Frequently Asked Questions (FAQ) of CPRTP Summer Research Experience Applicants

To access a topic, press Ctrl-Enter on any link below.

Eligibility Requirements
Citizenship Requirements
Academic Designation & Degree Requirements
Proof of Enrollment, Proof of Acceptance & Letter of Participation
Test Scores
Immunizations
Program Duration
Other MD Anderson Summer Experience Programs
Salary, Work Schedule, Research Support & Other Benefits
Housing
Program Mentors
Application Phases
Application Submission Questions
Summer Application Documents & Required Forms
How to Submit the Application
Transcripts
Letters of Recommendation
Application Status

Eligibility Requirements

How do I apply for the CPRTP summer program?

To apply for the Cancer Prevention Research Training Program’s (CPRTP) Summer Research Experience as part of the MD Anderson Summer Experience, visit www.CancerPreventionTraining.org/Summer select Apply Here in the orange/red box.

Who is eligible to apply for the summer program?

Applicants of the CPRTP Summer Research Experience must be/have:

1. A U.S. Citizen or Permanent Resident
2. An interest in cancer prevention (and this must be reflected in the personal statement)
3. Enrolled in a degree granting program during both the spring and fall semesters of the application year.
4. One (1) of the following academic designations by the fall semester of the application year:
   - Undergraduate junior
   - Undergraduate senior
   - 1st year Medical student
   - 1st year Pharmacy student
   - Masters student (graduate)
   - Doctoral student
   - Other health profession student (e.g. dental, nursing, etc.)
What is the “application year”? 

The **application year** is defined as the year an applicant applies to the MD Anderson Summer Experience. For example, applicants of the 2018 MD Anderson Summer Experience (which begins accepting applications December 1, 2017) must be enrolled in a degree granting program during both the spring and fall semesters of 2018.

Back to top

**Citizenship Requirements**

**Why can’t Visa holders apply?**

This fellowship program is supported by a National Cancer Institute R25E grant (R25-CA056452) that requires trainees to have U.S. citizenship or permanent resident status. Applicants with visas are not eligible for this NCI-funded fellowship.

**I am a U.S. citizen, but I am attending a university in Japan, working on an undergraduate degree---am I eligible to apply?**

Yes, all U.S. citizens and permanent residents can apply, as long as they are enrolled in a degree granting institution during both the spring and fall semester of the application year. Be sure to submit a credential evaluation or an authorized English translation of the unofficial transcript. An untranslated transcript will not be accepted if it cannot be read, the authenticity cannot be verified, or if the applicant does not meet the minimum requirements.

Back to top

**Academic Designation and Degree Requirements**

**I just graduated with a Bachelor’s degree in May of the application year, and I am in the process of applying to graduate school, am I eligible?**

Undergraduates transitioning to graduate or medical school in fall semester of the application year, upload a *Proof of Application or Proof of Acceptance Letter* into their Discover account, by the application deadline. Follow these instructions to upload the letter into Discover.

**What if I am beyond my first-year of medical school or first-year of pharmacy school by the fall semester of the application year, can I apply?**

Applicants beyond their first-year of medical or pharmacy school, must receive upload a *Letter of Participation* into their Discover account, provided by their program. See the next question for instructions.
What information must be included in the *Letter of Participation* from my medical or pharmacy school?

The *Letter of Participation* must include **all** the following:

1. Must be from the medical or pharmacy program, and on institutional letterhead,
2. Must be signed and dated within 60 days of the application deadline,
3. Must state that the applicant will **not** be enrolled in the medical or pharmacy program during the MD Anderson Summer Experience dates (include the MD Anderson Summer Experience start and end dates per [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer)),
4. Must state that the applicant is **not** earning credit for the MD Anderson Summer Experience, and
5. Must state that the applicant is **not** fulfilling an academic requirement for completing the MD Anderson Summer Experience.

**I will receive a Bachelor's degree in May of the application year, do I need to apply to graduate school to participate in this program?**

Yes and if acceptance is pending, the graduate school application must be uploaded into the Discover account [per these instructions](#).

**What if I have applied to several graduate schools or medical schools, do I need to upload all of my applications?**

No. One application will suffice, however, be sure to list all schools and programs applied on the [Additional Demographics and Future Plans](#) form.

**Are high school students eligible for the CPRTP Summer Research Experience in Cancer Prevention?**

No. Visit [www.MDAnderson.org/Summer](http://www.MDAnderson.org/Summer) and apply to the high school summer program (for graduating seniors).

**I am graduating from college in May of the application year with a Bachelor's degree, but plan to take some classes in the fall of the application year, can I still apply to the summer program?**

No. Students must be enrolled in a degree-granting program for both the spring and fall semester of the application year. Just taking additional classes does not qualify.

**I've applied to graduate school for fall of the application year, but won’t find out if I'm accepted until April of the application year, can I still apply to the summer program?**

Yes. Graduate school applicants must provide a copy of their application with the Phase 1 application documents. A copy of the application must be uploaded into the Discover account as a separate document and labeled as a graduate or medical school application. [Follow these instructions](#) to upload the letter into Discover.
Once I am accepted into Medical or Pharmacy school, how should I submit the letter?

If you are accepted into the program, upload the letter into your Discover account by following these instructions and notify the CPRTP Education Coordinator via email.

I am an undergraduate senior who will be graduating in May of the application year. I am hoping to pursue medical school. The only thing is I have yet to take my MCAT, so how would I provide proof of enrollment in a graduate program or medical school?

Applicants who will receive a Bachelor’s degree in the spring semester of the application year are considered transitioning applicants and must either: 1) be accepted or enrolled into a graduate or medical school program, OR 2) intend to apply to a graduate or medical school program in the fall semester of the application year. Follow these instructions, to upload a copy of the application or acceptance letter must be uploaded into Discover.

There is no option for uploading a proof of acceptance letter or application letter in the Discover system. How do I add this letter to my Discover account?

1. Logon to the Discover account,
2. Select Add Document,
3. Under Document Type select Letter from Home Institution (from drop down menu),
4. In the box next to Document Name, type either Proof of Application, Proof of Acceptance or Letter of Participation,
5. Leave the box unchecked next to Require Original, and
6. Upload the document,

What documents are accepted as Proof of Application or Proof of Enrollment?

**Proof of Application:**
- Proof of application is a copy of the application to medical or graduate school.

**Proof of Enrollment:**
- A signed acceptance letter on institution letterhead from the Registrar, Student Affairs Office, or the Dean’s Office.
- Transcripts that confirm enrollment during the trainee’s fellowship period. If the transcript is from a non-US institution, it must be accompanied by a certified translation if in a language other than English.
- Verification of Enrollment Form (VOE).
- National Student Clearinghouse Verification Certificate.

Would it be okay if I submitted the proof of application later? I have not applied to a graduate school yet.

No. Proof of application must be provided during Phase 1 of the application process. Failure to provide proof will result in an application rejection.
Test Scores

I’m taking the MCAT/GRE this summer; can I take off a week to prepare?

No. Students are not eligible for any time off during the 10 week summer program. All extracurricular activities must be scheduled outside of the summer program. If students cannot commit to the full-time, 10 week program, they should not apply.

Are SAT/GRE/MCAT/ACT scores required for the Summer Program?

No tests are required for this summer program, but we do request that test scores be listed on the appropriate places in the application documents.

I am an international dentist and I do not have SAT, GRE, MCAT, nor ACT scores, however, I have a TOEFL (The Test of English as a Foreign Language) score. I don’t see a space to enter the TOEFL score on the application. Is this score accepted? Where do I put it?

There is a space on the application form for "additional information", provide this TOEFL score or any other test scores in this space.

Immunizations

When do I need to obtain immunizations and get a TB test?

Students who are awarded a summer fellowship, as part of the MD Anderson Summer Experience are required to obtain immunizations, as part of Phase 2 of the application process. A list of required health documents must be completed and uploaded into the awardees account with Certified Background. It is an institutional requirement for all MD Anderson employees (this includes students) to have a TB test performed before starting work.

NOTE: It is highly recommended that all applicants ensure their immunizations are current at the time of application to the MD Anderson Summer Experience. Awardees must have had a TB test within 1 year of the appointment start date. Any delay in obtaining your health or immunization records could forfeit your fellowship award. Please do not procrastinate.
Program Duration

Do you offer short term fellowships all year round?

No. The CPRTP Summer Research Experience is the only short-term fellowship (10 weeks) offered at this time.

How long does the summer program last?

The program is a total of 10 weeks, from the dates indicated on the CPRTP Summer Research Experience program page. Students must arrive on the date, time and location provided on the appointment letter to check-in and will receive instructions from CPRTP about orientation.

How many hours per week are students expected to work during the summer program?

All students will work full-time, or 40 hours per week. This is based on a Monday-Friday, 8:00am – 5:00pm schedule.

Is my schedule flexible?

Please consult the primary mentor during the first meeting, to determine the work schedule.

I am unable to start work until mid-June, can I still participate in the summer program?

No. The dates of the program are set and all applicants must be available for the entire length of the program which is 10-weeks.

The summer research experience is 10 weeks, but my family has planned a vacation during the entire month of August, can I still participate?

No. The dates of the program are set and all applicants must be available for the entire length of the program which is 10-weeks.

Our school year ends after the appointment start date for the summer program, would I still be eligible to apply even if the earliest I could join the program is June 15th?

No. The dates of the program are set and all applicants must be available for the entire length of the program which is 10-weeks.

I need to end a week earlier than the August appointment end date, can I still participate in the summer program?

No. The dates of the program are set and all applicants must be available for the entire length of the program which is 10-weeks.
Other MD Anderson Summer Programs

How many MD Anderson Summer Programs are available?

As of 2017, there are none (9) summer programs participating in the MD Anderson Summer Experience (this information is subject to change):

1. High School Summer Program
2. CPRIT-CURE Summer Undergraduate Program (Cancer Prevention and Research Institute of Texas)
3. CPRTP Summer Research Experience (Cancer Prevention Research Training Program) **this program**
4. ITERT Undergraduate Summer Research Training Program
5. Summer Imaging Research Program
6. Summer Undergraduate Research Program (SURP)
7. University Outreach Summer Program
8. U54 Partnership for Excellence in Cancer Research Summer Training Program
9. First-Year Medical Student Program

Can I apply to more than one MD Anderson Summer Program?

Yes, as long as eligibility requirements are met. **NOTE:** A new Discover account must be created for each application with a unique email address. All applicants must keep a list of email addresses, usernames, passwords and respective applied programs to eliminate confusion. Program managers do not have access to applicant passwords.

If I apply multiple times to the same program, will this increase my chances of acceptance?

No. **Applicants should submit one (1) application per program.** All programs will accept one application per student. Any duplicates or incomplete applications will be purged from the Discover system after the application deadline.

What is the difference between the CPRTP program and the other MD Anderson summer programs?

Visit each program’s web page to read the program details of each summer fellowship. One of the biggest differences to note are the eligibility requirements: **The CPRTP is only open to US Citizens and Permanent Residents. We also accept undergraduate (rising juniors and rising seniors—preferably), graduate, and health profession students including 1st year medical, 1st year pharmacy, nursing and dental students. We do not accept high school students.**

What if I have questions about another summer program?

Each MD Anderson summer program has their own program coordinator. From the **MD Anderson Summer Experience page**, select from the program listed.
Is the CPRTP the same as the CPRIT-CURE Summer Undergraduate Program?

No. While our acronyms are similar and we are both a part of the MD Anderson Summer Experience, our programs are not affiliated. Our program name is the Cancer Prevention Research Training Program (CPRTP) and is housed under the Division of Cancer Prevention and Population Sciences (DCPPS). Visit the CPRIT-CURE funded Summer Undergraduate Program, for fellowship details or to apply.

Salary, Work Schedule, Research Support & Other Benefits

What is a stipend?

The word "Stipend" is the same as "Salary" or "Pay", within MD Anderson. These terms are synonymous and are interchangeable. Per MD Anderson's Payroll Dept., taxes will be withheld from the pay checks of all employees and students who receive a salary or stipend.

How much is the stipend?

Visit www.CancerPreventionTraining.org/Summer for the current stipend amount. The listed rate is non-negotiable and determined by the National Cancer Institute R25E grant (R25-CA056452). The stipend is subject to change.

Are taxes withheld from my paycheck?

Yes, however, the amount taxed depends on the designated allowances on the W-4 form completed by the employee. Students will complete a W-4 at the Academic and Visa Administration (AVA) check-in.

When are paychecks distributed?

Summer students will receive paychecks the 5th and 20th of each month. Direct deposit is mandatory. Paper checks are not distributed at MD Anderson.

If I have already accepted another federally funded fellowship at my university, can I also receive funding from the CPRTP Summer Research Experience?

No. Trainees are not allowed to receive additional federal funding from any other institution, program or mechanism during the MD Anderson Summer Experience. Direct all questions regarding concurrent funding to the CPRTP education coordinator and program directors.

Will I need to clock in and clock out?

No. The department timekeeper will keep record of all department employee’s time via a computer based system.
How many positions are available for the CPRTP summer program?

The CPRTP Summer Research Experience awards 25 summer fellowships each year.

Can I work part-time?

No, the summer program is a full-time, 10 week experience.

Are sick benefits included?

No. Trainees who miss days due to illnesses or emergencies may be docked for missed days (meaning the student will not be paid). Each department has a designated timekeeper and students must contact them directly for sick leave procedures, as they vary by department.

Will the CPRTP cover any lab supplies, conference registration or travel related to my summer project?

Yes, there may be funds (up to $1,000) in research support available. Please consult the CPRTP Education Coordinator for details.

Housing

Is housing available?

No. Funds for housing is included within the stipend and students are encouraged to utilize the resources listed at www.CancerPreventionTraining.org/Summer.

Program Mentors

Do I need to have a mentor before I apply?

No.

Do I need to contact a potential mentor?

Applicants will not need to contact a potential mentor. Students will be matched with a mentor after they are accepted into the program. Mentor matching instructions and contact information will be provided by the CPRTP Education Coordinator.
How do I find a mentor?

Visit www.CancerPreventionTraining.org/Summer and select Find a Summer Mentor from the left menu. This menu will include participating mentors. Follow the instructions to add the names of potential mentors to the last page of the Personal Statement of the application.

What is the process of matching summer students with mentors?

- After the students are notified of acceptance into the program, CPRTP will review the mentor selections included in the Personal Statement and send your applications to the faculty listed.
- The faculty will indicate whether they can be contacted by the student to schedule a phone interview.
- Interview instructions will be provided via e-mail from the CPRTP Education Coordinator (usually late February).
- A successful match is determined by the results of the phone interview and how many students a faculty can accommodate, as they will be interviewing students from other MD Anderson Summer Experience programs as well.

Why would a faculty be listed on the Find a Summer Mentor page, but not be interested in a telephone interview with me?

All faculty listed on the Find a Summer Mentor page at www.CancerPreventionTraining.org/Summer have been pre-screened by CPRTP; agreed to mentor a summer student; have projects and research related to cancer prevention; and are aware of the mentor requirements and expectations set by the CPRTP. This eliminates the guess work of the summer student randomly contacting an MD Anderson faculty and wondering if they have time to mentor a student. At times, summer faculty may realize they have other commitments at the last minute (grant applications, travel, conferences, etc.) and realize they are unable to mentor a summer student, although they agreed to mentor a student. Please do not be discouraged, as these unforeseen events occur from time to time. The CPRTP is committed to matching our students with the most suitable faculty.

What if I am not interested in being mentored by the faculty listed on the Find a Summer Mentor page?

Applicants may conduct a search by name, division or department at https://faculty.mdanderson.org/.

Do my mentor choices need to be from the Division of Cancer Prevention and Population Sciences?

No, but any proposed mentor must understand that the summer project must be related to cancer prevention.
How do I indicate that a mentor choice listed in my personal statement is not included on the CPRTP Summer Program Mentors page.

Denote or indicate "EXTERNAL MENTOR CHOICE" next to the faculty name on the Personal Statement.

Where do I include my mentor choices within the Personal Statement?

1. Select at minimum of 4 and maximum of 6 potential mentor choices (in order of preference) from the Find a Summer Mentor page at www.CancerPreventionTraining.org/Summer or other faculty pages.

2. List mentor choices on a separate page, in order of preference, including their name, department, and the reasons why the faculty was selected using the format below.

   Mentor Choice #1: Dr. Sandy Jones
   Department: Clinical Cancer Prevention
   Reason(s): I have always been intrigued by neurology and intend to pursue a career in oncology neurology and believe Dr. Jones would provide the appropriate guidance.

   Mentor Choice #2: Dr. Jon Garcia
   Department: Gastroenterology Research
   Reasons: Genetics was also one of my favorite classes, which is one of the reasons I would enjoy working with Dr. Garcia.

Application Phases

How do I access the application?

Once the summer applications opens (December 1st of each year), the link to the Discover system will be available at www.CancerPreventionTraining.org/Summer.

How many phases make up the summer application?

There are three (3) phases of the application process. Phase 1 (Pre-Application), Phase 2 (Recommendation), and Phase 3 (Pre-Appointment). These phases take place primarily through the Discover system, with a few items requiring electronic submission via email.
What documents are required in Phase 1 of the application process?

1. Discover Application
2. Additional Demographics and Future Plans Form
3. Curriculum Vitae (CV or Resume)
4. Personal Statement
5. Letters of Recommendation (Quantity: 2)
6. Tobacco Policy Acknowledgement
7. Unofficial Transcript of Highest Degree (this can be requested and received by the applicant and uploaded into the Discover account)
8. Optional Letters (applicant must add a document within their Discover account):
   o Proof of application to graduate, medical or other health profession program
   o Proof of acceptance into graduate, medical or other health profession program
   o Letter of Participation from the medical or pharmacy program of the institution, stating that the applicant: 1) will not be enrolled in their program during the MD Anderson Summer Experience dates (dates must be included), 2) the applicant is not earning credit, and 3) the applicant is not fulfilling an academic requirement by participating in the MD Anderson Summer Experience.

What happens after I complete my initial application (Phase 1)?

Phase 1 applications will be pre-reviewed by the individual summer program. The program will notify the applicants of their application status.

When will I be notified of acceptance?

Applications are subject to three (3) reviews: 1) Pre-Review, 2) Full Review, and 3) Final Review (which includes a phone interview). Applicants will be notified via email of the stage of their Phase 1 application. Applicants will be selected based on the results of the final review.

What documents are required in Phases 2 and 3 of the post-application process?

Phase 2: (Recommendation) for awardees only:
1. Notification of Personal and Criminal History Background Check Form (This is an electronic form. Awardees will receive a link and instructions to complete & submit this form electronically).
2. Proof of Selective Service
3. Release of Liability
4. Immunization Compliance Form (this must be uploaded after all health documents are uploaded and approved in the Certified Profile system)

Phase 3: (Pre-Appointment) for awardees only:
1. Signed Appointment Letter (upload all pages including signed page)
2. Photo
3. Electronic I-9 Form: All compensated trainees will receive an email sometime in May with instructions to complete Section 1 of the electronic I-9. This is mandatory and failure to comply will cause delays in onboarding. Students must present original copies of the
acceptable documents from columns A OR columns B & C, in order for the Academic and Visa Administration (AVA) to complete Section 2 and complete the E-verify process.

4. Any other pre-appointment documents.

Application Submission Questions

How do I submit my application in Phase 1?

After completing Step 1, click the gray Submit Completed Application button to transmit the application to the program. After completing Step 1, you will need to advance to Step 2. To upload your documents. PLEASE DO NOT UPLOAD MORE THAN WHAT IS REQUIRED.

What happens after I press the SUBMIT button?

"Application Submitted Successfully" will appear on the screen.
Will I receive a confirmation e-mail, once I submit my application?

Yes. See below for a sample e-mail (Be sure to check the BULK or SPAM folder):

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*****SAMPLE EMAIL*****
THIS IS AN AUTO-RESPONSE EMAIL. PLEASE DO NOT REPLY TO SENDER.
You have successfully submitted your pre-application form to the DISCOVER System™, the online application system for educational opportunities at The University of Texas MD Anderson Cancer Center.
DISCOVER ID: T0001246W0
First Name: Jane
Middle Name: Sally
Last Name: Doe
E-mail Address: janedoe@yahoo.com
Department Name: Cancer Prevention Research Training Program
Application URL: https://www2.mdanderson.org/sapp/Discover/default.aspx
The next step is to log into the DISCOVER System and start uploading or faxing the required documents to complete your pre-application. Instructions on how to upload or fax in documents are found within the Documents section in your account. Please keep your account information updated on a regular basis to ensure you receive important messages from our staff.
If you experience any technical difficulty signing in or using the DISCOVER System™ send an e-mail to DISCOVER_support@mdanderson.org or contact our phone support at 713-794-4636.
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I did not receive my email, how else can I check the status of my application?

Log on to the Discover account, select Summary from the left menu, and under the Pre-Application Form Status, Application Form Section check Overall Status: Submitted. If this message is not visible AND all fields of the application form do NOT have green checks, the application is INcomplete and has NOT been submitted.

What does it mean if the SUBMIT COMPLETED APPLICATION button is grayed out?

It means the application is incomplete. Log on to the Discover account and complete your Discover application and press the Submit Completed Application button.

Can I make changes to my Discover application after I press "Submit"?

No. After the “Submit" button is pressed, changes cannot be made. It is imperative that applicants double check all data entered prior to pressing the submit button.

What happens if I make a mistake on the discover application or the uploaded documents.

Select “Edit My Information” from the left menu after logging on to your Discover account to change information within your Discover application. You may also upload another version of a required document if you notice a mistake. Our office will receive the newer form, but we actually have access to all versions of your submitted forms.

When will I be notified of acceptance or denial?

After the application deadline, CPRTP will notify all applicants (whether their application is complete or INcomplete) within 2 business days of the application deadline. During that time, please do not contact our office as we receive a large volume of applications and need time to review. The e-mail confirmation will state whether the application is "Under Review” or "Denied". If the application is under review, applicants will be notified of the decision via email. In the meantime, please see the Deadlines & Important Dates at www.CancerPreventionTraining.org/Summer.
Summer Application Documents & Required Forms

What are the steps in Phase 1 of the MD Anderson Summer Experience application process within Discover?

- Step 1: Application Form
- Step 2: Upload Documents
- Request Letters of Recommendation

Can I submit my supporting documents if I have not completed my application?

No. In the Discover system, Step 1: Application Form must be completed before advancing to Step 2: Upload Documents.

How can I tell if all of my documents have been submitted?

Log on to the Discover account, select Summary from the left menu, under the Document Status section to view the list of documents and the document status. "Submitted" means the form has been submitted and received.
How do I complete the forms in Discover?

The documents are included within Step 2. Next to each document, you may see Get form → Instructions → Upload → Fax or View. Select "Get Form" to download the form, print, complete, sign, scan, save to your PC and upload it using the hyperlink next to the appropriate document. Make sure you upload documents to the correct location. Double check that you have submitted the correct document by clicking on “View”. If you notice you have uploaded the wrong document, simply select “Upload” and upload a newer or corrected version of your document.

Why was a document returned to me in Discover?

A document can be returned in Discover for several reasons:

- Only the 2nd page of a required document was signed and uploaded in the Discover account. All pages of a required document must be uploaded including the signature page.
- The signature was typed instead of written by hand.
- An electronic signature was used, all documents must be signed by hand.
- The document was blank.
- The wrong document was uploaded.

What if I accidentally upload the wrong document or need to make changes to a document?

Upload the revised document to the same area. Once it is uploaded, the program will automatically be able to see the document. The program will not begin reviewing applications and supporting documentation until the next few business days following the application deadline. Applicants will be contacted directly by the program manager.
Why do I need to submit the ADDITIONAL DEMOGRAPHICS AND OTHER INFORMATION form?

This form is a supplement to the Discover application and the data is reported to the funding agency to show diversity among applicants. The information is voluntary and is not used in a discriminatory manner.

Why are you asking for my personal email address on the ADDITIONAL DEMOGRAPHICS AND OTHER INFORMATION form?

The program may contact alumni annually to track accomplishments, grant funding, and careers in cancer prevention research. This data is reported to MD Anderson and the funding agency. Once a student becomes a MD Anderson Summer Experience fellow, they will always be a fellow. The program needs a personal email, not an institutional email, because many students do not check their institutional email daily or will not have access to the institutional email following graduation. The personal email address will be kept confidential & all emailed correspondence will be bcc (blind carbon copied).

These forms are not fillable, how am I supposed to complete them?

Option 1: Download, print, write in the data (clearly and legibly), scan, save to the PC and upload it into the Discover account.

Option 2: Download, print, write in the data (clearly and legibly), and fax it to the Discover account (select the Fax option next to the document in the Discover system for instructions).

Option 3: Use the typewriter feature in Adobe Professional (Trial Version) or any compatible Adobe software.

Option 4: Open the pdf in Discover, click Print, select the Microsoft XPS Document Writer from the name in the printer pop-up window, click OK, name the file, save the file to the PC, double click to open the file and print with a regular printer. Write in the answers, scan and upload it into the Discover account.

Can I view documents after I upload them?

Applicants can view any documents and the application, even after submission, by logging on to the Discover account, selecting "Step 2: Upload Documents" from the left menu, and select View next to the document.

The Personal Statement form is not a fillable form, but has instructions, how do I submit a Personal Statement?

The applicant must type a 2-page description of why they are interested in MD Anderson’s Summer Experience and the intended achievements during the program. Include any specific information about prior research, goals for future research and investigation and the expected benefit from the Summer Experience. These statements will be read by the selection committees of each competitive
program and in part, used to guide selection of applicants. **Mentor choices must be included on a separate page.**

Transcripts

Do I need to submit a transcript from my high school?

Only if it is required by the program.

I am graduating in May of the application year with a B.S. degree, but I have applied and been accepted to graduate school, what documents do you need me to upload to Discover?

Upload an unofficial copy of the transcript from the institution where the Bachelor's degree was received and upload a copy of either the graduate school acceptance letter or graduate school application.

As of May of the application year, I am completing my freshmen year in college, do you need to submit my high school transcript?

No. Upload an unofficial copy of the current transcript from the current institution.

I attended 3 colleges as an undergraduate, do you need all transcripts?

No. Transfer students must submit a transcript from the current institution, which should have the transfer credits included.

Do I need to have a copy of my official transcript mailed to the program?

No. Unofficial transcripts at the time of application are acceptable however, **we reserve the right to request an official transcript if you are awarded a fellowship.**

How do I submit an unofficial transcript?

Consult the registrar’s office of the institution for procedures for requesting an “unofficial” transcript from the college or university. Once you receive this copy, upload it into the Discover account. **The transcript must be recent and include the current spring semester courses.** If you already have a hard copy of the transcript (unofficial or official), please scan it and upload it into the Discover account. **Official transcripts do not need to be mailed to our office.**

What if I cannot get an unofficial transcript?

The application will be rejected without an unofficial transcripts. **Screen prints of a schedule, report cards, final grade reports & other documentation are not acceptable.**
Letters of Recommendation

How many letters of recommendation (LOR) are required for the Summer Research Experience?

Two (2) letters of recommendation are required for the Summer Research Experience. Please do not upload more than the two required letters of recommendation, as this will not improve your chances of obtaining a summer fellowship. The reviewers will only receive 2 letters.

Can I have the letters of recommendation sent to the program via email?

No. Letters of recommendation must be sent through the Discover system. See diagram below.

How do I request letters of recommendation from recommenders for the summer program?

- You are to contact the two individuals that you have in mind, prior to requesting letters of recommendation.
- Log on to the Discover account, select "Request Letters of Recommendation" from the left menu, select "Add Provider" and enter all of the required information. The Discover System will automatically send the recommender an e-mail with a link to submit their Letter of Recommendation directly to the Discover account. It is the responsibility of the applicant to request letters via Discover and check the status of the letter submission via their Discover account and by following up with the individual recommender. Please inform the recommender that they will receive an e-mail notification to upload their letter and to check their spam folder if the e-mail notification is not received.

What if I am uncertain about one of my recommenders?

You are more than welcome to request letters of recommendation from as many recommenders as you wish (just in case), however we will randomly select 2 letters to be submitted to the review committee.
What are the Letter of Recommendation format requirements?

1. Must be on institutional letterhead
2. Must be recently dated
3. Must be addressed to Dr. Shine Chang or CPRT
4. Must be manually signed

I had letters of recommendation written for my application to another program at another institution, may I use these same letters?

No. Letters of recommendation must be specific to the CPRTP. See the requirements above.

Do you require the 2 Letters of Recommendation (LOR) to be from a specific source?

We recommend that at least one of the letters come from a college science professor, however you can have a teacher, advisor, Pastor, former supervisor---anyone who knows you well and can speak about how you will be an asset to the CPRTP Summer Research Experience and what you will gain from the experience.

If you have not yet taken the science courses or do not have a professor to ask, request a letter from another professor who knows the academic work. Ideally, both of the required letters of recommendation should come from a professor who knows you academically and professionally, if applicable. The stronger the letter, the stronger the application will be.

Are all documents and Letters of Recommendation letters due by the application deadline?

Yes, all Phase 1 application components, including the required two (2) letters of recommendation are due by application deadline.

What information will I need about the recommender to enter in Discover (to request my Letter of Recommendation from them)?

Applicants are required to enter the Provider's (recommender) (see picture/diagram on previous page):

- First Name
- Last Name
- E-mail (make sure this is correct)
- Phone
- Country
- Professional Title
- Institution
- Relationship to the applicant
I requested Letters of Recommendation from two people, but they stated they were never contacted by the program regarding details about submitting the recommendation?

When students request letters of recommendation via the Discover System, the provider will receive an e-mail that includes a URL with a direct link to the application, which will allow the provider to automatically upload the letter from their computer to the account. Confirm the recommender’s email address and ask them to check their bulk, spam or junk folders, as many organizations automatically mark Discover as spam.

What if the recommender has problems uploading their letter of recommendation to my Discover account OR did not receive the e-mail from Discover?

- Confirm that recommenders e-mail address has been entered correctly in Discover.
- Ask the recommender to check the bulk, spam or junk folder in their e-mail.
- **If the problem persists**, tell the recommender to e-mail their letter to Apply@CancerPreventionTraining.org. It is the applicant’s responsibility to follow up with the CPRTP to confirm receipt.

How do I add recommenders to my Discover account?

For detailed instructions, log on to the Discover account, select **Request Letters of Recommendation** from the left menu or see below:

- Letters must be dated no earlier than one year prior to the application date and must be sent directly from faculty, mentors, or others who are in a position to comment on the ability and qualifications relevant to the type of position sought. Applicants may not personally forward the recommendation letters.

- Click on the "Add Provider" button below to add the name of a new provider. The form will ask for the necessary contact information of the recommender. Once the contact information has been saved, an e-mail will be sent to the recommender with instructions on how to submit a letter of recommendation on behalf of the applicant.

- The recommendation provider must have a valid e-mail address and phone number.

- Letters of recommendation submitted on the applicant’s behalf will not be viewable by the applicant.

- In the event that the provider has not sent a letter of recommendation, and the applicant may send him or her a reminder by clicking the "Resend E-mail" button next to the recommendation provider's name.

- If a letter of recommendation is returned by the system or the department/program, a notification will be sent to the applicant’s e-mail address on file. It will be the responsibility of the applicant to contact the provider to request that he or she resubmit the letter.
Application Status

Why didn't I receive a confirmation e-mail that my application was submitted?
Check the "Bulk Mail" or "Spam" folder within the email account.

Will the CPRTP notify me if I am missing any documents or if my application is incomplete?
No. It is the responsibility of the applicant to logon to the assigned Discover account to check for application completion or missing items. Contact Apply@CancerPreventionTraining.org with questions not found on this FAQ document.

When will I be notified about my application status?
Applicants will receive an email within two (2) business days following the application deadline with either "Application not accepted" or "Application Pending Final Review" status.

What does "pending final review" mean?
It means the application has been selected to be reviewed by the CPRTP review committee.

When will I know whether or not my application has been accepted?
Application status will be sent via e-mail. View the Important Dates and Deadlines at www.CancerPreventionTraining.org/Summer.

If my application is declined, will a reason be provided?
No. Applications are declined for a number of reasons including preset criteria established by the program. If an application is declined, we encourage you to re-apply next year or e-mail Apply@CancerPreventionTraining.org.

What happens after my application is accepted?
The next steps in the process will be sent via email. Typically the mentor matching process begins following notification of fellowship award, and the CPRTP office will begin processing employment paperwork of fellowship awardees.