	Center for Targeted Therapy
INST	MD Anderson Cancer Center Institutionally Funded

iLab FAQs for Users/Laboratory Members

- How do I register for an iLab account?
  - Click here for instructions: Register
- I am already registered but I am associated with the wrong Principal Investigator (PI). How do I change that?
  - Contact iLab or Dr. Katherine Hale.
- Can I belong to more than one PI's laboratory?
  - Yes. If you want to use funds from multiple PIs you will need to be a member for each one.
- I get the error message "You do not have access to any Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source. To resolve this problem, please contact the PI of your laboratory."
  - You should contact the Financial Administrator for your laboratory, not the PI.
- My Financial Administrator assigned a funding source to me. How do I "Update" the funding source for the order?
  - Click here: Update

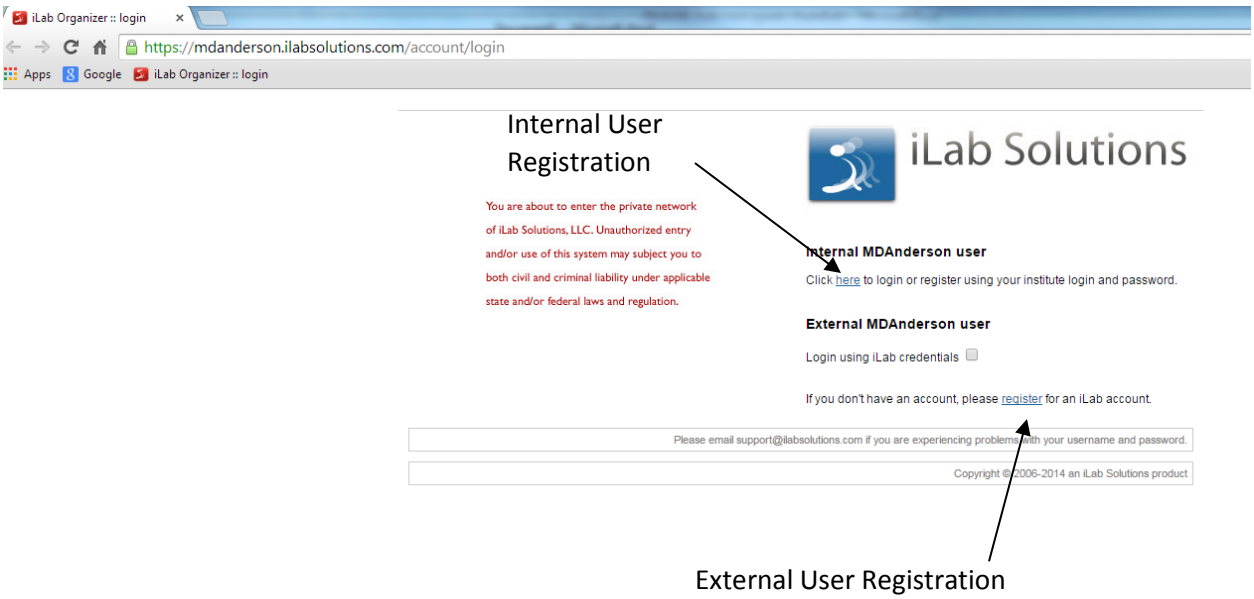
How to "Register" for an account in iLabs

Who can do this: anyone internal and external

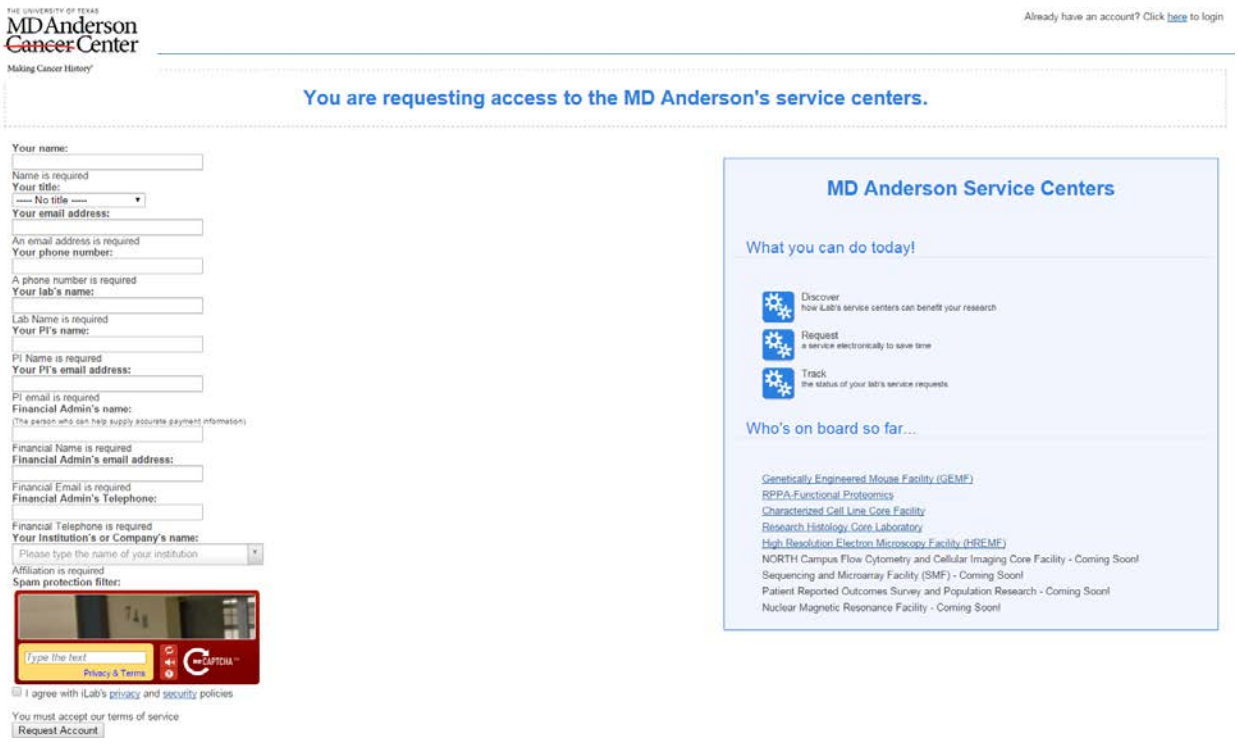
1. Go to the website:

https://mdanderson.ilabsolutions.com/

2. “Register” (or just click “here” if you are an internal user to log in and register)



3. Fill out the form



4. Request Access

The people who can approve are your PI, manager, or financial contact. Any MD Anderson Cancer Center iLabs Administrator can also approve the request.

Laboratory Information Management Systems (LIMS)

http://inside.mdanderson.org/departments/ocris/lims.html

Oncology Care & Research Information Systems (OCRIS) - Research Applications team supports and maintains many Laboratory Information Management Systems (LIMS) system that are used across the institution by research core laboratories and their users. These LIMS systems manage samples and requests, track workflows, integrate with instruments, automate notifications, etc., for next generations sequencing laboratories, mouse colony management laboratories, Immunotherapy laboratory, etc.

Clarity - Next Generation Sequencing LIMS (NGS LIMS)
Primary IS Contact: Latha Ramdas
Primary Operational Contact: Dr. Vicky Huff

NGS LIMS solution will provide our next generation sequencing laboratories an end-to-end NGS workflow management system to automate both complex and routine tasks, to manage and track samples, to track workflows, to integrate with NGS instruments for results, to automate email notifications, and ultimately to facilitate NGS analyses through the pipelines. This system will facilitate a more efficient and more productive environment, allowing core laboratory staff to manage their laboratory information, users to track request status and access test results. The LIMS system will also allow traceability of samples and will integrate with other technologies that will use this processed sample data in the future.

NGS LIMS is implemented in the following laboratories:
1. Sequencing and MicroArray Facility (SMF)
2. Science Park Next-Generation Sequencing (SPNGS)
3. Sequencing and Non-coding RNA Facility (ncRNA)
4. Institute for Personalized Cancer Therapy (IPCT)

Send an email to ris.request@mdanderson.org to get access to NGSLIMS.

DNA Sequencing LIMS (DS LIMS)
Primary IS Contact: Latha Ramdas
Primary Operational Contact: Erika Thompson

A LIMS solutions for the CORe laboratory Sequencing and Microarray Facility (SMF). Application to submit (web client) and to process (thick client) the samples to SMF laboratory for DNA Sanger sequencing. Researchers can submit and track requests and samples to the laboratory for Sanger sequencing. Laboratory staff can make use of the configured sample management to receive and track the samples. Samples can be processed using the defined workflows. Researchers can access the sample results using Research Data Management Tool RDMT (ResearchStation)

For access to the LIMS system send email to RIS.Request@mdanderson.org and go the ResearchStation.
Please link to register and access DSLIMS. {A new page to register, access DSLIMS and view results}

iLab
Primary IS Contact: Latha Ramdas
Primary Operational Contact: Dr. Katherine Stemke Hale

Web based software to streamline core facilities management including request submission, sample status, invoice generation, report generation–specifically for CCSG and email communication.
https://mdanderson.ilabsolutions.com/landing/1492#/about

Limfinity (IMT LIMS)
Primary IS Contact: Latha Ramdas
Primary Operational Contact: Larry Persaud

Limfinity will provide real time access to data for a specimen throughout its lifecycle (from collection through to assaying w/results to storage/retrieval). In addition, LIMS data will be publishable to MD Anderson Cancer Center's Big Data Interchange and can be visualized through Tableau!

To get access to Limfinity, please contact Larry Persaud
Link to Limfinity imfinity.mdanderson.edu

Mouse Colony Management LIMS (mLIMS)
Primary IS Contact: Latha Ramdas
Primary Operational Contact: Dr. Gigi Lozano

mLIMS is a web-based animal colony management system that helps researchers to improve efficiency and save dramatically on animal research costs. It manages your animal colony safely and securely in the cloud with real-time summaries, automatic reminders, powerful search functions, Institutional Animal Care and Use Committee (IACUC) Protocol Compliance, and advanced tools for breeding, experiments, and project sharing.
Link to access mIMS http://mlims.mdanderson.edu
Email your PI name to ris.request@mdanderson.org to get access to mLIMS

Veterinary Medicine LIMS (VetMed LIMS)
Primary IS Contact: Latha Ramdas
Primary Operational Contact: Darla Stange

VetMed LIMS is a laboratory information management solution for the Department of Veterinary Medicine & Surgery's histology and histopathology laboratories. Researchers can submit, and track the histology and histopathology service requests. Requests can be submitted to the core laboratory using web based forms from ResearchStation. Laboratory staff can make use of the configured workflows and inventory management to process the samples and send the results back to the customers (which can be accessed via Research Data Management Tool (RDMT) in ResearchStation).

Please register here {A new page to register and access VetMed LIMS}.

CRAFTING YOUR RESUME

What is the Difference between a CV, a Resume and a Resume Vitae?

The **curriculum vitae** (also referred to as CV) is a comprehensive record of your scholarly credentials, research and teaching experiences, and has no limitations in length. It is used in academic or research settings to apply for jobs, tenure, grants, or fellowships.

A **resume**, is a concise (1-2 pages) and selected summary of your most relevant skills and experiences as they relate to a particular employer's needs. The language, value system, and format of a resume differ from an academic CV and align more closely with the position and company to which you are applying.

See "Attachment A" (example of Resume).

A **resume vitae** is a cross between a CV and a resume. It is typically used for industry or policy positions when a skills focused tone is needed, yet your academic record matters. It is longer than a resume, shorter than a CV, and will include only your most relevant publications, talks, and experiences.

Please highlight all education and scientific accomplishments that occurred within the previous 12 months.

- Education, including Training & Courses
- Awards/Recognition/Honors
- Service/Committees
- Fellowships
- Intellectual Property/Patents
- Teaching/Mentorship
- Invited Talks
- Abstracts at Scientific Meetings
- Publications

Cynthia A. Gonzales, Ph.D.

333 James St, Palo Alto, CA 94123
Phone: 212-555-3345
Email: cgonzales@gmail.com

Summary

- Highly skilled scientist with over 10 years of research experience in academic and industry settings. Exhibits excellent organizational, communication, collaboration and leadership skills.
- Strong language skills, with abilities to translate complex scientific concepts for various audiences; English and Spanish, Citizenship: United States of America.

Education

Stanford University, Stanford, CA 2008-2014
Ph.D. Genetics

University of California, Davis, Davis, CA 2002-2005
B.S. Microbiology, Immunology & Molecular Genetics

Awards

- Outstanding Doctoral Student Award, Stanford University, Stanford, CA 2015
- Distinguished Graduate Teaching Fellow Award, Stanford University, Stanford, CA 2014

Relevant Experience

Postdoctoral Research Scientist, Mt. Sinai School of Medicine, New York, NY 2014-Present
Project: The role of stem cells in the mammalian response to viral infection
- mRNA and small RNA profiling of induced pluripotent stem cells by next-generation sequencing
- Prioritized research objectives, established collaborations, and implemented new study designs

Doctoral Research Scientist, Stanford University, Stanford, CA 2008-2014
Project: The role of the 5'-3' exoribonuclease Xrn2 in RNA virus infection
- Discovered a novel cytoplasmic function for Xrn2 in the hepatitis C virus (HCV) antiviral response
- Described the proteolytic cleavage of Xrn2 during poliovirus infection

Research Associate, Stanford University, Stanford, CA 2007-2008
Project: Mapping a genetic modifier of MerKD retinal degeneration
- Studied the role of Tyro3 in the phagocytosis of the retinal pigment epithelium

Undergraduate Student, University of California, Davis, Davis, CA 2004-2007
Project: Development of a novel method to deliver therapeutic drugs to the brain
- Contributed to the development of RNA aptamers as delivery agents to the brain for the treatment of lysosomal storage disorders

Summer Intern, Protein Chemistry Department, Chiron Corporation, Emeryville, CA 2001/2002
Project: Purification of HIV and HCV proteins for therapeutics and diagnosis

Seminar Talks

Department of Biology, Lehigh University, Bethlehem, PA 9/23/2007
10th European Bioenergetics Conference (EBEC), Göteborg, Sweden 7/2/2008
Philadelphia Area Yeast Club Meeting 10/26/2012

Publications

1. Fan AL, **Gonzales CA**. Aptamer-based endocytosis of a lysosomal enzyme. Proc Natl Acad Sci U S A. 2008 Oct 25;105(41):15908-16. PMID: 2199817; PMCID: PMC3343312.
2. Votlin HK, Yamura D, Fang B, Bench J, Nymius OM. **Gonzales CA**, Carleton MA. An expression quantitative trait locus modifies mertk-associated retinal degeneration. (Under revision in *PLoS Genet.*)
3. **Gonzales CA**, Silman R, Bernard A, Otenofer T. The antiviral response of stem cells. (Manuscript in preparation)

Science Communication Experience

Editor and Writer, Postdoctoral Periodical, Mt. Sinai School of Medicine, New York, NY 2015-Present
- Wrote and edited articles about science news for a monthly newsletter
- Worked collaboratively with other writers under tight time constraints to meet monthly deadlines

Laboratory Teaching Assistant, Education Program, Stanford University, Stanford, CA 2011
- Taught Molecular Biology and AP Biology to middle school and high school students
- Developed science curricula for laboratory classes

Professional Development

Scientific Writing Workshop, Mt. Sinai School of Medicine, New York, NY Feb 2015
- A one-day workshop taught by Judy Swan, Associate Director for Writing in Science and Engineering at Princeton University
- Workshop focused on crafting compelling arguments to establish new scientific knowledge

Novartis Drug Discovery, Stanford University School of Medicine, Stanford, CA March 2014
- Course focused on achievements, risks and challenges of target discovery and validation, drug development, clinical trials, medical affairs and FDA regulations
- Learned fundamental concepts and processes of drug discovery and development at Novartis

Leadership Laboratories, Stanford University Graduate School of Business, Stanford, CA Apr 2011
- Class focused on strategic decision-making, critical-analytical thinking, and organizational behavior
- Participated in a series of exercises and simulations designed as real-life leadership challenges

Leadership from the Inside Out, Stanford University Graduate School of Business, Stanford, CA Nov 2010
- Workshop designed to assess core leadership strengths and areas for development
- Covered thinking strategically, building relationships, and how to become an effective leader

Selected Leadership and Service

President, Biomedical Association for the Interest of Minority Students (BioAIMS) 2011-2012
Stanford University School of Medicine, Stanford, CA
- Promoted the recruitment and retention of Biosciences graduate students by initiating and coordinating programs for academic and professional growth
- Developed and managed budgets of $5,000 - $12,500

Graduate Student Representative, Committee on Graduate Admissions and Policy 2011-2012
Stanford University School of Medicine, Stanford, CA
- Assisted in establishing standards and policies for Biosciences graduate school admissions
- Advocated for professional and career development resources on behalf of students

References

Jane Junkson, Ph.D.
Indiana University of Pennsylvania
Department of Pharmacology
1011 South Drive
Indiana, PA 15705
Phone: 215-898-5000
E-mail: jjunkson@pharm.mail.med.edu

eRA COMMONS ACCOUNT AND GRANT DEADLINES

DEPARTMENT OF IMMUNOLOGY - GRANT PROGRAM MANAGER

Contact: Cindy Washer
Phone: x3-9142
Email: cwasher@mdanderson.org

eRA COMMONS ACCOUNT/ID

All postdoctoral fellows must have an eRA Commons account. Please work with Cindy Washer to either create a new account or to update an existing account.

GRANT DEADLINES

- 2-4 weeks prior to sponsor deadline, you should notify Cindy Washer of potential grant submission(s).
- 15 business days prior to sponsor deadline, you should provide Cindy Washer a list of key personnel and subcontract information (if applicable) along with the RFA announcement or number.
- 10 business days prior to sponsor deadline, you should provide Cindy Washer with the required proposal attachments.
- 7 business days prior to sponsor deadline, Cindy Washer will email the Office of Sponsored Program's (OSPs) Grant Administrator to begin the review of your application.
- 5 business days prior to sponsor deadline, the OSPs Grant Administrator will email the department to authorize hit "Submit for Approval" button. The proposal routes to the Department Administrator and Department Chair for approval. The OSPs Grant Administrator will provide the department (Cindy Washer and the PI) a single full review of the Click Grant Application.
- 4 business days prior to sponsor deadline, I will swap out all science DRAFTS to FINAL science pdf's. I will then email the OSPs Grant Administrator advising that you are ready to submit the proposal. When applicable, the OSP submits the final grant to Grants.gov through Click Grants. Non-Grants.gov proposal finals are submitted to sponsor by you or me.

EXAMPLES OF GRANT DEADLINES

NIH DEADLINES

Type	Dept Due Date @ 5 pm (CST)	OSP Review Due Date @ 5 pm (CST)	OSP Final Science Due Date @ 5 pm (CST)	Agency Due Date @ 5 pm (CST)
R01 - New	05/21/2018	05/24/2018	05/31/2018	06/05/2018
R01 - Resubmission	06/20/2018	06/25/2018	06/29/2018	07/05/2018
R21 - New	06/04/2018	06/07/2018	06/13/2018	06/18/2018
R21 - Resubmission	06/29/2018	07/05/2018	07/11/2018	07/16/2018

CPRIT DEADLINES

Type	Dept Due Date @ 3 pm (CST)	OSP Review Due Date @ 3 pm (CST)	Agency Due Date @ 3 pm (CST)
CPRIT IIRA	05/22/2018	05/25/2018	06/06/2018

FORMATTING THE MANUSCRIPT FOR SUBMISSION

http://inside.mdanderson.org/departments/scipub/formatting-the-manuscript-for-submission.html

Formatting the Manuscript

The guidelines in this section are based on the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (see Instructions to Authors). Manuscripts prepared in the format described here can be adapted easily to a particular journal's structural requirements.

Document Setup

The manuscript should be printed on white paper with margins of at least 1 inch (2.54 cm) on all sides. The entire manuscript, including the reference list and the tables, should be typed or printed double-spaced. All pages except the title page should be numbered. The title page is usually considered page 1.

Some journals require a running header or footer (a message repeated at the top or bottom of each page), usually consisting of the first author's last name or a shortened form of the title. However, some journals strictly forbid use of the authors' names anywhere except on the title page so that the identity of the authors is not known to the peer reviewers.

Subheadings

Text formatting should be used to distinguish between the different levels of subheadings. For example:

VEGETABLES	Level 1 subheading: capitalize all letters.
Cruciferous Vegetables	Level 2 subheading: capitalize first letter of each major word.
Broccoli	Level 3 subheading: use italics, and capitalize first letter of each major word.

References

The style for references varies from journal to journal and is specified in each journal's instructions to authors. When you are uncertain or have no instructions, follow the guidelines specified below, which are from the "Uniform Requirements."

Journal Articles

For a reference to a journal article, include the names of the first six authors, the title of the paper, the journal name, the volume number, inclusive page numbers, and the year of publication. If there are more than six authors, list the first six followed by "et al." For the journal name, use the abbreviation listed in *Index Medicus* or, if the journal is not listed in *Index Medicus,* use the full journal name.

- Khouri IF, Lee MS, Romaguera J, Mirza N, Kantarjian H, Korbling M, et al. Allogeneic hematopoietic transplantation for mantle-cell lymphoma: molecular remissions and evidence of graft-versus-malignancy. Ann Oncol 1999;10:1293-9.

Journal Articles in Electronic Format

References to journal articles in electronic format are similar to references to journal articles in print but include "[serial online]" after the name of the journal and include the number of screens in place of page numbers.

- Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995;1:[24 screens]. Available from: URL: http://www.cdc.gov/ncidod/eid/index.htm.

Book Chapters

References to book chapters or sections should include the names of the authors of the chapter, the chapter title, the names of the editors, the book title and edition, the place of publication, the publisher, the year of publication, and the inclusive page numbers:

- Fornage BD. Role of sonography in patients with breast cancer. In: Singletary SE, editor. Breast cancer. New York: Springer-Verlag; 1999. p. 18-52.

Books

References to entire books or monographs should include the names of the authors or editors, the title (and edition, if other than the first) of the book, the place of publication, the publisher, and the year of publication:

- Pazdur R, editor. Medical oncology: a comprehensive review. 2nd ed. Huntington (NY): PRR; 1995.

Letters to the Editor

When referencing a letter to the editor, include the information that would be given for a journal article, and add a tag identifying the article as a letter:

- Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. Lancet 1996;347:1337.

Tables
Tables should be typed double-spaced in consecutive order on numbered pages. Each table should be typed on a separate page.

Table titles and column headings should be as short as possible (no more than two lines). Additional necessary information may be included in a footnote.

Any nonstandard abbreviations used in a table should be explained in a footnote, even if they have previously been defined in the text.

Cite table footnotes in the order they would be read (i.e., from left to right, top to bottom). The footnote symbols most commonly used, in descending order, are the asterisk (*), dagger (†), double dagger (‡), section mark (§), parallel lines (//), paragraph symbol (¶), and pound sign (#). Some journals use superscript lowercase letters instead.

Tip. If a table does not fit on a single page, simply repeat the table title and the column headings at the top of each additional page needed. At the top of each additional page, type "Table X, continued," where X is the table number.

Figure Legends
Figure legends should be typed in order on a page titled "Figure Legends." In the legends, indicate the magnification of micrographs and name any staining procedures used. If a figure has been published previously, the original source must be cited, and permission must be obtained from the copyright holder (see Copyright).

Figures
Use high-quality illustrations. In black-and-white photographs, the contrast should be sharp; photographs that are too gray will not reproduce well. Drawings, graphs, and flow charts should be printed at the highest possible resolution—at least 600 dots per inch (dpi). Avoid the use of gray in drawings and graphs as gray does not reproduce well.

Remember that in most instances the size of figures will be reduced in printing. Lettering and arrows should be proportional to the size of the figure but should also be visible if the figure is reduced 50%.

The cost of printing color figures will probably be charged to you. Check with the publisher in advance to determine restrictions on and costs of color figures. If the publisher accepts color figures and you agree to pay the charges, it is usually best to send color slides. Again, these should be of good quality with distinct, sharp colors.

Final Preparation
Figures should not be mounted on paper or cardboard unless the journal requests this. On the back of each figure, write your name or the article title (as directed by the publisher), write the figure number, and indicate the top of the illustration. This information should be written in soft pencil, not ink, because heavy ink or a sharp point could produce a shadow on the front of the figure or break the surface. You may also write on an adhesive label and attach it to the back of the figure. Color slides can be marked on the cardboard mounting.

Mailing
Enclose all figures in a manila envelope or plastic sheet protectors for transmittal with the manuscript. (Envelopes smaller than 5 x 7 in [12.7 x 17.8 cm] may be overlooked or lost.) On the outside of the envelope, write your name and the number of figures enclosed. Place color slides in plastic slide sheets for protection. Include cardboard in the package to prevent bending.

Provide as many copies of the illustrations as the journal requests, typically from two to four. Always retain at least one duplicate set of figures to offset loss in transmittal or publication. Most publishers do not return your manuscript or figures if the article is accepted.

FOUR STEPS TO A PMCID

1. ACKNOWLEDGE THE CANCER CENTER SUPPORT GRANT (CCSG)

THE CANCER CENTER SUPPORT GRANT (CCSG)
MD Anderson's Cancer Center Support Grant (CCSG) is awarded by the National Cancer Institute (NCI) and provides major funding for many of MD Anderson's core facilities. 75% of MD Anderson Cancer Center research is supported by the CCSG. MD Anderson Cancer Center authors should *always* cite the Cancer Center Support Grant (P30 CA016672) as a source of funding for all clinical trials, protocols and IRB studies or if they have utilized any of the core services. This applies only to research publications and does not include review articles, book chapters, commentaries, editorials or case reports.

Acknowledge When You Publish
MD Anderson Cancer Center authors must list the **Cancer Center Support Grant (P30 CA016672)** in the manuscript's funding acknowledgement section when submitting a research manuscript to a journal for publication. Many publishers will deposit the manuscript to the NIHMS system on behalf of the authors if this acknowledgment is made.

- Example Acknowledgement: This research was funded in part by *the NIH/NCI Cancer Center Support Grant P30 CA016672.*

2. ACQUIRE A PMCID (ASK THE PUBLISHER)

ASK THE PUBLISHER
All MD Anderson Cancer Center authors are responsible for ensuring that their published research papers have a PMCID. Authors can ask the publisher to submit on their behalf. *Note:* If the publisher is unwilling to submit on behalf of the authors, they will have to submit through the NIHMS System.

When contacting the publishers please provide the following information:

- Corresponding author's name and affiliation
- Journal title
- Article title
- NIH grant number, e.g., P30 CA016672
- PMID, if known
- **See "Attachment B" for examples for contacting publishers.**

3. ASSOCIATE THE GRANT TO EACH PUBLICATION IN NCBI

Associate the Grant
MD Anderson Cancer Center authors must associate the CCSG (P30 CA016672) to all research publications in the My Bibliography tool in My NCBI. Authors should login using their eRA Commons account.

1. Select My NCBI, Manage My Bibliography (Note: You can also select a delegated bibliography).
2. Select Display Settings, Award.
3. Items with a red circle and exclamation mark are non-compliant and should be checked.
4. Items with a green circle and check mark are compliant.
5. Items with a question mark need to be edited. Select Edit Status and change the status. You may need to add funding or select "This citation does not need to be submitted under NIH Public Access because..."

4. APPROVE SUBMISSIONS THROUGH NIHMS

Authors should sign into their NIHMS account often (at least once a month) to approve any article submissions that may be waiting. Review the **Needs Your Attention tab** or the **Stalled Tab** to see if there are any additional steps you need to take.

ATTACHMENT B

E-mail templates you can use to contact publishers or authors to assist in the NIH Public Access Policy compliance process:

1. Ask the Publisher to Deposit the Paper

Dear Publisher:

Per your policy to assist authors in complying with the NIH Public Access Policy, please deposit the article(s) below to PubMed Central.

The funding to be associated with this submission is our Cancer Center Support Grant:
P30 CA016672, Peter Pisters, PI

Thank you for your assistance,

2. Ask Corresponding Author for Final Author Version of Manuscript

Dear Dr. _____:

The NIH Public Access Policy requires that we have a PubMed Central ID (PMCID) for this article, on which you are the corresponding author. Please send me the final accepted, peer-reviewed manuscript (the final author version) and I will deposit to PubMed Central.

NOTE: Galley proofs and published works are subject to copyright and are not acceptable.

Many thanks,

3. Next Steps for Authors when Paper is Submitted to NIHMS

Dear Dr. _____:

I have submitted this paper in the NIH Manuscript Submission system (NIHMS) and you should receive two emails requesting your approval. The first is to approve the pdf receipt, the second to approve the web version.

Next steps when you receive the approval requests:

- Access NIHMS using the link provided in the email request for approval, or go to NIHMS: http://www.nihms.nih.gov/db/sub.cgi
- Choose the NIH Researchers / eRA Commons login route
- Enter your eRA Commons credentials
  Your eRA Commons ID (username) is _____ and if you need to reset your password, click here eRA Commons" https://public.era.nih.gov/commons/public/dispatcher?action=resetPassword
- Click on article title to go to approval screen
- If you are asked to enter grants, please use P30 CA016672, Peter Pisters, PI
- If you are asked to enter the embargo period (release delay), it is 12 months for this publisher
- Click Approve, then click Agree

I appreciate your help getting this article compliant with the NIH Public Access Policy. Please let me know if I may assist you in any way.

4. "Nudge" Authors for Stalled Articles Awaiting Their Approval (be sure to enter correct eRA Commons ID; bullet items may change depending on circumstances):

Dear Dr. _____:

There are articles awaiting your approval in the NIH Manuscript Submission system (NIHMS). I will be glad to help you if you are unable to locate or approve articles in your queue. Until those articles are approved, the process for getting a PMCID number cannot continue. PubMed Central ID (PMCID) numbers are a requirement of the NIH Public Access Policy and necessary for grant funding.

To clear articles in your queue:

- Go to NIHMS: http://www.nihms.nih.gov/db/sub.cgi
- Choose the NIH Researchers / eRA Commons login route
- Enter your eRA Commons credentials
  Your eRA Commons ID is _____ and if you need to reset your password, click here eRA Commons: https://public.era.nih.gov/commons/public/dispatcher?action=resetPassword
- Click on article title to go to approval screen
- If you are asked to enter grants, please use P30 CA016672, Peter Pisters, PI
- If you are asked to enter the embargo period (release delay), it is 12 months for this publisher
- Click Approve, then click Agree

I appreciate your help. Please let me know if I may assist you in any way.

Thanks,

http://inside.mdanderson.org/departments/office-of-sponsored-programs/grants-fact-sheet.html

Fact Sheet * updated 11/9/2017**

To Complete Grant Applications & Research Agreements

Legal Name & Official Address

The University of Texas MD Anderson Cancer Center
1515 Holcombe Boulevard
Houston, TX 77030-4009

Administrative Official / Signing Officer

Wesley R. Harrott, Assoc VP, Research Administration
The University of Texas MD Anderson Cancer Center
Office of Sponsored Programs
1515 Holcombe Boulevard, Unit 1676
Houston, TX 77030-4009
E-mail: osp@mdanderson.org
Phone: 713-792-3220
Fax: 713-794-4535

FedEx Standard Overnight® to Office of Sponsored Programs address

Office of Sponsored Programs - 1MC7.2266 (North Tower)
The University of Texas MD Anderson Cancer Center
7007 Bertner Avenue
Houston, TX 77030

Administrative Official to be Notified if Award is Made

Amanda Ferguson, Interim Director
The University of Texas MD Anderson Cancer Center
Grants and Contracts, Unit 1644
1515 Holcombe Boulevard
Houston, TX 77030-4009
E-mail: awardnotice@mdanderson.org
Phone: 713-745-9400
Fax: 713-745-8171

Institution Information	
Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) Date	05/29/1969
Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) Number	000183
Age Discrimination Assurance Date	09/25/2003
Animal Welfare Assurance Number	A3343-01
Animal Welfare Assurance Approval Date	07/08/2014
Animal Welfare Assurance Expiration Date	04/30/2018
CAGE	0KD38

Civil Rights Assurance Date	09/25/2003
Cognizant Federal Agency, POC & POC Tel #	DHHS, Arif Karim, 415-437-7820
Congressional District	TX-009
Data Universal Numbering System (DUNS)	800772139
DHHS Agreement Date	06/07/2016
Drug Free Workplace Assurance	09/25/2003
Entity Identification Number (EIN)	1746001118A1
Federal Interagency Committee on Education (FICE) Institution Code	025554
Handicapped Individuals Assurance Date	09/25/2003
Human Subjects Assurance Number	FWA00000363 (for SF424 applications use 00000363)
Institutional Profile File Number (IPF)	578407
NIH Faculty Salary Cap	$189,600 https://grants.nih.gov/grants/policy/salcap_summary.htm
Participant Identification Code (PIC)	95095664
System for Award Management (SAM) Expiration Date	07/14/2018
Sex Discrimination Assurance Date	09/25/2003
Tax ID Number	74-6001118
Type of Institution	Public/State Controlled Institution of Higher Education

Facilities & Administrative Costs Rates (F & A / Indirect Cost) *_Updated 03/08/2017_

- Federal Research Rate = 60% - on site includes Bastrop and Smithville
- Federal Research Rate = 26% - off site based on preponderance of work (off site vs. on site)
- Clinical Trial Federal Rate = 60%
- Clinical Trial Private Industry IDC Rate = 25%
- Correlative Studies (to an associated CTA at MDACC) = 25%
- Retrospective Study (Laboratory or Chart Review) = 60%
- Prospective Study (Laboratory or Chart Review) = 60%
- Service Agreements/Consultant = 60%
- Cooperative Group Trials = 60%

*_Please refer to the institution's Indirect Cost Rates Policy UTMDACC Institutional Policy # ACA0015 (pdf) for additional information._

Fringe Benefit Rate

Please budget at 28% for all FTE on all sponsored projects.

Where to Send Checks or Submit Payments

This information is located on the MDA Grants & Contracts Institutional Information web page under the Demographics section **(refer to the "Where to Send Checks or Submit Payments" link.)**

Payments via Wire & ACH (Automated Clearing House); Payments via Check; Philanthropic Gifts via Check

If sending a check via mail, the following address must be used:

The University of Texas MD Anderson Cancer Center
Attn: Grants and Contracts
P.O. Box 4266
Houston, Texas 77210-4266

If sending a check overnight by courier, FEDX, UPS or Express Mail, the following address below must be used:

JP Morgan Chase (TX1-0029)
MD Anderson Cancer Center
P.O. Box 4266
14800 Frye Rd
Fort Worth, Texas 76155

GSBS COURSES OFFERED

https://gsbs.uth.edu/academics/courses/index.htm for courses offered.

Didactic course: A course that consists primarily of faculty-led lectures and discussions on related concepts.

Topics and Seminar Courses: A course in which presentations and discussions of specialized topics are led by students, faculty and/or invited guests. The formats of these courses vary, so please check with the course coordinator for details.

To register for classes, go to myUTH. You may also download the myUTH Campus Mobile app from the Apple App Store and the Google Play Store. If you have a problem with your myUTH login, call the UT Help Desk at 713-486-4848 between the hours of 8 am and 5 pm on weekdays.

Contacts:

- Academic Advising: Dr. William Mattox; 713/745-4866
- Academic Advising: Brenda Gaughan; 713/500-9870
- Registration Process: Bunny Perez; 713/500-9871
- Sponsorship Authorization Forms, Health Insurance Certification: Elisabet Lau; 713/500-8801
- Tutorials at MD Anderson Cancer Center: Jeannette McGee; 713/745-5257
- MyUTH Technical Problems: Registrar's office (registrar@uth.tmc.edu) or UT Help Desk 713-486-4848

Additional Information available at the following links:

- Registration Reminders
- Health Insurance Certification
- Tuition and Fees Payment

GUIDELINES FOR LETTER OF RECOMMENDATION

- Address the letter to the appropriate person or committee
- State the purpose of the letter
- Discuss how the recommender knows you and for how long
- The recommender should make comments on your research that support the main claims of your application
- Cast the student in a unique light, discussing one or two qualities or experiences that make you especially appropriate for the fellowship. This can often be difficulties that you have overcome
- Provide detailed descriptions and evaluations of your scholarly work, especially a major piece of research or special accomplishment. If a paper or project was particularly excellent, discuss it and why it stood out. If you did outstanding work in another area, discuss the work and its strengths, especially as they relate to the goals of the fellowship
- If the recommender has supervised you in research or other activities, the letter should explain the significance of the work and the nature of your contributions
- Letter should evaluate the student in relation to other students who are in the field or who have applied for this particular fellowship

Notes:

- If you draft letters from multiple people for the same fellowship, make sure they look different. The committee will notice 3 copies of the same letter. It can help to start from scratch for each one.
- If you draft letters for multiple from the same person for different fellowships, make sure that the fellowship information in each is correct. Word's find and replace feature helps here.

Example Draft:

Dear Members of the Review Committee,

I am writing this letter in support of Dr. Smart E. Pants' application for the Ruth L. Kirschstein Postdoctoral Individual National Research Service Award (NRSA). I came to know Dr. Pants as a member of her thesis research committee at the MD Anderson Cancer Center UT Health Graduate School of Biomedical Sciences (GSBS) from 2012-2016. Her work, using intravital 2-photon fluorescence microscopy to track the infiltration of specific populations of lymphocytes into bone metastases, was technically impressive and of great value to both the basic science and translational communities. Her first author publication in the journal, *Cancer Cell*, was a groundbreaking piece of work that has enabled a number of other current projects. It was also featured on the cover of the journal. Dr. Pants was the driving force behind this project, crossing mouse lines, developing surgical approaches, imaging, and developing quantitative image analysis tools to analyze her data.

As the laboratory where she conducted her thesis research was directly adjacent to my own laboratory, we interacted on at least a weekly basis on top of committee meetings every 6 months. I found Dr. Pants to be one of the most genuinely curious and persistent people that I have met in a laboratory environment. In the face of quite a bit of adversity, I was always impressed by her dedication and positive attitude. In the middle of the 3rd year of her thesis research, Dr. Pants' was scooped; it was a devastating occurrence and set her back at least 15 months. She never brought a negative attitude to the laboratory and continued offering guidance to younger students, some of who would go on to graduate before her. On top of her excellent research skills, these personality traits make her an excellent candidate for this fellowship and to be a top-notch faculty member and mentor in the coming years.

In my 15 years as a professor, I have written more than 50 letters for postdoctoral fellows seeking a NRSA. Dr. Smart E. Pants is in the top 5% of all applicants that I have encountered and I highly recommend her for this fellowship.

Sincerely,

Dr. Ray Stantz

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Implementation ***(There is not a specific format created by MD Anderson Cancer Center. However, these guidelines must be followed if a graduate student or postdoctoral fellow is included in a grant.)***
NIH progress reports using the Research Performance Progress Report (RPPR) must include a report on the use of IDPs in Section B. Accomplishments, Question B.4. Actual IDPs should not be included. Instead, grantees will report on whether they use IDPs for all the graduate students and postdoctoral researchers included in Section D. list of Participants. The use of IDPs, as well as the manner in which IDPs are used, is expected to be determined by the awardee institution, but the RPPR will include a brief description of how and whether IDPs are used to help manage the career development of students and postdoctoral fellows associated with that award. A similar response is required for all T, F, K, R25, R13, D43, and other awards or award components designed to provide training and professional development opportunities for graduate students and postdoctoral researchers.

Reminder, the RPPR is currently required for all type 5 progress reports submitted using a Streamlined Non-Competing Award Process (SNAP), and will be required for all non-SNAP progress reports submitted on/after October 17, 2014 (see NOT-OD-13-035 and NOT-OD-14-092).

An IDP helps graduate students and postdoctoral researchers:

- assess current skills, interests, and strengths;
- make a plan for developing skills to meet academic and professional goals; and
- communicate with supervisors, advisors, and mentors about evolving goals and related skills.

The IDP is a document to be revisited again and again, to update and refine as goals change or come into focus, and to record progress and accomplishments.

The resources on this page are designed to support the various groups involved with IDPs: graduate student and postdoctoral mentees, faculty and staff mentors, principal investigators, grants administrators, and graduate program coordinators.

Notice Number: NOT-OD-14-113 - Revised Policy: Descriptions on the Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers Required in Annual Progress Reports beginning October 1, 2014

Key Dates
Release Date: **August 4, 2014**

Related Announcements
NOT-OD-13-093
NOT-HD-16-001

Issued by National Institutes of Health (NIH)
Purpose
The purpose of this Guide Notice is to revise the policy announced in NOT-OD-13-093, issued on July 23, 2013. NIH annual progress reports received on/after October 1, 2014 must include a section to describe how IDPs are used to identify and promote the career goals of graduate students and postdoctoral researchers associated with the award.

Background
In June 2012, a Working Group of the Advisory Committee to the NIH Director (ACD) issued a report on the biomedical research workforce (http://acd.od.nih.gov/bwf.htm). The Working Group made recommendations to the ACD about the funding and training of graduate students and postdoctoral researchers in order to attract and retain the best and most diverse scientists, engineers and physicians from around the world. One goal of the Working Group was to better prepare students and postdoctoral fellows to participate successfully in a broad-based and evolving research and research-related economy. The report included the following recommendation:

To provide some structured training experience for graduate students and postdoctoral researchers, NIH should require IDPs for all NIH-supported graduate student and postdoctoral researchers, whether on training grants, fellowships, or research project grants. Assessment of implementation of this requirement should be included in the review criteria of training grants.

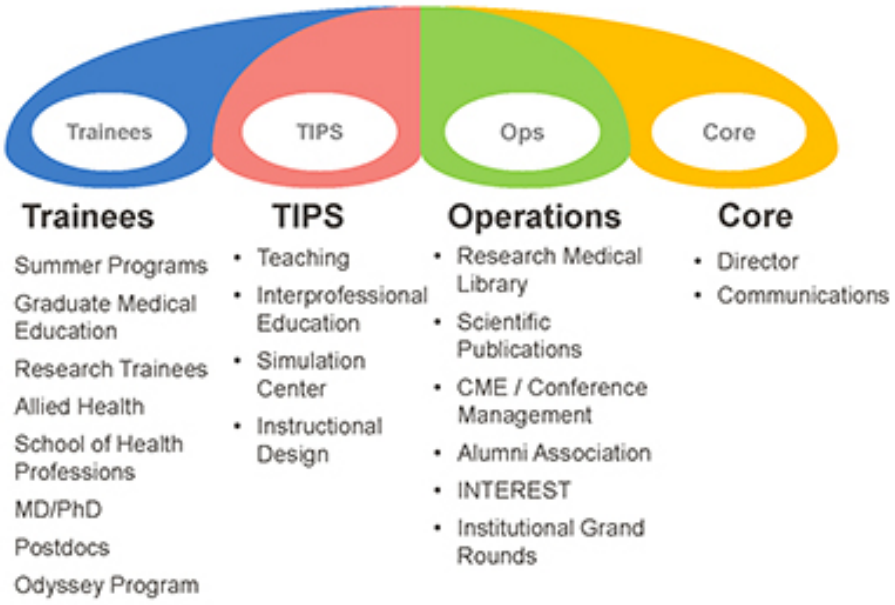
In response to this recommendation, the NIH will not require but strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards, regardless of their position title. IDPs provide a structure for the identification and achievement of career goals. Therefore, NIH encourages grantees to develop institutional policies that employ an IDP for every graduate student and postdoctoral researcher supported by NIH awards. Beginning on October 1, 2014, annual progress reports are required to include a description of whether the institution uses IDPs or not and how they are employed to help manage the training and career development of those individuals.

INSTITUTIONAL RESOURCES FOR EDUCATION & TRAINING

Education & Training
Education & Training operates under the direction of Diane Bodurka, MD, MPH, vice president for education and designated institutional official (DIO) for the Accreditation Council for Graduate Medical Education (ACGME). Our departments and programs support MD Anderson Cancer Center's mission area of education by providing instruction and training that reflect our emphasis on quality and innovation.

Education & Training Mission
Our mission in Education & Training is to provide exemplary leadership that supports MD Anderson Cancer Center's mission area of education through the development and provision of outcomes-based instructional programs that serve undergraduate and graduate students, trainees, professionals, employees and the public.

Education & Training Vision
Our vision in Education & Training is to provide a collaborative and productive learning environment that advances MD Anderson Cancer Center's goal of being the premier cancer center in the world. Through innovative learning programs that support best practices in the clinic and at the bench, Education & Training contributes to the excellence of our people, our research-driven patient care and our science.



Education & Training Departments
- CME/Conference Management
- Education & Training Core
- Financial and Administrative Management Unit
- Graduate Medical Education
- Research Medical Library
  - Scientific Publications
- Research Trainee Programs (formerly in Academic & Visa Administration)
  - Office of Postdoctoral Affairs & Development (formerly in Faculty & Academic Development)
- School of Health Professions
- Simulation Center

Education & Training Programs
- Accreditations
- Alumni Relations
- Education & Training Publications
- Education Committee for Health Professions (ECHP)

- Education Week
  - Clinical Education Week
- Clinical Educators Professional Development
- Educators' Forum
- Institutional Grand Rounds
- Instructional Design (Study)
- Interprofessional Education and Collaborative Practice (IPECP)
- Odyssey Program
- Summer Experience
- Teaching Awards:
  - Faculty Educator of the Month
  - Regents' Outstanding Teaching Awards (UT System)
  - Shine Academy of Health Science Education (UT System)

THE UNIVERSITY OF TEXAS
MD Anderson Cancer Center
Making Cancer History®

Intellectual Property Policy

Purpose

The purpose of this policy is to protect the respective interests of all concerned by ensuring that the benefits of inventions, research, discoveries, and other Intellectual Property created at The University of Texas MD Anderson Cancer Center (MD Anderson) accrue to the public, the inventor(s), MD Anderson, and to the sponsors of the specific research.

Policy Statement

It is the policy of MD Anderson to abide by the Intellectual Property Rules contained in **Series 90000 of the Regents' Rules and Regulations**. Subject to the then applicable Regents' Rules and Regulations and unless and until changed by MD Anderson, this Policy will govern the ownership, development, and commercialization of the Intellectual Property of MD Anderson, the negotiation of equity in conjunction with an Intellectual Property licensing transaction, and the handling and disposition of equity received by MD Anderson as part of an Intellectual Property licensing transaction.

Intellectual Property either created by an individual within the course of his/her employment responsibility to MD Anderson, The University of Texas (UT) System, or any of its member institutions, or resulting from activities performed on MD Anderson time, or with the support of State funds, or from using the resources and facilities owned by MD Anderson is owned by Board. All Intellectual Property must be disclosed to MD Anderson's Office of Technology Commercialization (OTC) as soon as conceived and/or reduced to practice and in all events prior to a Public Disclosure. No Public Disclosure of Intellectual Property should be made unless and until authorized by MD Anderson.

The decision whether to develop and commercialize Intellectual Property is in the sole discretion of the President of MD Anderson. If, however, Intellectual Property is commercialized by MD Anderson, the Creators are entitled to share a portion of the license income received by MD Anderson. Before sharing the license income with the Creators, however, the costs and expenses of licensing (including, but not limited to, the costs of obtaining a patent and other protection for the Intellectual Property) must first be recaptured from any royalties or other license payments. After repayment of such costs and expenses, the remainder of the license income (including, but not limited to, license fees, prepaid royalties, minimum royalties, running royalties, and sublicense payments) will be shared with the Creators as set forth below.

Under the Regents' Rules and Regulations, MD Anderson is not obligated to share equity with the Creators. However, MD Anderson has chosen to share the proceeds of a certain type of equity with the Creators as set forth below.

If MD Anderson decides not to commercialize any Intellectual Property, then, in accordance with the **Regents' Rules and Regulations**, MD Anderson (in its discretion) will either release or license the Intellectual Property to the Creators. In such cases, MD Anderson retains the right to make and use the Intellectual Property. The Creators must promptly notify OTC if the Intellectual Property is commercialized. If the Intellectual Property is commercialized, MD Anderson will be entitled to 25% of such proceeds after the first $50,000 of income. In certain cases as MD Anderson may deem appropriate, MD Anderson may impose additional conditions, limitations, obligations, or income rights as conditions to the release or license of the Intellectual Property to the Creator.

Scope

This policy applies to: all individuals employed by MD Anderson (including full and part-time faculty and staff and visiting faculty members and researchers); anyone using MD Anderson's facilities; undergraduate students; candidates for master's and doctoral degrees; and postdoctoral and predoctoral fellows.

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

Target Audience

The target audience for this policy includes, but is not limited to, all individuals employed by MD Anderson (including full and part-time faculty and staff and visiting faculty members and researchers); anyone using MD Anderson's facilities; undergraduate students; candidates for master's and doctoral degrees; and postdoctoral and predoctoral fellows.

Definitions

Board: The Board of Regents of The UT System.

Creator: Any person who, under **Series 90000 of the Regents' Rules and Regulations**, is entitled to share in income from Intellectual Property due to his or her contribution to the creation of the Intellectual Property.

Intellectual Property: Any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, works of authorship, computer software or other intellectual property that is owned by the Board under **Series 90000 of the Regents' Rules and Regulations**, regardless of whether subject to protection under patent, trademark, copyright, or other laws.

Investment Equity: Any equity received by MD Anderson as part of an investment made by MD Anderson in a licensee, including, but not limited to (a) direct cash investments into a company by MD Anderson and/or its affiliates (*e.g.,* MD Anderson Services Corp.); (b) indirect cash investments (*e.g.*, equity received in exchange for patent costs or other licensing expenses) into a company by MD Anderson and/or its affiliates; and (c) founder's equity received by MD Anderson or its affiliates for putting the company together.

License Equity: Any equity accepted by MD Anderson as part of the consideration for a license grant, including, but not limited to equity received under a license as payment of royalties, upfront fees, maintenance fees, milestone payments, etc. License Equity does not include Investment Equity.

Public Disclosure: Any non-confidential disclosure that is made to any person who either is not an employee of MD Anderson or is not subject to obligations of confidentiality to MD Anderson.

Regents' Rules and Regulations: The **Rules and Regulations of the Board of Regents of The UT System**.

Procedure

1.0 Disclosure and Assignment

Upon creation of any Intellectual Property, any person subject to this policy must disclose the Intellectual Property to MD Anderson by submitting an invention disclosure report to the OTC. Such disclosures should occur prior to any Public Disclosure or submission for publication. All persons subject to this policy must assign and do hereby assign their rights in Intellectual Property to the Board.

2.0 Documentation

MD Anderson employees should keep detailed and accurate laboratory notebooks to document important dates in the conception and development of their ideas. Lab notebooks should include descriptions, drawings, photographs, and any other documentation that may be applicable to an invention. Employees should sign and date each lab notebook entry and have at least one witness, but preferably two witnesses, sign and date the entries at the time such entry is created.

3.0 Contracts

3.1 Licenses to commercialize Intellectual Property will be under agreements approved as to form and substance by MD Anderson and, if necessary, The UT System, and shall be negotiated by the OTC.

3.2 No contract for Intellectual Property shall be effective until all appropriate signatures have been obtained and a fully executed copy is provided to MD Anderson.

4.0 Income Sharing

4.1 All license income, not including Investment Equity or any dividends or proceeds from Investment Equity, received by MD Anderson from the commercialization of Intellectual Property shall first be applied to all reimbursable costs and expenses of MD Anderson. Subject to exceptions in appropriate circumstances, the remaining income will be distributed as follows:

A. 50% to the Creator(s); and

B. 50% to MD Anderson.

4.2 Of the 50% retained by MD Anderson, that income, subject to exceptions in appropriate circumstances, will be applied internally as follows:

A. 15% to an institutional account(s) under the Creator(s)' signature authority to support his/her research activities;

B. 10% to the Creator(s)' department chair(s) to support the research activities of those department(s) as determined by the department chair(s); and

C. 25% to MD Anderson.

4.3 If any Creator retires or leaves his/her employment with MD Anderson, the 15% of income directed to that Creator's institutional account shall be re-directed to that Creator's department chair.

4.4 If any Creator in Section 4.3 returns to MD Anderson employment on a full or part-time basis, the Chief Academic Officer and Senior Vice President shall, in consultation with the Creator's department chair, determine whether and to what extent (in amount and time) to support the reemployed Creator's ongoing research from the portion of income directed to the Creator's department chair in Section 4.3.

4.5 If a Creator is a research assistant, post-doc, or student, his/her share of the 15% that goes to an institutional account under the Creator's signature authority shall be distributed to an institutional account with signature authority of the faculty member (assistant professor, associate professor, or professor) who supervised the Creator during the course of the discovery, unless the faculty member is no longer with the institution, in which case the Creator's share shall be distributed to department chairman. If the research assistant, post-doc, or student becomes a faculty member (at the assistant professor level or above), such portions shall be distributed to an institutional account under the Creator's signature authority immediately upon the Creator's promotion to such position.

4.6 All license income and any equity received by MD Anderson prior to the effective date of this policy shall be distributed according to then existing policies and practices, subject to the Regents' Rules and Regulations.

5.0 Equity

5.1 Absent exceptional circumstances, MD Anderson will not agree to take equity as the only consideration for a license grant.

5.2 MD Anderson will hold all License Equity until liquidation, and the Creators will not hold any such equity in their own name. Accordingly, the Creators will have no interest in the License Equity unless and until it is liquidated. Upon liquidation, however, the proceeds of the License Equity will be treated the same as cash consideration. Thus, following liquidation and recoupment of MD Anderson's costs, the proceeds of the License Equity will be shared with the Creators and their departments in accordance with Sections 4.1 - 4.6 of this Policy.

5.3 Liquidation of License Equity will be at the sole discretion of MD Anderson, but will generally occur at the first possible liquidation opportunity.

5.4 In order to be entitled to receive proceeds from the liquidation of License Equity pursuant to this Policy, a Creator who is a current employee of MD Anderson (and who does not already have a Plan in place pursuant to Section 5.7, below) must submit a **Conflict of Interest Management Plan** within thirty (30) days after execution of the related license agreement. Any Creator who fails to submit a Plan prior to the end of this thirty (30) day period will have no right to share in any proceeds from the liquidation of License Equity (including any portions that would have gone to the Creator's department or laboratory).

5.5 Investment Equity will not be considered part of the consideration for a license grant. Therefore, the Creators and their departments will not have any interest in or share in any portion of the Investment Equity or the proceeds from the sale of such equity. Any costs that are reimbursed as Investment Equity (*e.g.*, including, but not limited to, patent costs) shall not be deducted from the license consideration prior to distribution in accordance with Sections 4.1 – 4.6 of this Policy.

5.6 Liquidation of Investment Equity will be at the sole discretion of MD Anderson.

5.7 If a Creator holds equity in a business entity that is a potential licensee of Intellectual Property conceived, created, discovered, invented or developed, in whole or in part, by the Creator, and if the Creator is a current employee of MD Anderson, then a **Conflict of Interest Management Plan** must be in place prior to execution of the license agreement by MD Anderson and the Board in accordance with **Regents' Rule 90103, Sec. 2**.

6.0 Reversion of Rights

6.1 OTC, for and on behalf of the President of MD Anderson, will evaluate Intellectual Property disclosed to it and will decide whether MD Anderson will develop and/or commercialize the Intellectual Property. Any Intellectual Property that OTC decides not to develop and/or commercialize will be made available to the Creators if they desire to attempt commercialization of the Intellectual Property on their own behalf.

6.2 If Intellectual Property is released to the Creators, neither the facilities nor the resources of MD Anderson may be used to develop or commercialize the released Intellectual Property, except as MD Anderson's President may approve where MD Anderson retains an interest under the terms of the release.

7.0 Creator's Role

7.1 Creators of Intellectual Property shall be consulted and kept apprised of all commercialization efforts in relation to their Intellectual Property. However, all decisions regarding the commercialization of such Intellectual Property shall be made by OTC, MD Anderson, and the Board.

7.2 Creators shall provide timely and reasonable assistance in the commercialization of their Intellectual Property, including but not limited to, working with OTC on the filing of any patent application and providing necessary information related to the Intellectual Property, and meeting with prospective licensees and representatives of OTC when OTC is marketing the Intellectual Property.

8.0 Creators' Representative

If any Intellectual Property has more than one Creator, then the Creators shall appoint a Creators' Representative who will serve as the primary contact for all of the Creators for MD Anderson and OTC on all matters related to their Intellectual Property. See **Agreement Confirming Rights and Interests of MD Anderson Creators in a Discovery**.

Attachments/Links

Agreement Confirming Rights and Interests of MD Anderson Creators in a Discovery (Attachment # ATT0286).

Conflict of Interest Management Plan.

Regents' Rules and Regulations.

Related Policies

None.

Joint Commission Standards / National Patient Safety Goals

None.

Other Related Accreditation / Regulatory Standards

Regents' Rule 90103, Sec. 2.

Series 90000 of the Regents' Rules and Regulations.

References

None.

KEY CONTACTS

DEPARTMENTAL ADDRESS
The University of Texas MD Anderson Cancer Center
Department of Immunology
7455 Fannin, Unit 901
Houston, TX 77054

The Department of Immunology has the following three fax machines available for use:
SCR2.2008; 713-563-3280
SCR3.2011; 713-563-3276
SCR4.2008; 713-563-3357

<table>
<tr><td colspan="2">Department Chair
James P. Allison, PhD
713-745-5311
jallison@mdanderson.org</td></tr>
<tr><td colspan="2">Department Administrator
Misty Hajek
713-563-3204
mahajek@mdanderson.org</td></tr>
<tr><td>Supply Ordering
Lauren LeBlanc
713-745-9278
leporter@mdanderson.org</td><td>Departmental Orientation & Time/Web Stamping
LaTonia Lawrence
713-563-4657
lslawrence@mdanderson.org</td></tr>
<tr><td>Departmental Purchasing
Janice Whiting
713-563-3282
jwhiting@mdanderson.org</td><td>Departmental Purchasing
Edward Montes
713-563-3311
EAMontes@mdanderson.org</td></tr>
<tr><td>Pre-Award Grant Management
Cindy Washer
713-563-9142
cwasher@mdanderson.org</td><td>Post-Award Grant Management
Nivianne Montes
713-563-9581
nimontes@mdanderson.org</td></tr>
</table>

Office of Sponsored Programs (OSP) Grant Administrator
Michael Truong
713-794-4053
mptruong1@mdanderson.org

Office of Sponsored Program (OSP) Concierge Service (provides assistance in grant submissions)
Tonya Foreman
713-563-8024
tforeman@mdanderson.org

The OSP Concierge Service has been established to assist in the training and mentoring of departmental representatives in pre-award activities. You may schedule up to a 1-hour meeting on the Request for Concierge SharePoint site.

- Assistance navigating Click Grants
- Reviewing general guidelines
- Building grant applications
- Assistance with understanding administrative, budgetary and compliance requirements

Office of Research Administration (ORA)
713-792-3672

Material Transfer Agreements (MTAs)/Private Industry, Contracts
713-792-0497

CPRIT/Internal Funding Opportunities
713-792-0699

Academic and VISA Administration – Trainee
1MC17.3439, Unit 1723
7007 Bertner Avenue
Houston, TX 77030
Telephone: 713-792-2696
Fax: 713-792-7895
Email: AVATrainee@mdanderson.org
Office Hours: Monday-Friday 8:00 AM - 4:30 PM

GSBS GENERAL INFORMATION
Telephone: 713-500-9850 or toll free 800-884-4727
Email: GSBS.Admissions@uth.tmc.edu
Fax: 713-790-1529
Talk2GSBS

Do you have a question about GSBS, but you don't know who to ask? Do you have a complaint? A compliment? Please send your questions or comments to Talk2GSBS@uth.tmc.edu. Emails sent to this address will be forwarded to the relevant GSBS Dean, Assistant/Associate Dean or staff member for rapid response and resolution.

Admissions
Have a question for our Office of Admissions? A list of our frequently asked questions can be found here.

Location:	**Postal Address:**	**UTHealth Campus Address:**	**MDACC Campus Address:**
6767 Bertner Avenue Mitchell Bldg. BSRB S3.8344 Houston, TX 77030	Graduate School P.O. Box 20334 Houston, TX 77225-0334	GSBS, S3.8344 BSRB	BSRB Unit 1011

Media Relations
For all media inquiries about the school (internal or external), please contact Tracey Barnett, 713-500-9887

Website Content and Organization
Website Update Requests
Other website requests and website-related information: gsbs_webteam@uth.tmc.edu

As a new employee, the following resources will help you make connections, find support and learn more about programs available to you.

- My Buddy Program
- Diversity Council
- Employee Networks
- Employee Discounts
- Employee Assistance Program
- Employee Health
- Faculty Resources
- Find my HR Consultant
- HR-related institutional policies
- Time off and leave
- Tobacco-free hiring
- WorkLife and Wellness
- Work-related injuries

LABORATORY SAFETY PRINCIPLES

http://inside.mdanderson.org/departments/facilities/emergency-safety/laboratory-safety-principles.html

1. View the laboratory safety training-on-line at http://inside.mdanderson.org/education/index.html.
2. Log-in to the Education Center
3. Search for "Safety in a Laboratory Environment"
4. Choose "Online Training Test"
5. Click "Register"
6. Click "Launch Content"
7. Complete the Laboratory Safety Training exam
8. Turn in Laboratory Safety Certificate to your Laboratory Manager

The laboratory environment contains numerous potential hazards that can impact the health and safety of laboratory workers; therefore, it is highly governed by several local, state, and federal regulations. Laboratory Safety identifies the basic principles employees should apply to protect themselves against all work hazards. Compliance with the institutional Laboratory Space Policy is required.

Awareness is the most fundamental rule of laboratory safety. Take time to understand the safety and health/physical hazards of materials in your workplace.

General Principles:

All employees shall observe and practice the following general precautions when working in a laboratory environment at all times.

- No food or drink, including food or drink containers, is allowed within a laboratory space, including functional desk seating locations.
- No cloth or particleboard furniture is allowed in laboratories. All surfaces must be washable. Cloth chairs, cloth rugs, or fabric curtains are not permitted.
- Plants are not permitted in laboratory spaces nor should they be placed in functional desk seating locations within the laboratory.
- Personally-owned pet animals are prohibited from entering or living on institutional property unless it is covered by an approved animal use protocol, present as a Service Animal, or enrolled in an institutionally-sanctioned activity.
- Individuals under the age of eighteen (18), who are not workforce members, are not authorized to enter hazardous/restricted work environments, including laboratories.
- No horseplay. Practical jokes or other behavior that might confuse, startle, or distract another worker is not permitted.
- No smoking on MD Anderson Cancer Center property.

Operational Standards:

Methods to protect employees against potential hazards are often dictated through engineering controls and administrative practices designed to reduce employee exposure. Prior to dictating controls and practices, laboratory standards must first be introduced to identify minimum expectations. The Principal Investigator (PI), to whom the laboratory space is assigned or who has used the laboratory space, is responsible for preparing and ensuring laboratory spaces comply with safety expectations.

- Be aware of the potential hazards that exist in the laboratory and the appropriate safety precautions. Be familiar with the locations and procedures of all safety equipment, including safety showers, eye wash stations, fire extinguishers, spill kits, and fire exits. Understand equipment monitors and alarm systems.
- Follow all written and verbal instructions. Do not attempt experiments beyond those that have been approved by your Principal Investigator or Laboratory Manager. Ask for assistance if a technique or procedure is unclear.
- Never use laboratory equipment for food preparation. Laboratory refrigerators shall never store food intended for human consumption. Refrain from storing used food/drink containers in the laboratory.
- Never pipette by mouth. Use a pipette- aid or other mechanical pipette-filling device.
- Do not work alone in the laboratory. If you must work alone, let someone else know and have them periodically check on you. Call UT police at 713-792-2890 to request that an officer or guard check on you if you will be working in a laboratory during off-hours or on weekends or holidays.

Laboratory Housekeeping and Maintenance:

Proper housekeeping practices ensure laboratory spaces remain clean and organized to reduce the potential exposure to hazardous materials and prevent physical hazards that promote accidents or injury. All employees shall observe the following housekeeping techniques when working in a laboratory environment.

- Placement of laboratory furniture or equipment, such as refrigerated equipment, must provide a safe direct path of egress in compliance with applicable federal and state safety requirements. At no time will the egress be blocked or impeded.
- No items will be placed in a manner which impedes access to or usage of emergency equipment such as fire extinguishers, safety showers, eye washes, or electrical panels. Prevent congestion of all aisles, hallways, and stairwells with excess supplies or materials. Never utilize stairwells or hallways as storage areas.
- Maintain a clean and uncluttered laboratory space, giving special attention to work benches. Refrain from posting excess paper on laboratory shelves or cabinets.
- Store items at least 18 inches away from the nearest sprinkler head. The open space will allow the sprinkler head to shower the immediate location, when activated.
- Clean safety equipment and work surfaces regularly with a 70% ethanol solution, or after work is complete. Conduct routine cleaning of chemical fume hoods and biological safety cabinets. Keep all floor and work surfaces clean and dry. Replace absorbent pads frequently.
- All windows in facilities controlled by MD Anderson Cancer Center will be closed and locked. Open windows affect the air balance in rooms and adjoining areas and can result in the loss of heating and air conditioning, as well as interfere with airflow needs for safety equipment. Emergency opening of windows will be permitted with approval from EH&S, the Houston Fire Department, or other emergency response personnel.

Personal Hygiene:

Personal hygiene in a laboratory environment is critical to prevent accidental contamination of employees. Personal hygiene is essential to prevent laboratory acquired infections, but can also promote the quality of laboratory work by reducing transfer contamination. The following guidelines identify techniques for all employees to observe in a laboratory environment.

- Keep hands away from the mouth, nose, eyes, face and hair when working in the laboratory. Wear hair restraint to prevent skin/hair contact.
- Wash hands frequently throughout the day, before leaving the laboratory, after contact with any hazardous material, before eating, and after the removal of protective gloves. Ensure soap dispensers are full and readily available at laboratory sinks.
- Refrain from facial or dental hygiene in the laboratory. Toothbrushes, personal razors, toiletries, and cosmetics should only be used in designated areas outside the laboratory after thoroughly washing the hands and face or showering.
- Wear full-shirts that cover the back, torso, and shoulders and long-legged clothing. Avoid short trousers and skirts. Confine clothing or jewelry when there is a possibility of entanglement. Wear substantial slip-resistant shoes that cover the entire foot.
- Apply the appropriate personal protective equipment when working in the laboratory. All members of MD Anderson Cancer Center's workforce who are exposed to chemicals, biological, or physical agents shall wear clothing offering protection from the aforementioned agents. Always inspect integrity of personal protective equipment and apparel before use.
- Remove personal protective equipment before leaving the laboratory area. Never use protective gloves when riding on elevators or in public spaces. Refrain from wearing laboratory coats in dining facilities.

LISTSERV FOR SEMINARS AND GRANTS (RESEARCH WEEKLY AND NIH)

RESEARCH WEEKLY LISTSERV

A weekly listing of scientific events at MD Anderson Cancer Center.

Subscribe to Research Weekly: Email ResearchWeekly@mdanderson.org.

Events at Other Institutions
For listing of Baylor College of Medicine events, visit the Baylor Green Sheet.

For a listing of The University of Texas Health Science Center at Houston events, visit the UT Health Science Center at Houston site.

For a listing of Texas A&M Institute of Biosciences and Technology events, visit the IBT Event Calendar.

For a listing of Texas Medical Center Innovation events, visit the TMC Innovation Calendar.

Other Faculty Events
Events sponsored by Faculty and Academic Development
Events sponsored by the Research Medical Library
Events sponsored by Women and Minority Faculty Inclusion
Events sponsored by Scientific Publications

Calendar
http://inside.mdanderson.org/calendars-events/index.html

NIH LISTSERV

https://grants.nih.gov/grants/guide/listserv_dev.htm

Subscribe
Funding > Subscribe

NIH Guide to Grants and Contracts
Track the release of new funding opportunity announcements and notices published in the NIH Guide for Grants and Contracts:

Weekly E-mail Listserv
Receive weekly emails (usually on Friday afternoon) with the Current Weekly Table of Contents (TOC) from the NIH Guide to Grants and Contracts including direct links to all funding opportunities and notices published during the week.
Subscribe/unsubscribe

RSS Feed
View NIH Guide information using your RSS reader. RSS is an XML-based format for content distribution. To view this information in your RSS news reader:

- Copy or click on the URL of the feed
- Follow the instructions of your news reader

grants.nih.gov/grants/guide/newsfeed/fundingopps.xml

Twitter
Get immediate updates on new funding opportunities and notices by following us on Twitter
@NIHFunding

Customize Saved Search Notifications
Save your search and get daily, weekly or monthly notifications when we publish a funding opportunity or notice that matches your search in the future.

My NCBI TUTORIAL
National Center for Biotechnology Information (NCBI)

A tool developed by the National Center for Biotechnology Information (NCBI). My NCBI is a feature of the NCBI databases that allows you to save records and searches, and customize your results display with filters and other options.

The PubMed optional facility "My NCBI" (with free registration) provides tools for:

- saving searches
- filtering search results
- setting up automatic updates sent by e-mail
- saving sets of references retrieved as part of a PubMed search
- configuring display formats or highlighting search terms
- and a wide range of other options. The "My NCBI" area can be accessed from any computer with web-access.

https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/070_010.html

NIHMS

The National Institutes of Health (NIH) developed the NIH Manuscript Submission (NIHMS) System

What Information Do I Need to Submit to NIHMS?

Before submitting, authors should ask the publisher to submit on their behalf **ask the publisher to submit on the author's behalf**.

What Information Do I Need in Order to Submit to NIHMS?

1. The final peer-reviewed manuscript. *(Non-peer-reviewed materials do not need to be submitted, including editorials, commentaries, dissertations, book chapters.)*
2. The grant numbers attached to the manuscript.
3. An eRA Commons or NCBI login.
4. Check for an article embargo. *(Some journals will require authors to place an embargo period of 6-12 months on the article before it is released in PubMed Central.)*

1. Sign into NIHMS and Choose Submit Manuscript

Sign into NIHMS to start the submission process. If you do not have an eRA Commons account, create a free NCBI Account. After signing in, click the **Submit New Manuscript** button.

2. Find Citation in PubMed

Next, add the **Title Information** by selecting **Option 2** and **Search for Citation in PubMed**. Enter your PubMed ID, Search and check the box next to your publication. *(It's important to search by the PMID. This will attach the PMID to your manuscript so it is easily matched to any duplicate manuscripts.)*

Next, select Add Funding.

3. Add Funding

Search by the PI's name or grant number to add funding. Select **Search**. Check the box in the **Select** column to add the grant to your list of funding support. If you are adding the Cancer Center Support Grant, enter Peter Pisters into the search boxes and select Grant/Project ID P30 CA016672.

Select **Upload Files.**

4. Upload the Manuscript Files

Upload the manuscript files. You can submit the manuscript in one file or in separate files for each component. Select **Check Files.**

5. Review the PDF Receipt

Review the PDF Receipt, and Select **Set Reviewer and Embargo.**

6. Select Reviewer and Embargo

If you are an author and are submitting to NIHMS yourself, you will review the submission, set an embargo if required and select **Approve**. Select **Agree** to finalize your approval.

If you are a designee/support staff and are submitting on behalf of the authors, provide the author's name and e-mail address and Select **Send to Reviewer**.

Your manuscript submission will now have a NIHMS ID until the PMCID is assigned.

7. Final Step: Approving Files

Throughout this process, over the course of a few weeks, the author will be e-mailed to approve two separate drafts of the submission to NIHMS. ***Authors must approve their NIHMS files at least twice***. They may also be contacted to correct submission details. In order to complete this process, the author must login to NIHMS to correct any submission details that may arise, as well as approve the submission.

1. **Initial Approval *(Authors will receive this approval notice a few days after the initial submission)***
   - If you are an author and receive an e-mail asking you to login and review a manuscript submission, click on the access link to login to NIHMS. Login using your eRA Commons or NCBI account. Select the manuscript you need to approve under the **Needs Your Attention** tab. **Approve** or **Reject** the manuscript.
2. **Final Approval (Authors will receive this approval 2-3 weeks after the initial approval)**
   - For the final approval, login to NIHMS and select the manuscript you need to approve. This should be under the **Needs Your Attention** tab. Review the documents and **Approve** or **Request Corrections**.

Signing up for ORCID

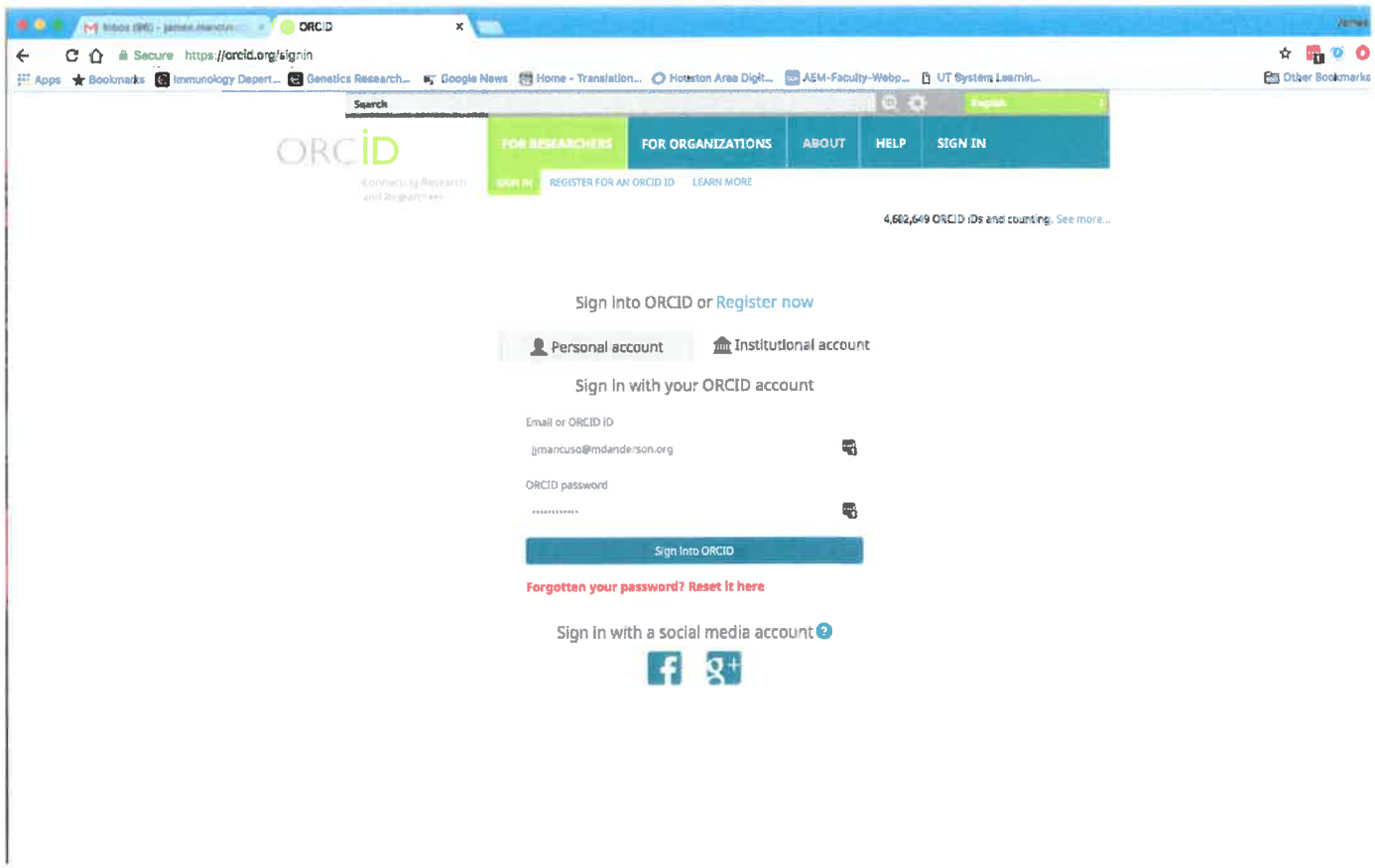
MDACC Dept of Immunology

April 2018

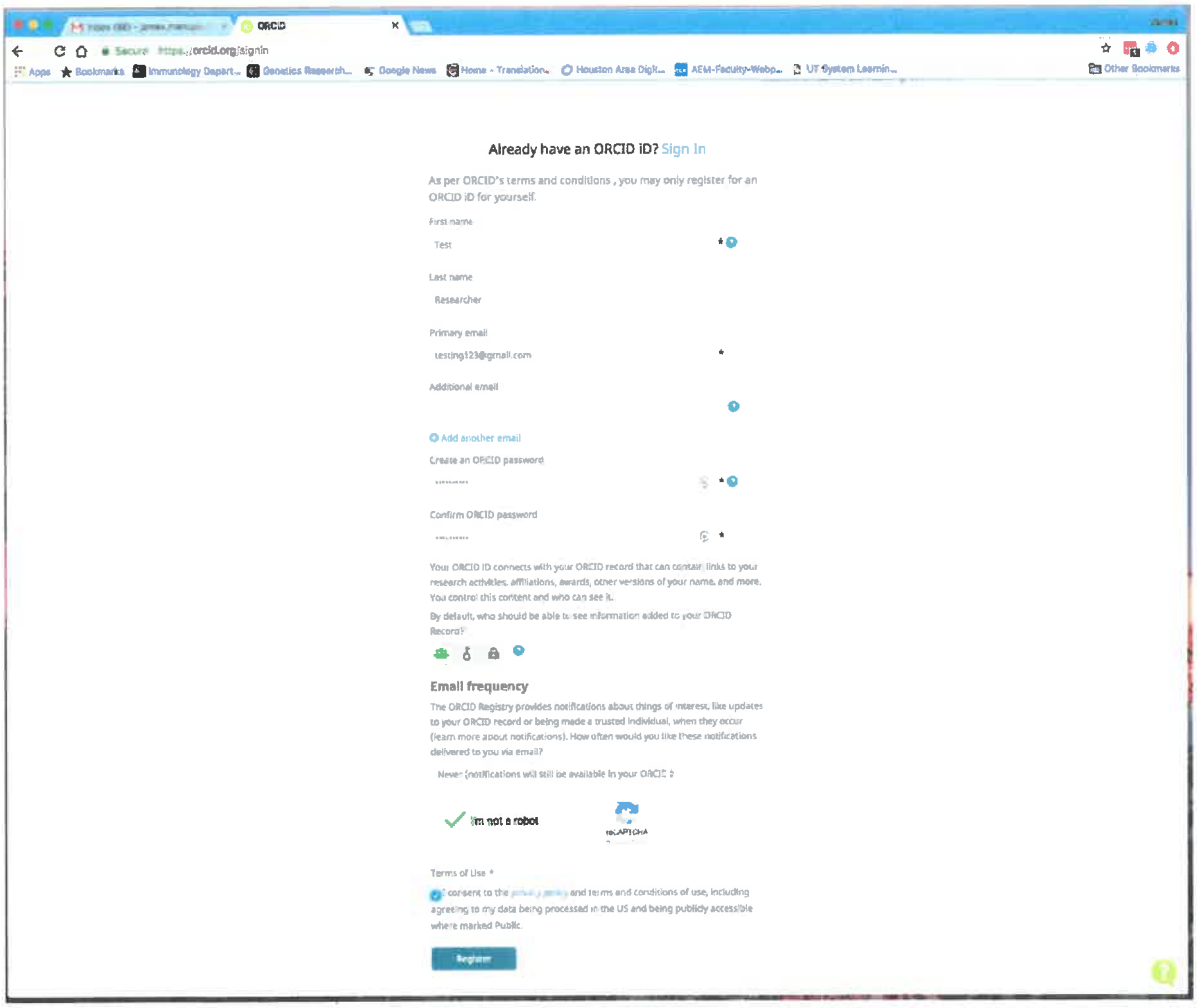
ORCID demo

- "ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized."
- This short intro shows you the very basics of:
  - Registration
  - Adding education and employment history
  - Importing publications
  - Adding other info such as personal websites and keywords

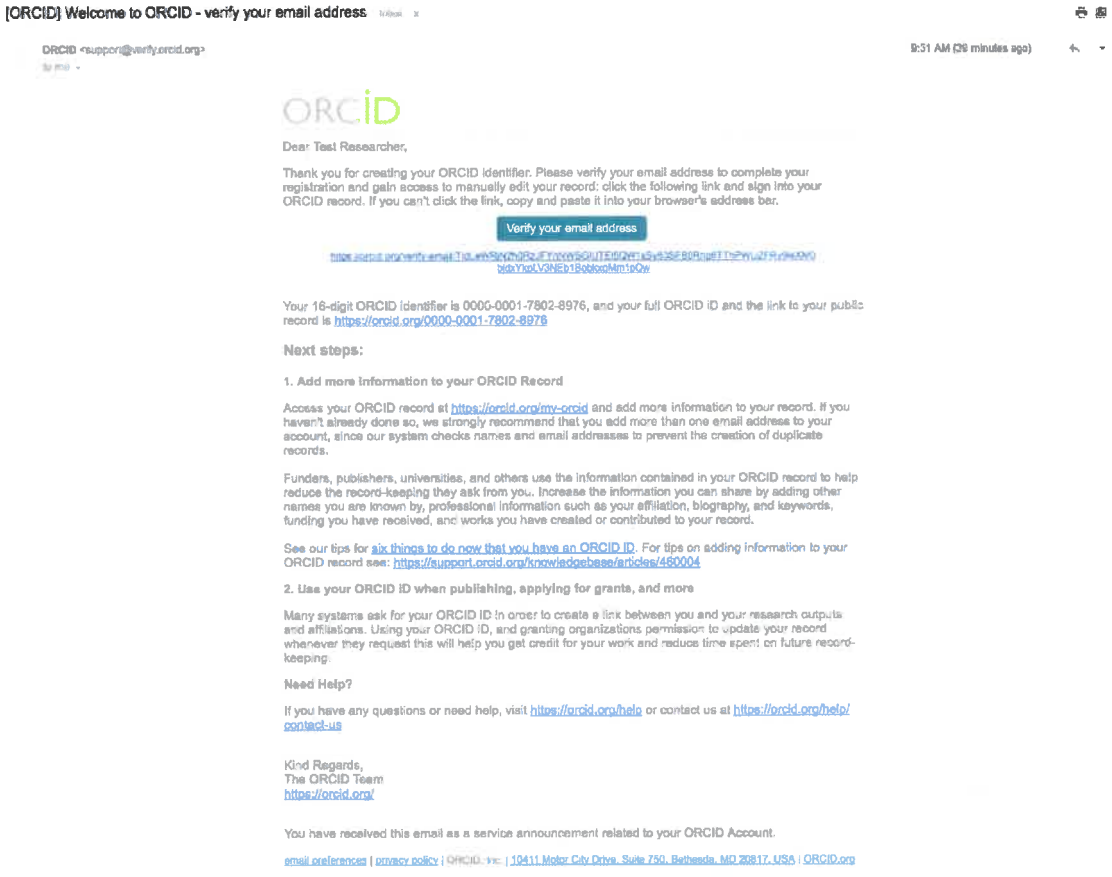
Go to ORCID.org



Register with preferred email



Verify email address



[ORCID] Welcome to ORCID - verify your email address

ORCID <support@verify.orcid.org>

9:31 AM (26 minutes ago)

ORCID

Dear Test Researcher,

Thank you for creating your ORCID identifier. Please verify your email address to complete your registration and gain access to manually edit your record: click the following link and sign into your ORCID record. If you can't click the link, copy and paste it into your browser's address bar.

Verify your email address

Your 16-digit ORCID identifier is 0000-0001-7802-8976, and your full ORCID iD and the link to your public record is https://orcid.org/0000-0001-7802-8976

Next steps:

1. Add more information to your ORCID Record

Access your ORCID record at https://orcid.org/my-orcid and add more information to your record. If you haven't already done so, we strongly recommend that you add more than one email address to your account, since our system checks names and email addresses to prevent the creation of duplicate records.

Funders, publishers, universities, and others use the information contained in your ORCID record to help reduce the record-keeping they ask from you. Increase the information you can share by adding other names you are known by, professional information such as your affiliation, biography, and keywords, funding you have received, and works you have created or contributed to your record.

See our tips for six things to do now that you have an ORCID ID. For tips on adding information to your ORCID record see: https://support.orcid.org/knowledgebase/articles/460004

2. Use your ORCID iD when publishing, applying for grants, and more

Many systems ask for your ORCID ID in order to create a link between you and your research outputs and affiliations. Using your ORCID iD, and granting organizations permission to update your record whenever they request this will help you get credit for your work and reduce time spent on future record-keeping.

Need Help?

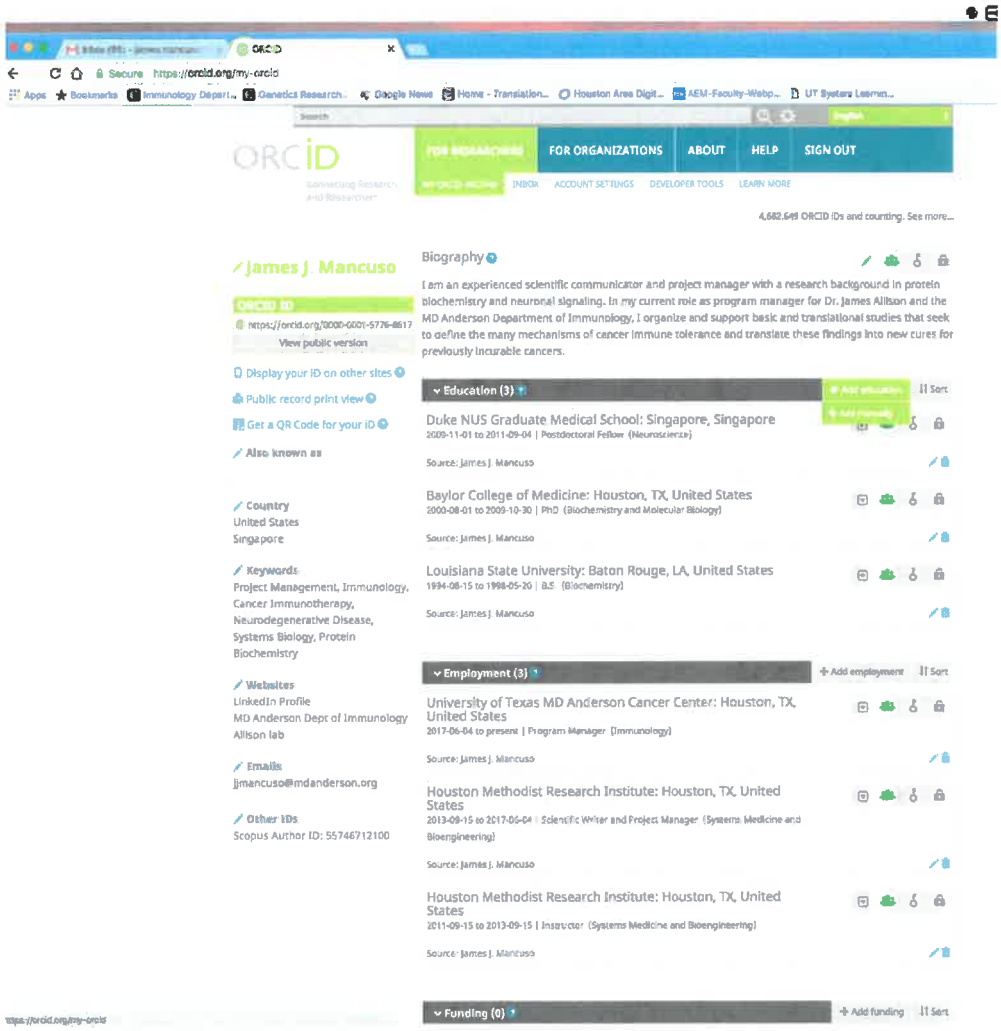
If you have any questions or need help, visit https://orcid.org/help or contact us at https://orcid.org/help/contact-us

Kind Regards,
The ORCID Team
https://orcid.org/

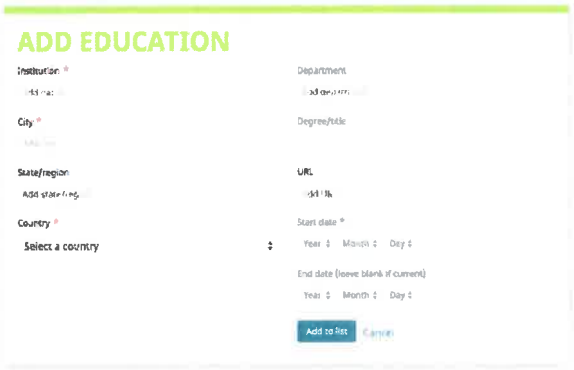
You have received this email as a service announcement related to your ORCID Account.

email preferences | privacy policy | ORCID, Inc. | 10411 Motor City Drive, Suite 750, Bethesda, MD 20817, USA | ORCID.org

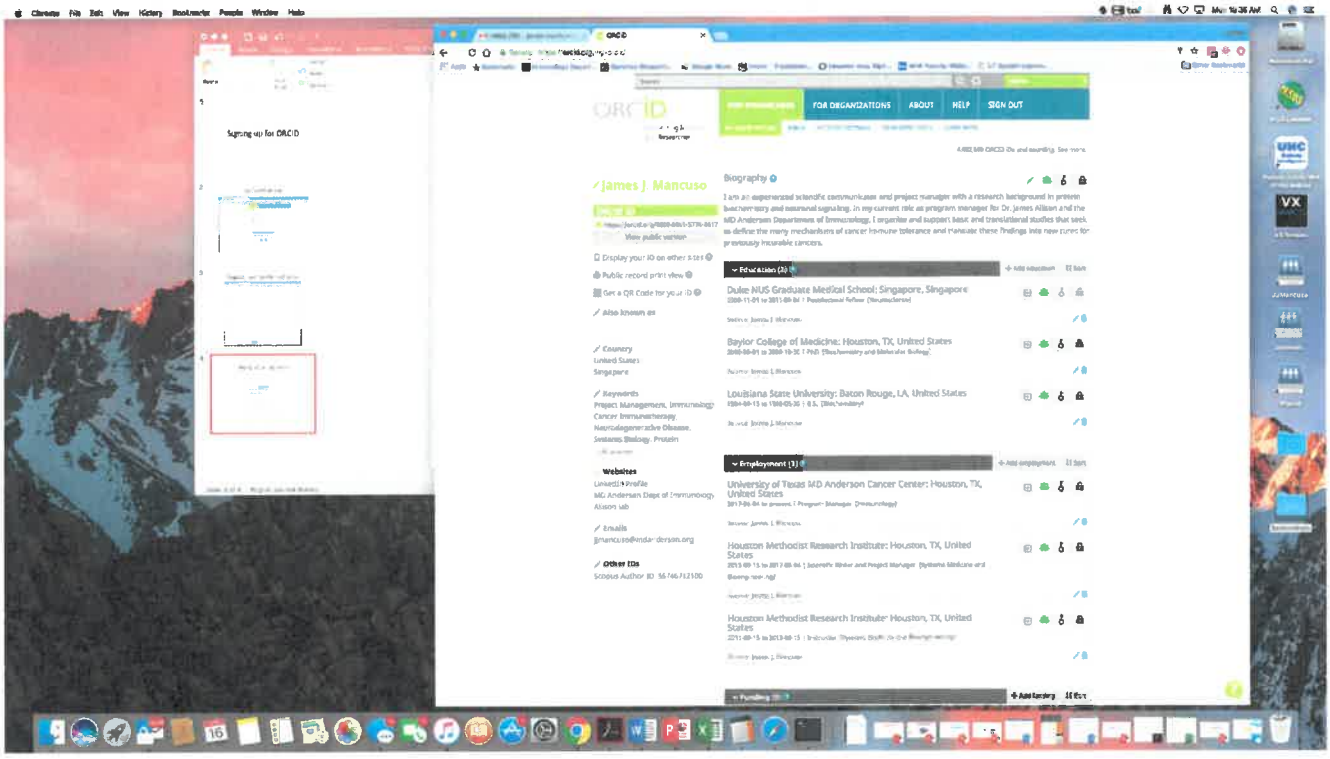
Add education and employment

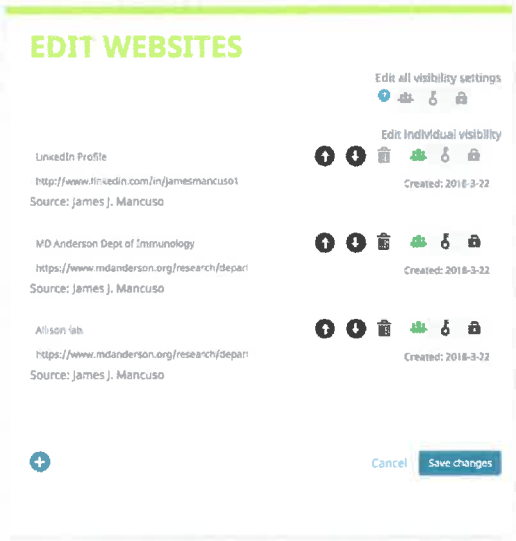


Add education and employment

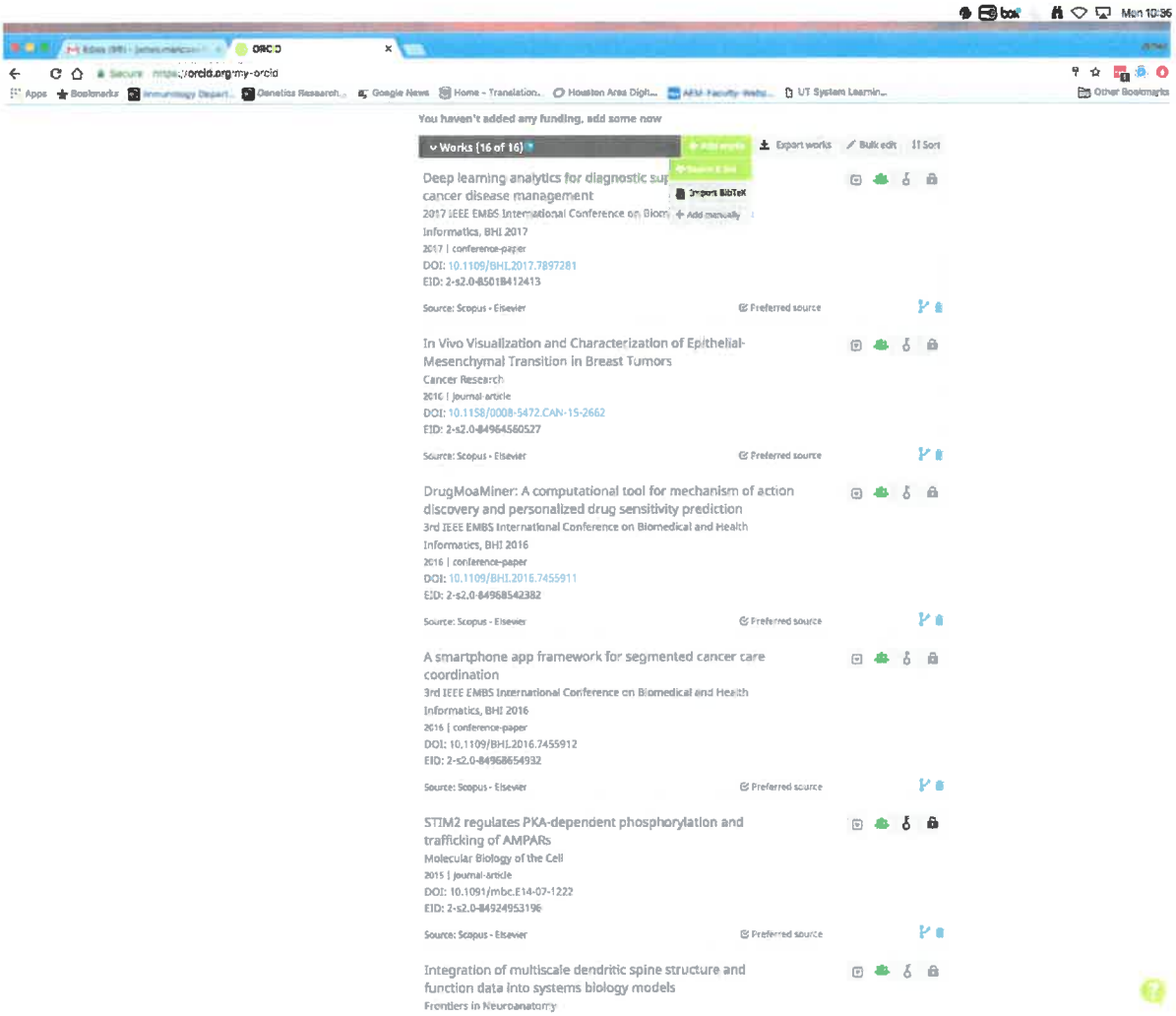


Add other information

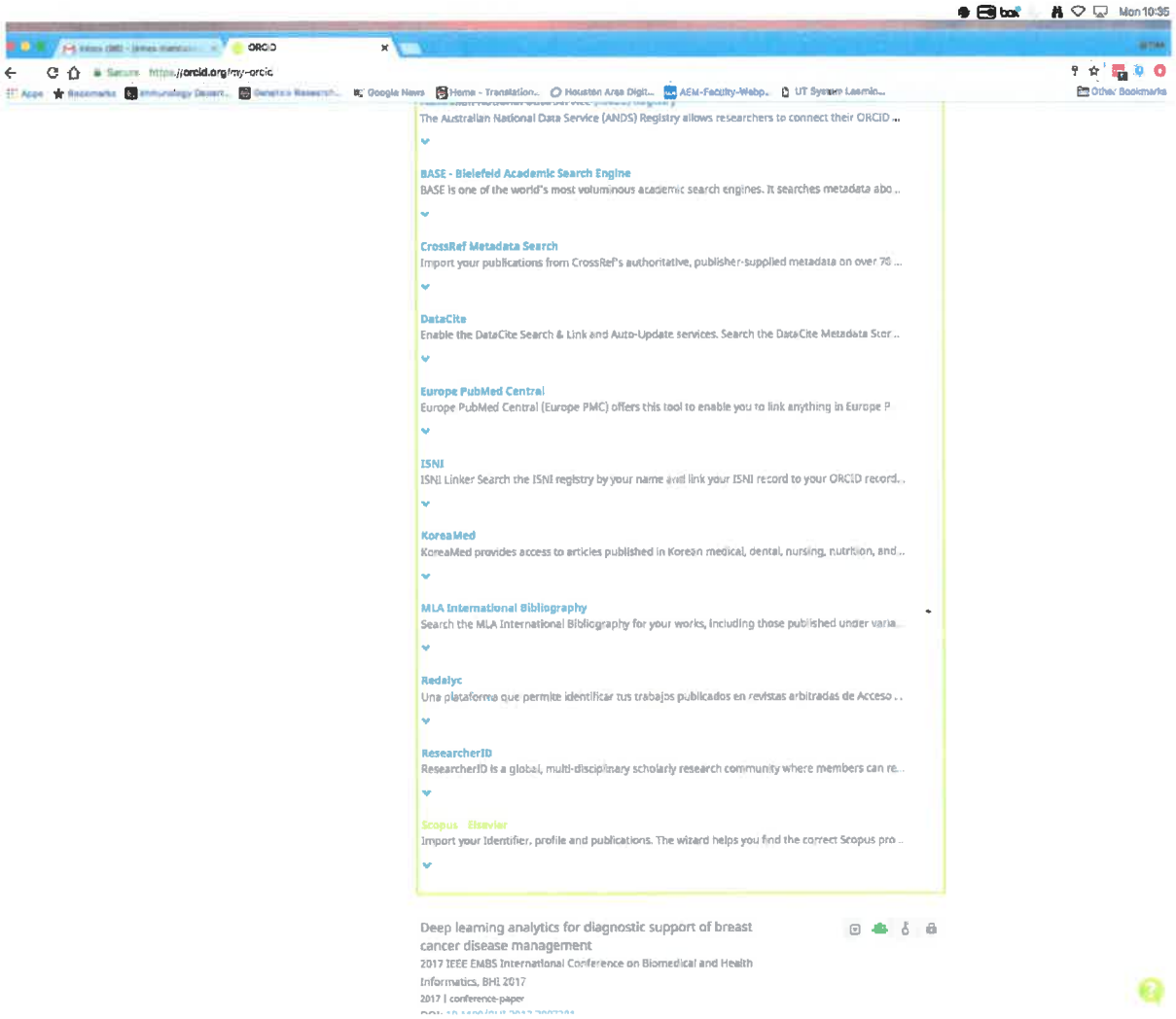



EDIT WEBSITES
Edit all visibility settings
Edit individual visibility
LinkedIn Profile
http://www.linkedin.com/in/jamesmancuso1
Created: 2018-3-22
Source: James J. Mancuso
MD Anderson Dept of Immunology
https://www.mdanderson.org/research/depart
Created: 2018-3-22
Source: James J. Mancuso
Allison lab
https://www.mdanderson.org/research/depart
Created: 2018-3-22
Source: James J. Mancuso
Cancel
Save changes

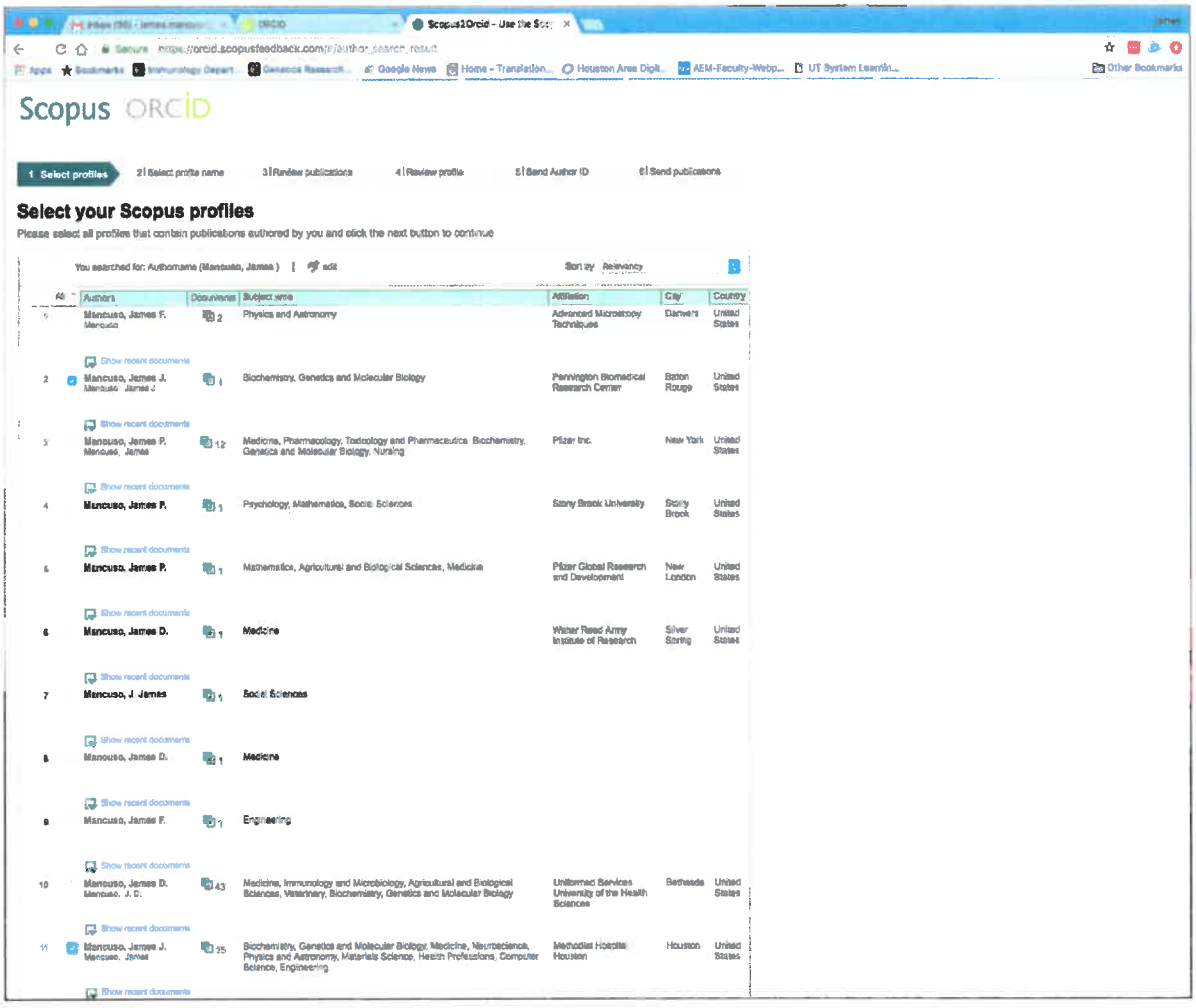
Add publications



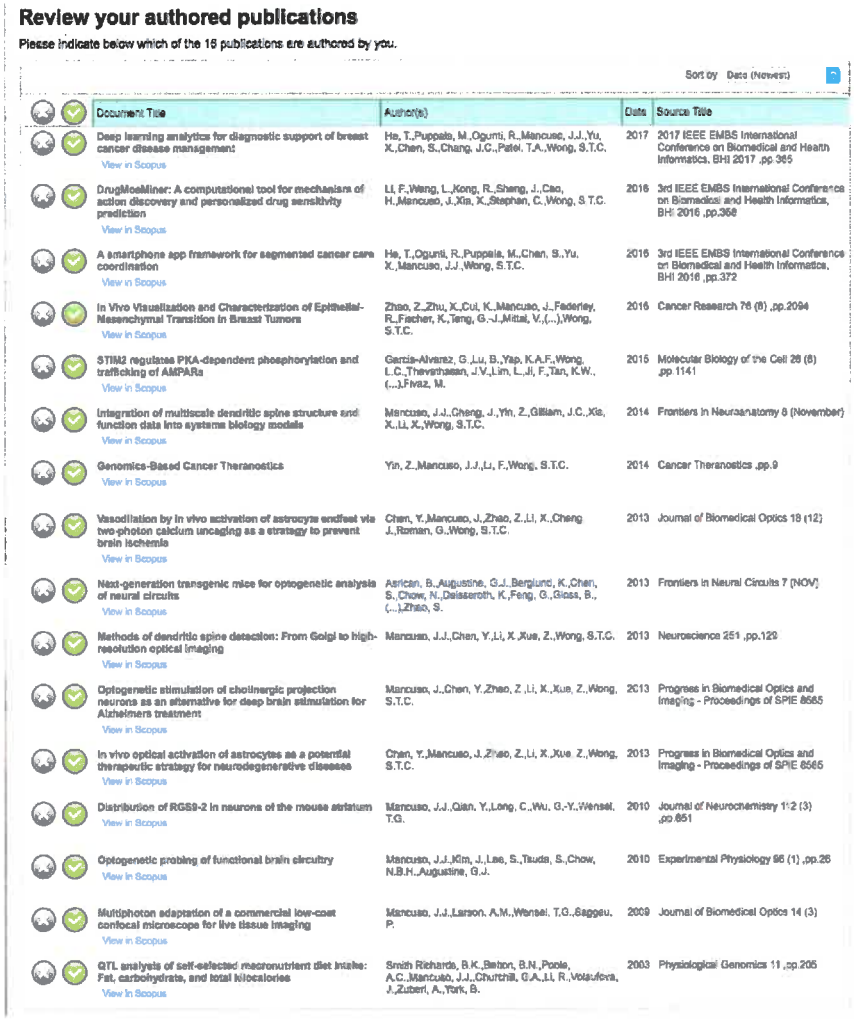
Add publications - SCOPUS



SCOPUS - Select records relevant to you



Review your publications (SCOPUS)



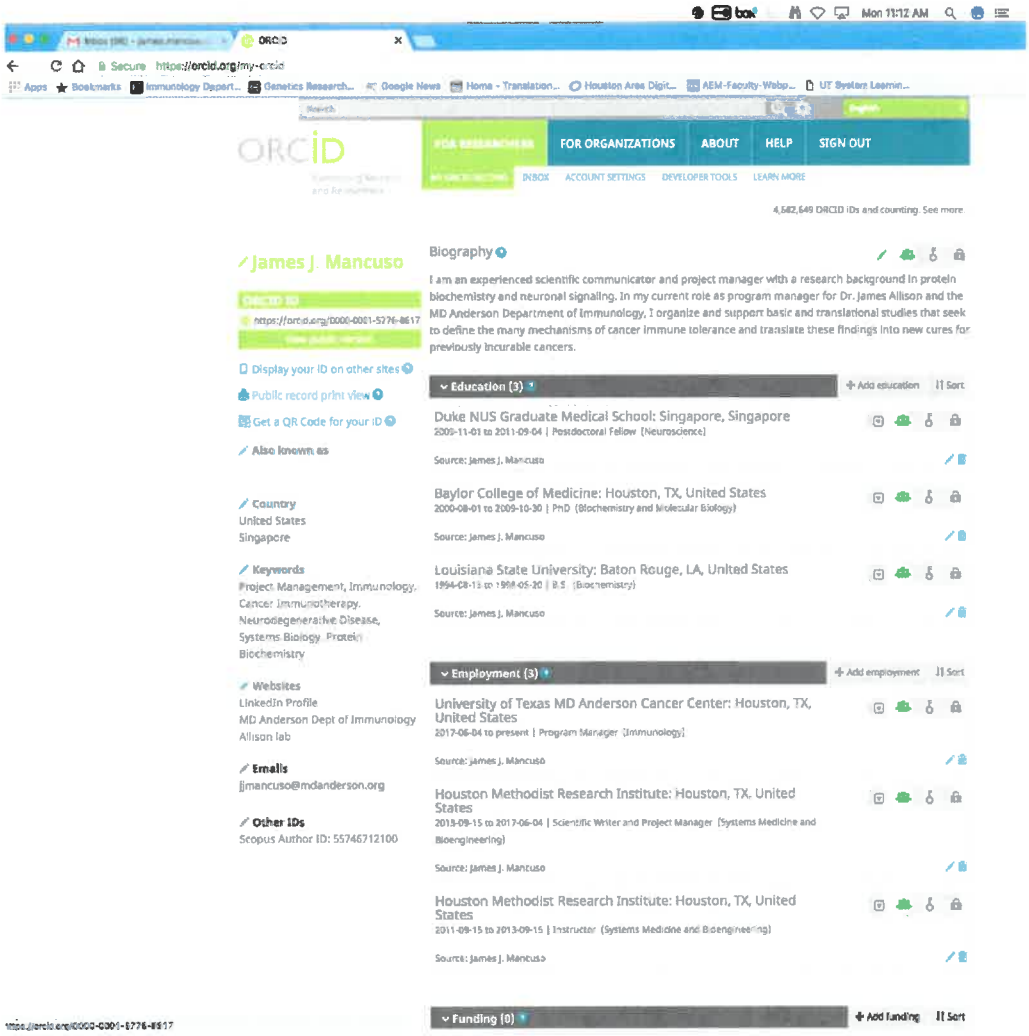
Review your authored publications

Please indicate below which of the 16 publications are authored by you.

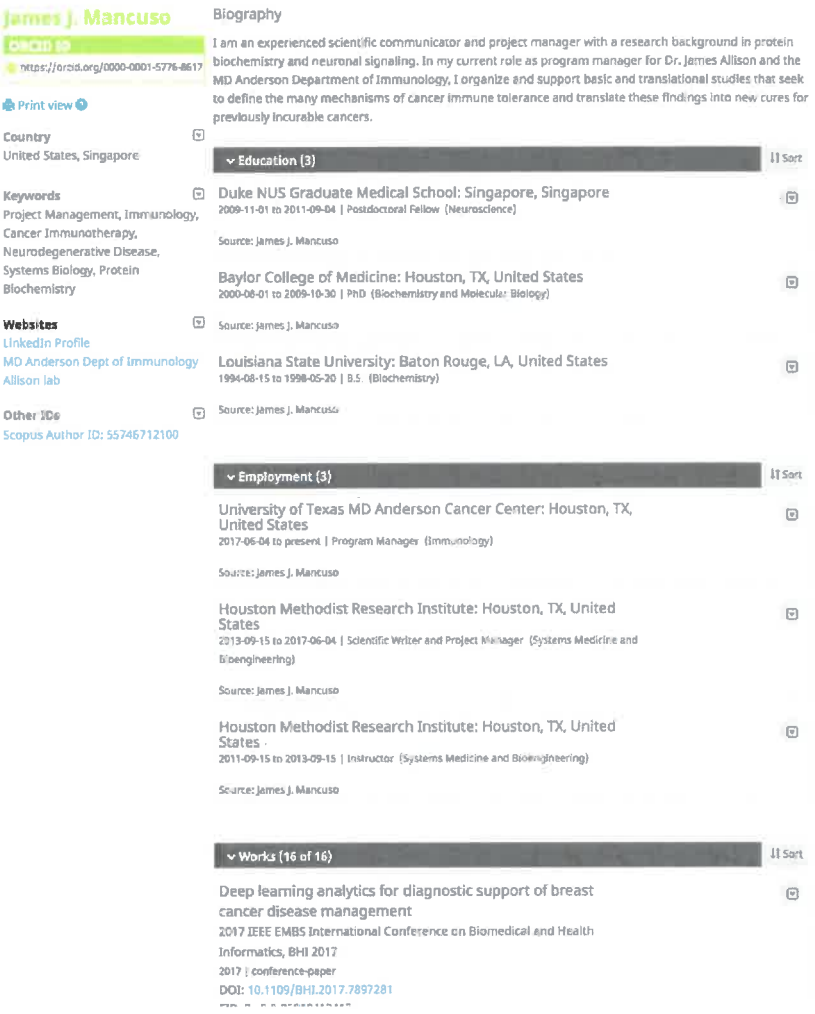
Sort by Date (Newest)

Document Title	Author(s)	Date	Source Title
Deep learning analytics for diagnostic support of breast cancer disease management View in Scopus	He, T.,Puppala, M.,Ogunti, R.,Mancuso, J.J.,Yu, X.,Chen, S.,Chang, J.C.,Patel, T.A.,Wong, S.T.C.	2017	2017 IEEE EMBS International Conference on Biomedical and Health Informatics, BHI 2017 ,pp.365
DrugMoaMiner: A computational tool for mechanism of action discovery and personalized drug sensitivity prediction View in Scopus	Li, F.,Wang, L.,Kong, R.,Sheng, J.,Cao, H.,Mancuso, J.,Xia, X.,Stephan, C.,Wong, S.T.C.	2016	3rd IEEE EMBS International Conference on Biomedical and Health Informatics, BHI 2016 ,pp.368
A smartphone app framework for segmental cancer care coordination View in Scopus	He, T.,Ogunti, R.,Puppala, M.,Chen, S.,Yu, X.,Mancuso, J.J.,Wong, S.T.C.	2016	3rd IEEE EMBS International Conference on Biomedical and Health Informatics, BHI 2016 ,pp.372
In Vivo Visualization and Characterization of Epithelial-Mesenchymal Transition in Breast Tumors View in Scopus	Zhao, Z.,Zhu, X.,Cui, K.,Mancuso, J.,Federley, R.,Fischer, K.,Teng, G.-J.,Mittal, V.,(...),Wong, S.T.C.	2016	Cancer Research 76 (8) ,pp.2094
STIM2 regulates PKA-dependent phosphorylation and trafficking of AMPARs View in Scopus	Garcia-Alvarez, G.,Lu, B.,Yap, K.A.F.,Wong, L.C.,Thevathasan, J.V.,Lim, L.,Ji, F.,Tan, K.W.,(...),Fivaz, M.	2015	Molecular Biology of the Cell 26 (8) ,pp.1141
Integration of multiscale dendritic spine structure and function data into systems biology models View in Scopus	Mancuso, J.J.,Cheng, J.,Yin, Z.,Gilliam, J.C.,Xia, X.,Li, X.,Wong, S.T.C.	2014	Frontiers in Neuroanatomy 8 (November)
Genomics-Based Cancer Theranostics View in Scopus	Yin, Z.,Mancuso, J.J.,Li, F.,Wong, S.T.C.	2014	Cancer Theranostics ,pp.9
Vasodilation by in vivo activation of astrocyte endfeet via two-photon calcium uncaging as a strategy to prevent brain ischemia View in Scopus	Chen, Y.,Mancuso, J.,Zhao, Z.,Li, X.,Cheng J.,Roman, G.,Wong, S.T.C.	2013	Journal of Biomedical Optics 18 (12)
Next-generation transgenic mice for optogenetic analysis of neural circuits View in Scopus	Adrican, B.,Augustine, G.J.,Berglund, K.,Chen, S.,Chow, N.,Deisseroth, K.,Feng, G.,Gloss, B.,(...),Zhao, S.	2013	Frontiers in Neural Circuits 7 (NOV)
Methods of dendritic spine detection: From Golgi to high-resolution optical imaging View in Scopus	Mancuso, J.J.,Chen, Y.,Li, X.,Xue, Z.,Wong, S.T.C.	2013	Neuroscience 251 ,pp.129
Optogenetic stimulation of cholinergic projection neurons as an alternative for deep brain stimulation for Alzheimers treatment View in Scopus	Mancuso, J.,Chen, Y.,Zhao, Z.,Li, X.,Xue, Z.,Wong, S.T.C.	2013	Progress in Biomedical Optics and Imaging - Proceedings of SPIE 8565
In vivo optical activation of astrocytes as a potential therapeutic strategy for neurodegenerative diseases View in Scopus	Chen, Y.,Mancuso, J.,Zhao, Z.,Li, X.,Xue, Z.,Wong, S.T.C.	2013	Progress in Biomedical Optics and Imaging - Proceedings of SPIE 8565
Distribution of RGS9-2 in neurons of the mouse striatum View in Scopus	Mancuso, J.J.,Qian, Y.,Long, C.,Wu, G.-Y.,Wensel, T.G.	2010	Journal of Neurochemistry 112 (3) ,pp.851
Optogenetic probing of functional brain circuitry View in Scopus	Mancuso, J.J.,Kim, J.,Lee, S.,Tsuda, S.,Chow, N.B.H.,Augustine, G.J.	2010	Experimental Physiology 96 (1) ,pp.26
Multiphoton adaptation of a commercial low-cost confocal microscope for live tissue imaging View in Scopus	Mancuso, J.J.,Larson, A.M.,Wensel, T.G.,Saggau, P.	2009	Journal of Biomedical Optics 14 (3)
QTL analysis of self-selected macronutrient diet intake: Fat, carbohydrate, and total kilocalories View in Scopus	Smith Richards, B.K.,Belton, B.N.,Poole, A.C.,Mancuso, J.J.,Churchill, G.A.,Li, R.,Votruba, J.,Zuberi, A.,York, B.	2003	Physiological Genomics 11 ,pp.205

Review public view



Review public view



James J. Mancuso

https://orcid.org/0000-0001-5776-8617

Print view

Country
United States, Singapore

Keywords
Project Management, Immunology, Cancer Immunotherapy, Neurodegenerative Disease, Systems Biology, Protein Biochemistry

Websites
LinkedIn Profile
MD Anderson Dept of Immunology
Allison lab

Other IDs
Scopus Author ID: 55746712100

Biography

I am an experienced scientific communicator and project manager with a research background in protein biochemistry and neuronal signaling. In my current role as program manager for Dr. James Allison and the MD Anderson Department of Immunology, I organize and support basic and translational studies that seek to define the many mechanisms of cancer immune tolerance and translate these findings into new cures for previously incurable cancers.

Education (3) Sort

Duke NUS Graduate Medical School: Singapore, Singapore
2009-11-01 to 2011-09-04 | Postdoctoral Fellow (Neuroscience)
Source: James J. Mancuso

Baylor College of Medicine: Houston, TX, United States
2000-08-01 to 2009-10-30 | PhD (Biochemistry and Molecular Biology)
Source: James J. Mancuso

Louisiana State University: Baton Rouge, LA, United States
1994-08-15 to 1998-05-20 | B.S. (Biochemistry)
Source: James J. Mancuso

Employment (3) Sort

University of Texas MD Anderson Cancer Center: Houston, TX, United States
2017-06-04 to present | Program Manager (Immunology)
Source: James J. Mancuso

Houston Methodist Research Institute: Houston, TX, United States
2013-09-15 to 2017-06-04 | Scientific Writer and Project Manager (Systems Medicine and Bioengineering)
Source: James J. Mancuso

Houston Methodist Research Institute: Houston, TX, United States
2011-09-15 to 2013-09-15 | Instructor (Systems Medicine and Bioengineering)
Source: James J. Mancuso

Works (16 of 16) Sort

Deep learning analytics for diagnostic support of breast cancer disease management
2017 IEEE EMBS International Conference on Biomedical and Health Informatics, BHI 2017
2017 | conference-paper
DOI: 10.1109/BHI.2017.7897281

https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships.html

Odyssey Fellowship:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/odyssey-program.html

Mission: The Odyssey Program sponsors outstanding postdoctoral fellows who wish to pursue innovative cancer research at MD Anderson Cancer Center. Its mission:

- To support the training and research efforts of scientists at the beginning of their careers
- To encourage scientists to explore novel areas of clinical, translational, basic or population-based cancer research
- To give participants the opportunity to take advantage of the resources offered by the institution

The Odyssey Program consists of the Odyssey Fellowship Program and the Outstanding Research Publication Award. The Odyssey Fellowship Program supports the training and research efforts of dedicated scientists at the beginning of their career, while the Outstanding Research Publication is an award given yearly to recognize the achievements of postdoctoral fellows for work accomplished at the MD Anderson Cancer Center. The Odyssey Fellowship Program receive a maximum of three years of support for salaries and other expenses. They work at MD Anderson Cancer Center in a stimulating environment that helps them prepare for successful careers in cancer research.

Contact Information

Nancy Strange
Sr. Administrative Assistant, Academic Affairs
Phone: 713-792-2552
Email: ndstrange@mdanderson.org

Marites P. Melancon, PhD
Program Director, Odyssey Program
Phone: 713-794-5387
Email: mmelancon@mdanderson.org

TRIUMPH Postdoctoral Fellowship:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/cprit-triumph-program.html

Translational Research in Multi-Disciplinary Program (TRIUMPH) Postdoctoral Fellowship provides training in clinical and translational research. The immediate goal of this program is to recruit talented and productive PhDs from top graduate programs to provide continued training in clinical and/or translational cancer research through didactic course work, clinical rotations, and unique, interdisciplinary mentorships. A long term goal of this program is to produce translational scientists who can be teamed with suitable physician scientists to PI a translational research laboratory.

This is a three-year training program. First year postdoctoral fellows participate in a series of didactic clinical course work offered at the MD Anderson UT Health Graduate School (GSBS), MD Anderson Cancer Center, or the UT Health McGovern School of Medicine and strategically matched clinical rotations, while pursuing research in a basic or translational research laboratory. Second and third year fellows are co-mentored by a basic science/translational scientist mentor and a physician/clinical scientist mentor on clinical/translational research projects. The TRIUMPH postdoc will earn a certificate upon successful completion of the program.

CPRTP Postdoctoral Fellowship in Cancer Prevention:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/cprtp-postdoctoral-fellowship-in-cancer-prevention.html

The Cancer Prevention Research Training Program (CPRTP) at MD Anderson Cancer Center prepares scientists and clinicians to achieve leadership roles as research investigators in the field of cancer prevention and control. The goals of this postdoctoral program are to expand the existing perspective of the fellow by strengthening their knowledge of cancer prevention research and current disciplines and to provide them with rigorous preparation in novel quantitative methods, appropriate to the proposed cancer prevention research. With a special focus on career development and interdisciplinary collaboration, we seek trainees in basic biomedical sciences, biostatistics and bioinformatics, systems biology, epidemiology, genetics, behavioral and social sciences, economics, and related population and public health disciplines. To help foster research collaborations in cancer prevention and control between MD Anderson Cancer Center and other educational research institutions, fellows may be appointed at MD Anderson Cancer Center or at UT Health Science Center, Rice University, University of Houston, or Texas A&M University, and co-mentored by faculty from both institutions. Fellows may not be appointed at UT School of Public Health nor Baylor College of Medicine.

Centered around mentored research in cancer prevention and control guided by experienced faculty mentors, multidisciplinary training will be accomplished through a robust training plan that is founded on rigorous quantitative methods, a specialized cancer prevention educational curriculum, an individual development plan, and career development activities. Trainees will participate in mentored research; attend cancer prevention science seminars; present their research at scientific meetings; participate in professional development seminars; and publish in peer-reviewed journals. Trainees are immersed in the type of cross-disciplinary research environment characteristic of cancer prevention and control research, with the objective of launching the trainee in the role of principal investigator early in his or her career.

The Halliburton Employees Contribution Fund Postdoctoral Fellowship in Cancer Prevention:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/halliburton-foundation.html

The Cancer Prevention Research Training Program at MD Anderson Cancer Center prepares scientists and clinicians to achieve leadership roles as research investigators in the field of cancer prevention and control. Trainees are immersed in the type of cross-disciplinary research environment typical of cancer prevention and control research, with the objective of launching the trainee in the scientific research role of principal investigator relatively early in his or her career.

The Program is designed to expand the perspective of the trainees by moving them from their base of strength in a particular specialty and to equip them with additional knowledge of the other cancer prevention and control disciplines. This cross-disciplinary training is accomplished by attending seminars and by participating in ongoing peer-reviewed, mentored research. Fellows are expected to present their research at scientific meetings and publish in peer-reviewed journals. Fellows will also participate in professional development seminars, such as time management and grant writing.

Imaging Physics Postdoctoral Fellowships:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/imaging-physics.html

The Department of Imaging Physics offers opportunities for talented physicists, engineers and computational scientists to enhance their research skills by participating in our Postdoctoral Research Fellows program.

Individual faculty mentor fellows working on specific funded research projects for terms of up to five years. Fellows are provided the opportunity to broaden research knowledge by attending research seminars in the Department of Imaging Physics, as well as Division of Diagnostic Imaging, Institutional Grand Rounds and other departmental seminars appropriate for their research projects across the institution.

A mentoring program allows the Fellows and the faculty mentors to track their progress towards becoming independent research investigators.

Opportunities also exist to audit courses in the Medical Physics Program of the Graduate School of Biomedical Sciences (GSBS) to augment their education or in preparation for application to a CAMPEP-accredited residency for those who wish to incorporate clinical medical physics practice into their careers.

Research in our department is primarily translational, including instrumentation development, technique development, dosimetry and modeling of biomedical imaging related topics. The faculty is composed of basic scientists running independent research programs/laboratories and academically oriented clinical medical physicists conducting research projects in their areas of expertise.

The department manages an NCI-funded and state-of-the-art Small Animal Imaging Facility (SAIF) with 3 laboratories. We also have access to dedicated human imaging research equipment through the Center for Advanced Biomedical Imaging (CABI).

The Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/janice-davis-gordon-memorial.html

The Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention is awarded to a cancer prevention research fellow specializing in the prevention of colorectal cancer. As part of the Cancer Prevention Research Training Program, the Gordon fellowship prepares scientists and clinicians to achieve leadership roles as research investigators in colorectal cancer prevention. The program is designed to expand the perspective of the trainees by moving them from their base of strength in a particular specialty and to equip them

with additional knowledge of the other cancer prevention and control disciplines. Trainees are immersed in the cross-disciplinary research environment typical of cancer prevention and control research and benefit from career and professional development activities.

MD Anderson Cancer Center/Rice Cancer Nanotech T32:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/cancer-nanotech-t32.html

This training program is geared toward trainees who aim to pursue integrated, translational research that is focused on advancing promising new nanotechnology-based diagnostics and therapeutics to improve cancer care.

Translational Molecular Pathology Fellowship:
https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/translational-molecular-patholology.html

ITERT is a multidisciplinary translational training program that is offered to outstanding predoctoral, postdoctoral, and M.D. fellows at the department of Translational Molecular Pathology (TMP). The training plan allows qualified candidates an in-depth research experience in translational cancer research.

Contact Information:
Sarah Fayle, MA, MS
Project Director
sfayle@mdanderson.org

MAJOR FINANCIAL SUPPORT SOURCES

National Clearinghouse Searchable Databases:
- Single access point for nearly 1,000 federal grants:
  http://www.grants.gov
- Comprehensive list of federal funding sources for scientific research by Science Magazine:
  http://www.sciencemag.org/careers/where-search-funding
- Community of Science, updated daily:
  http://fundingopps.cos.com/
- Subscription to Private Foundations Online:
  http://fconline.foundationcenter.org/

Funding Opportunities by Organization:
- American Cancer Society Research Funding Opportunities:
  https://www.cancer.org/research/we-fund-cancer-research/apply-research-grant/grant-types.html
- AACR Minority Scholar in Cancer Research Awards Program:
  www.aacr.org/msa
- American Institute for Cancer Research:
  http://www.aicr.org/research/grant/research_funded_grant_programs.html
- Jane Coffin Childs Memorial Fund for Medical Research:
  http://www.jccfund.org/fellowship-information
- Damon Runyan Fellowship Awards:
  http://www.damonrunyon.org/for_scientists/categories/category/awards/
- Helen Hay Whitney Foundation, for early postdoctoral basic biomedical research:
  http://hhwf.org/research-fellowship/
- Irvington Institute Fellowship Program of the Cancer Research Institute funding in immunology:
  https://www.cancerresearch.org/scientists/fellowships-grants/post-doctoral-fellows
- Susan G. Komen Breast Cancer Foundation Postdoctoral Fellowships:
  http://ww5.komen.org/ResearchGrants/FundingOpportunities.html
- Leukemia & Lymphoma Society Career Development Program:
  http://www.lls.org/researchershealthcareprofessionals/academicgrants/careerdevelopment/
- Life Sciences Research Foundation Postdoctoral Fellowship:
  http://www.cancer.gov/researchandfunding/cancertraining/atnci/srk
- Christine Mirzayan Science & Technology Policy Graduate Fellowship Program:

http://sites.nationalacademies.org/PGA/policyfellows/index.htm

- Multiple Myeloma Research Foundation: https://themmrf.org/we-are-curing-multiple-myeloma/research-grants/
- National Institutes of Health (NIH) Extramural Research Funding: http://grants.nih.gov/training/extramural.htm
- National Cancer Institute (NCI) Research Funding: http://www.cancer.gov/researchandfunding/cancertraining/outsidenci/postdoc
- NCI Sallie Rosen Kaplan Fellowship for Women in Basic, Clinical, Epidemiological, or Preventive Science: http://www.cancer.gov/researchandfunding/cancertraining/atnci/srk
- National Science Foundation Funding: https://www.nsf.gov/funding/

At MD Anderson Cancer Center:

- Open Postdoctoral Positions: https://www.postdocjobs.com/job/employer/view?name=The+University+of+Texas+M.+D.+Anderson+Cancer+Center
- Postdoctoral Association: https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-association.html
- Trainee and Alumni Affairs: https://www.mdanderson.org/education-training/education-resources/academic-visa-administration-trainee.html
- Postdoctoral Research Programs: https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships.html
- CPRIT TRIUMPH Postdoctoral Fellowship: https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/cprit-triumph-program.html
- Odyssey Program: https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/odyssey-program.html
- CPRTP Postdoctoral Fellowship in Cancer Prevention https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/cprtp-postdoctoral-fellowship-in-cancer-prevention.html
- The Halliburton Employees Contribution Fund Postdoctoral Fellowship in Cancer Prevention https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/halliburton-foundation.html
- Imaging Physics Postdoctoral Fellowships https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/imaging-physics.html
- Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/janice-davis-gordon-memorial.html
- MD Anderson Cancer Center/Rice Cancer Nanotech T32 https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/cancer-nanotech-t32.html
- Translational Molecular Pathology Fellowship https://www.mdanderson.org/education-training/clinical-research-training/postdoctoral-training/postdoctoral-fellowships/translational-molecular-patholology.html
- Office of Sponsored Programs Funding Opportunities: http://inside.mdanderson.org/departments/office-of-sponsored-programs/funding-opportunities.html

Training in How to Seek and Write Grant Proposals:

- Grantmanship Training Program: https://www.ninr.nih.gov/training/grantsmanship https://grants.nih.gov/grants/grant_tips.htm

PUBMED CENTRAL

PubMed Central is an archive of full-text biomedical journal papers available online without a fee. Papers on PubMed Central contain links to other scientific databases such as GenBank (http://www.ncbi.nlm.nih.gov/Genbank/) and PubChem (http://pubchem.ncbi.nlm.nih.gov/). Papers collected under the Public Access Policy are archived on PubMed Central. More information about PubMed Central is available at http://www.ncbi.nlm.nih.gov/pmc/about/faq.html.

What are the benefits of posting peer-reviewed papers to PubMed Central?
Once posted to PubMed Central, results of NIH-funded research become more prominent, integrated and accessible, making it easier for all scientists to pursue NIH's research priority areas competitively. PubMed Central materials are integrated with large NIH research data bases such as Genbank and PubChem, which helps accelerate scientific discovery. Clinicians, patients, educators, and students can better reap the benefits of papers arising from NIH funding by accessing them on PubMed Central at no charge. Finally, the Policy allows NIH to monitor, mine, and develop its portfolio of taxpayer funded research more effectively, and archive its results in perpetuity.

My NCBI (National Center for Biotechnology Information) is a tool that will help you to manage your professional bibliography online at https://www.ncbi.nlm.nih.gov/. There are several tutorials available at this site to help you navigate the system. Here is a list of things you will be able to do using My NCBI (see PDF below):

- Create a My NCBI account linked to your eRA Commons account
- Verify and maintain compliance of your papers with PMCID numbers
- Associate citations with grant awards
- Manage your citations online for reporting purposes
- Share your bibliography with others

How does My NCBI relate to NIHMS, PubMed, and RPPR? My NCBI is an ***intermediate management tool or link*** between NIHMS and the RPPR reporting tool. See definitions below.

- **NIHMS (NIH Manuscript Submission System)** is where you go to submit a paper to obtain a **PMCID** number, if the journal has not already submitted for you. You should always login with your eRA Commons account. See: https://www.nihms.nih.gov/db/sub.cgi.
- **PubMed** is a free database accessing primarily the **MEDLINE** database of references and abstracts on life sciences and biomedical topics available from the **National Library of Medicine (NLM)**. Once your abstract has been approved in the NIHMS system, it will be listed in **PubMed** and receive an initial abstract or **PMID** number--the first step in getting a **PMCID** number (see PDF below for instructions to obtain a **PMCID number**). You can search by author or by title at: https://www.ncbi.nlm.nih.gov/pubmed.
- PubMedTutorial: https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/030_265.html.
- **My NCBI** is the personal online tool of the National Center for Biotechnology Information (NCBI). See: https://www.ncbi.nlm.nih.gov/account/?back_url=https%3A%2F%2Fwww.ncbi.nlm.nih.gov%2Fsites%2Fmyncbi%2F. Note: Always use your NIH eRA Commons login on this site to avoid problems.
- **My Bibliography** is a reference tool linked to **My NCBI** that allows you to customize your publications and to link them automatically to eRA Commons accounts and reporting tools. See: https://www.ncbi.nlm.nih.gov/myncbi/. Click on My NCBI-Home to get started.
- **RPPR (Research Performance Progress Report)** is the NIH reporting tool used for annual progress reports. **Section C** of the RPPR relates to publications and products. If a publication is not in My NCBI, it cannot be added to the RPPR. Therefore, if a publication is missing from the list, it must be added to My NCBI, after which it will become available to choose in the RPPR. A publication is compliant ONLY if it has received a PMCID number (see above).

Radiation Laboratory Clearances

Authorized Users must notify Radiation Safety well in advance of any anticipated radioactive material laboratory clearance.

- If a radioactive material laboratory is being moved, then the Authorized User shall ensure the radioactive material equipment clearance is completed by laboratory personnel two working days prior to scheduled move date (e.g. if the scheduled moving day is Monday, then the radioactive material equipment must be ready for Radiation Safety's review and safety seal on the previous Thursday).
- The Authorized User shall also ensure that the entire radioactive material laboratory is empty and ready for Radiation Safety to perform the final radioactive material laboratory clearance one week after the scheduled move date.
- If an Authorized User is leaving MD Anderson Cancer Center or his/her Authorized User status has been deactivated, then the Authorized User shall sign the Radioisotope Final Inventory Form and submit it to Radiation Safety.
- Laboratory personnel shall perform a thorough contamination survey (wipe tests) of all radioactive material equipment and entire radioactive material laboratory.
- Laboratory personnel shall request disposal of all radioactive waste.
- When the above steps are completed, contact Radiation Safety for review and safety seal as appropriate.

If a liquid scintillation counter or gamma counter needs to be moved, the owner should contact the manufacturer prior to the move. Many counters have internal, radioactive standards which must be removed prior to movement of the equipment. If the counter is moving to the warehouse, contact the manufacturer and either get a written statement that the counter model does not have an internal, radioactive standard or have a licensed vendor remove and dispose of the source. This expense should be borne by the counter's owner. Copies of the paperwork verifying that an internal standard is not present or detailing the removal and/or disposal of the internal, radioactive standard must be forwarded to Radiation Safety.

Radiation Safety Training

Radiation safety training is required initially for all personnel who will be working with or around radiation in the course of their duties. Initial training for research personnel and most clinical personnel is instructor-led training that can be found in the online Education Center by searching for EHS-Radiation Safety. For training of personnel who work at the Bastrop or Smithville locations of MD Anderson Cancer Center, contact the Radiation Safety Office at 713-794-5655 or the Smithville Environmental Health and Safety Office at 512-237-9522.

Training is required annually for:

- Personnel who care for patients and human or animal research subjects that are being treated with unsealed radioactive material and that do not meet the requirements to be released immediately from radiation safety isolation.
- Individuals who operate a remote afterloader (HDR and PDR), teletherapy unit, gamma knife, or gamma stereotactic unit.*
- Personnel caring for patients who are being treated with a remote afterloader (HDR and PDR), teletherapy unit, gamma knife, or gamma stereotactic unit and who do not meet the requirements to be released immediately from radiation safety isolation.*
- Irradiator operators (this is online training).
- Radiologists, surgeons, and pathology staff who are involved in RSL treatments.

*Training shall include participation in drills of emergency procedures.

Radioactive Material Security

Radioactive materials at MD Anderson Cancer Center shall be secured against unauthorized access or removal at all times in accordance with 25 TAC §289.202(y).

The security of radioactive material can be achieved by several means including:

- Locking the clinical or laboratory door with a key, provided that it is not an open bay area and that the only people who have access to the area are radiation workers. Housekeeping should only be allowed when someone is present.
- Badge access to sensitive areas is restricted to radiation workers.
- For open laboratories or other areas that cannot be locked when they are in use, lock the cabinet, refrigerator or other container in which the material is stored.
- Direct surveillance. Personnel providing this surveillance shall be instructed to question unauthorized and/or unrecognized persons who enter the area.
- Other methods that are approved by the Radiation Safety Officer.

Additional security requirements exist for areas housing irradiators and teletherapy units. Please refer to 12.3 Security for details.

SUBMISSION OF GRANTS

http://inside.mdanderson.org/departments/office-of-sponsored-programs/grant-information.html

On this page ~ information relevant to pre-award grant activity

Click Grants (replaces Coeus)	eSNAP / RPPR	Grants.gov	NSF
CPRIT	Fact Sheet	Multi-projects / ASSIST	Pre-proposals
DOD / CDMRP / eBRAP	Forms	NCI	Progress Reports
eRA Commons	FReD	NIH	Waiver Requests

Click Grants
All grant proposals are now completed through Click Grants. Please see our OSP Home page for links to information regarding access, submission timelines, user guides and request forms.

Cancer Prevention and Research Institute of Texas (CPRIT)
CPRIT Information for internal MD Anderson Cancer Center Applicants
CPRIT. A constitutional amendment in 2007 established the Cancer Prevention and Research Institute of Texas (CPRIT) and authorizing the state to issue $3 billion in bonds to fund groundbreaking cancer research and prevention programs and services in Texas

Department of Defense (DOD) / Congressionally Directed Medical Research Programs (CDRMP) / eBRAP
The Defense Appropriation Act provides research funding for programs managed by the Department of Defense office of Congressionally Directed Medical Research Programs (CDMRP).

CDMRP / DOD Web Site
The CDMRP has replaced its eReceipt System with eBRAP.

Electronic Biomedical Research Application Portal - eBRAP
eBRAP (eBRAP) is designed to **allow Principal Investigators (PIs) to submit their pre-applications electronically over the Internet through a secure connection, and view and edit the contents of their pre-applications and full applications, as submitted through Grants.gov.** PIs can access eBRAP home page at https://eBRAP.org/. A pre-application is required for all applications submitted to CDMRP. **Full applications must be submitted through Grants.gov.** For information about pre-application and full application preparation and forms, please refer to the Program Announcements and Forms section in eBRAP or www.Grants.gov.

- eBRAP User Guide
- eBRAP FAQ's
- eBRAP Common Mistakes

eRA Commons
eRA Commons is a web-based system that grant applicants and institutions use to participate in the electronic grant administration process. The extramural research community uses Commons, throughout the full Grant Lifecycle, as an online interface to manage their institution profiles and grant portfolios with the NIH, manage institution and key person profiles, facilitate peer reviews, and conduct post award updates.

If you are a PI that has transferred to MD Anderson Cancer Center from another institution please be sure to update your institution affiliation as described starting on page 54 of the eRA Commons User Guide (link provided below). **In addition to this, please contact your OSP Grant Administrator at osp@mdanderson.org to finalize your affiliation with MD Anderson Cancer Center.**

- eRA Commons web site
- eRA Commons User Guide October 16, 2015
- Adding Publications to Faculty Profile to NIH Commons (pdf)
  See our eRA Commons Account web page for account set up and password resets.

Electronic Streamlined Non-competing Award Process (eSNAP) / Research Performance Progress Report (RPPR)
The Electronic Streamlined Non-Competing Award Process (eSNAP) is a streamlined process for the submission of information necessary to receive a non-competing award under the SNAP authorities. It is the electronic submission of a SNAP progress report.

The eSNAP module is accessed through the eRA Commons. NOTE: At this time, eSNAP is an NIH-only business process.

eSNAP Purpose - Features - Benefits - Who Can Use
eSNAP Users Guide March 22, 2012

UPDATE: The Research Performance Progress Report (RPPR) is now required for progress reports on applications subject to SNAP and for electronically submitted Fellowships.

RPPR replaced the eSNAP progress reports for SNAP awards and PHS 416-6 for Fellowship progress reports in May, and will eventually replace the use of the PHS 2590 for non-SNAP awards.

For more information, please see:

- NOT-OD-13-061
- How does the RPPR differ from eSNAP progress reports?
- Research Performance Progress Report (RPPR)
- RPPR FAQs
- OSP RPPR slides (pdf)

Fact Sheet / MD Anderson Cancer Center Institutional Information
See our Fact Sheet web page for information needed to complete sponsor forms including Grants.gov Adobe forms (non-Coeus) and/or Research Agreements.

Forms
See our Forms web page for various forms (non-Coeus) applicable to the pre-award grant submission process.

Grants.gov
Grants.gov was established as a governmental resource named the E-Grants Initiative, part of the President's 2002 Fiscal Year Management Agenda to improve government services to the public. Today, Grants.gov is a central storehouse for information on over 1,000 grant programs and provides access to approximately $500 billion in annual awards.

- Grants.gov web site
- Grants.gov Grant Application Process
- Grants.gov Grant Application FAQs

Multi-Project Applications / ASSIST
Per NIH notices NOT-OD-13-074 and NOT-OD-13-075 the NIH requires the use of electronic application forms for due dates on or after September 25, 2013.

Multi-Project grants require a Coeus proposal (treat the Coeus record as a non-grants.gov submission as Coeus will not be connecting to Grants.gov) **as well as the use of NIH ASSIST (Application Submission System & Interface for Submission Tracking).**

See also eRA Training - Application Submission System & Interface for Submission Tracking (ASSIST) for the following additional resources:

- **ASSIST User Guide** (pdf).
- **Video Webinar** - designed for investigators and administrators who are considering submitting grant applications in response to funding opportunity announcements (FOAs) for multi-project applications that require electronic submissions. The webinar will instruct applicants how to develop, submit, and track a multi-project application on-line using the new ASSIST (Application Submission System & Interface for Submission Tracking) tool. NIH experts will show applicants how to set up their application; navigate the system; set access controls to allow people to work concurrently on the application; run a check against NIH and Grants.gov business rules to find errors; and view an application image before submitting.
- **Presentation for Building a Multi-project Application** (ppt).
- **FAQ's** - include a new set of multi-project budget questions.
- **Annotated sample of Electronic Multi-project Application Images** (annotated sample) (pdf).
- **Transition of Multi-project Activity Codes to ASSIST** (pdf).

Applicants interested in submitting multi-project grant applications should be aware of the following…

- **SPORE grants** PAR-14-353
- **P01 grants** PAR-15-023
- **NIH eRA Commons** - please have on hand the User ID for ALL departmental personnel

- eRA Commons ID will allow ASSIST users to provide appropriate personnel to access ASSIST. This includes, but is not limited to: Key Persons in all projects and cores; Subcontract personnel; Administrative personnel involved in the application submission process.
  All SOs at the lead institution have access once DUNS is provided on the cover form
- **Develop the structure of the proposal**
  Overall/ Program Integration and Management - see FOA for which of the above (if any) are required
  The number AND order of the projects, cores and subcontracts - please note you should enter the Projects and Cores in the order in which you want them to appear
- **Targeted budget**
- **Proposal greater than $500K** need NIH approval to submit
- **Do not use** spaces or special characters when creating filenames for uploads into ASSIST
- **With the transition to ASSIST staff assembling the proposal will not need to**:
  Create a table of contents
  Paginate the grant
  Provide separate documents for biosketches

National Cancer Institute (NCI)
The National Cancer Institute (NCI) is part of the National Institutes of Health (NIH), which is one of 11 agencies that compose the Department of Health and Human Services (HHS). It is the Federal Government's principal agency for cancer research and training. NCI coordinates the National Cancer Program, which conducts and supports research, training, health information dissemination, and other programs with respect to the cause, diagnosis, prevention, and treatment of cancer, rehabilitation from cancer, and the continuing care of cancer patients and the families of cancer patients.

- NCI web site
- NCI Org Chart
- Everything You Need to Know About NCI Grant Process But Were Afraid to Ask (pdf)

National Institutes of Health (NIH)
The National Institutes of Health (NIH), a part of the U.S. Department of Health and Human Services, is the nation's medical research agency—making important medical discoveries that improve health and save lives.

NIH Organization: The National Institutes of Health is made up of 27 different components called Institutes and Centers. Each has its own specific research agenda, often focusing on particular diseases or body systems. All but three of these components receive their funding directly from Congress, and administrate their own budgets. NIH leadership plays an active role in shaping the agency's research planning, activities, and outlook. The Office of the Director is the central office, responsible for setting policy for NIH and for planning, managing, and coordinating the programs and activities of all the NIH components.

NIH Grants Policy and Guidance
NIH Revised Grants Policy Statement (Rev. November 2017) for FY 2018 Applies to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2017

Related NIH Guide Notices
Notices of NIH Policy Changes
NIH Grants and Funding

- About Grants
- Grants Process Overview
- Grant Writing Tips Sheet - NIH
- What Does NIH Look For
- Understanding Funding Opportunities
- Main Types of NIH Grant Programs (R, K, P, etc.)
- NIH Receipt Dates / Deadlines
- Applying Electronically - Avoiding Common Errors
- Clinical Trial Requirements for Grants and Contracts ****** NEW *** 081417***
- Continuous Submissions
- Transferring an NIH Grant (pdf)

NIH Revision: Guidance on Salary Limitation for Grants and Cooperative Agreements: NOT-OD-17-087: The Consolidated Appropriations Act, 2016, restricts the amount of direct salary to Executive Level II of the Federal Executive pay scale. The Executive Level II salary was previously set at $187,000, and increased to $189,600 effective January 7, 2018.

FORM-E: Grant Application Forms and Instructions Coming for Due Dates On or After January 25, 2018 – see NOT-OD-17-062

NIH Announces an Adjustment to Transition Timeline for Electronic Submission of Multi-Project Applications – see NOT-OD-13-075

Elimination of Error Correction Window for Due Dates On or After January 25, 2011 by NIH, AHRQ, and NIOSH – see NOT-OD-10-123

Changes to the NIH/AHRQ/NIOSH Policy on Post-Submission Materials for Applications Submitted for Due Dates On or After January 25, 2017 – see NOT-OD-16-130

National Science Foundation (NSF)

NSF web site

See our NSF FastLane Account web page for account set up and password resets.

Pre-Proposals

Pre-Proposals - Guidelines for Obtaining Institutional Signature

Progress Reports

Sponsors (federal and non-federal) typically have Terms & Conditions for accepting an award which include the expectation for reporting. In addition to financial reports, the sponsor expects to receive "progress" or "technical" reports from the investigator at specific times during the work. Different agencies have different reporting requirements. It is ultimately the Principal Investigator's responsibility to know the reporting deadlines tied to their award(s). All progress reports should be reviewed/approved by OSP before submission to sponsor.

REMINDER: Revised Policy: Notice Number: NOT-OD-14-113: Descriptions on the Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers Required in Annual Progress Reports beginning October 1, 2014

NIH progress reports using the Research Performance Progress Report (RPPR) must include a report on the use of IDPs in Section B. Accomplishments, Question B.4. Actual IDPs should not be included. Instead, grantees will report on whether they use IDPs for all the graduate students and postdoctoral researchers included in Section D. list of Participants. The use of IDPs as well as the manner in which IDPs are used is expected to be determined by the awardee institution, but the RPPR will include a brief description of how and whether IDPs are used to help manage the career development of students and postdocs associated with that award. A similar response is required for all T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities for graduate students and postdoctoral researchers.

Reminder, the RPPR is currently required for all type 5 progress reports submitted using a Streamlined Non-Competing Award Process (SNAP), and will be required for all non-SNAP progress reports submitted on/after October 17, 2014 (see NOT-OD-13-035 and NOT-OD-14-092).

Waiver Requests

See our Waiver Requests - Salary and Indirect Cost web page for guidance on requesting waivers.

OSP Concierge Service

The OSP Concierge Service has been established to assist in the training and mentoring of departmental representatives in pre-award activities. You may schedule up to a 1-hour meeting on the Request for Concierge SharePoint site.

- Assistance navigating Click Grants
- Reviewing general guidelines
- Building grant applications
- Assistance with understanding administrative, budgetary and compliance requirements

EXAMPLE OF K99 CHECKLIST

Department Due Date @ 5 pm (CST)	OSP Review Due Date @ 5 pm (CST)	OSP Final Science Due Date @ 5 pm (CST)	Agency Due Date @ 5 pm (CST)
02/26/2018	03/01/2018	03/07/2018	03/12/2018

- ☐ Title of Project (limited to 200 characters)
- ☐ Compliance Review Questions
- ☐ Cover Letter (Required for Changed/Corrected Application submitted after the deadline and/or if video to be sent and/or large-scale genomic data to be collected. Otherwise not required, but strongly encouraged; Include application title, funding opportunity title, disciplines if multidisciplinary, explanation of subaward budget components not active for all periods.)**
  - ☐ Application Title
  - ☐ Title of FOA (PA or RFA)
- ☐ Project Summary/Abstract (30 lines maximum)
- ☐ Project Narrative (3 sentence maximum)
- ☐ Bibliography & References Cited (no page restriction; list all authors; using et. al. is not allowed)
- ☐ Facilities & Other Resources (no page restriction)
- ☐ Equipment (no page restriction)
- ☐ Biographical Sketches (Mentors and Collaborators)
- ☐ Other Support (Mentors)
- ☐ Budget (candidate must commit at least 75% (9 person months) effort; 8% maximum indirects)
- ☐ Budget Justification
- ☐ Introduction to Application (for resubmission or revision only; 1 page maximum)**
- ☐ Candidate Information and Goals for Career Development (this now combines the candidate background, career goals, and career development training; this attachment + research strategy cannot exceed a combined 12 pages)
- ☐ Specific Aims (1 page maximum)
- ☐ Research Strategy
- ☐ Training in Responsible Conduct of Research (1 page maximum; plan should incorporate the five instructional components outlined in the NIH Policy on Instruction in the Responsible Conduct of Research: format, subject matter, faculty participation, duration, and frequency.)
- ☐ Plans and Statements of Mentors and Co-Mentor(s)/Letters
- ☐ Letters of Support from Collaborators, Contributors, and Consultants (combined into one PDF attachment of 6 pages or less)
- ☐ Description of Institutional Environment (1 page maximum)
- ☐ Institutional Commitment to Candidate's Research Career Plan (1 page maximum; on Institutional letterhead, dated and signed by person who can commit the Institute to the plan described. Letter should agree to allow candidate to devote the required time to research.)
- ☐ Human Specimens**
- ☐ Vertebrate Animals**
- ☐ Resource Sharing Plan (strongly encouraged, required if $500,000 or more in direct costs in any one year, model organisms to be developed, or large-scale genome data to be generated; no page restriction)**
- ☐ Authentication of Key Biological and/or Chemical Resources (Required only for established key biological and/or chemical resources. If not applicable, include a brief statement indicating that none will be used.)
- ☐ Assignment Request Form (used to communicate specific application assignment and review requests; do NOT include this information in Cover Letter)**

****As Needed**