

MEMORANDUM

TO: All Cancer Prevention Fellows

FROM: Dr. Shine Chang, Director
Cancer Prevention Research Training Program

cc: Mentors

SUBJECT: Predoctoral and Postdoctoral Fellowship Requirements

EFFECTIVE DATE: February 1, 2015

The following are requirements under the Predoctoral and Postdoctoral Fellowship in Cancer Prevention. Future sponsorship may be contingent upon successful completion of these requirements.

Instructions for applicant: Please initial each line below, sign and date the last page of this document. Forward this form to your mentor to sign and date. Lastly, include this signed document with your application.

Getting Started:

___ Schedule an introduction meeting and complete CP RTP orientation, 1st review, 2nd review and 3rd review (exit interview) meeting with the CP RTP Directors, Drs. Shine Chang and Carrie Cameron per the **Schedule Table on Page 3 of this memo**. Contact Amanda Narvais at 713-792-1603 or ANarvais@mdanderson.org to schedule a date and time.

___ Complete your Individual Development Plan consulting with your mentor. Send a copy of this plan to Vickie Rosella.

Donor-funded applicants only:

- ___ Consult the primary mentor for approval any additional research support costs such as books, travel, tuition, research supplies, etc.

Donor-funded applicants with visas only:

- ___ Agree to consult with the proposed primary mentor regarding visa sponsorship during my fellowship.
- ___ Agree to consult the Academic Visa Administration (AVA) office regarding my current visa status and comply with all U.S. and institutional visa guidelines.
- ___ Understand that my fellowship appointment start date can be delayed if any visa issues are outstanding.

Making the most of your training experience:

___ Enroll in the following required **GSBS courses**:

- **Bio-behavioral Research Methods in Cancer Prevention and Addiction** (offered every even-numbered Spring semester).
- **Topics in Cancer Prevention** (offered every odd-numbered Spring semester).

For course information, visit our website at: www.CancerPreventionTraining.org and select "Seminars and Courses" or contact Vickie Rosella at 713-563-0640 or varosella@mdanderson.org.

IMPORTANT NOTE:

- **Donor-Funded Postdocs** must consult their primary mentor for payment of any fees associated with registration for this required course.
- **CP RTP** will **not** cover **any** course fees for Donor-Funded fellows.
- **ALL Postdoctoral fellows** may audit this course if they choose.
- **To ensure sponsorship** all trainees must submit a class schedule and the financial detail of your account that lists each individual cost.

- ___ Present a **Cancer Prevention Trainee Brown Bag** presentation annually on the project you proposed in your application.
- ___ Attend the **Cancer Prevention Trainee Brown Bag** (sign in on attendance sheet).
Confer with your mentor and contact Vickie Rosella at 713-563-0640 or varosella@mdanderson.org with a list of dates and times available for you both to attend (per the **Schedule Table on Page 2**). Vickie will check these dates against Drs. Chang and Cameron's calendar. For Trainee Brown Bag details visit www.CancerPreventionTraining.org and select "Seminars & Courses" from the left menu.
- ___ Attend the **Cancer Prevention and Control Grand Rounds (CPCGR)** held on Fridays, 12pm-1pm and **CPCGR Trainee Lunches**, usually held at 1:15pm, the same day as CPCGR.
- ___ Complete a minimum of 8 hours of **Responsible Conduct of Research (RCR)** training during the fellowship. Please send all attendance records of all attended **Responsible Conduct of Research (RCR)** presentations to Vickie.
- ___ Attend other required trainee activities during this fellowship, including trainee brown bags (of other program fellows), trainee forum (scheduled twice a year), trainee expositions, as well as your departmental seminars.
- ___ R25T Postdocs take advantage of 'Writing grant seminars and tools'. Begin writing grants as soon as possible in your training appointment.

Procedures and Practices:

- ___ Cite the appropriate funding grant mechanism (this fellowship award and the MD Anderson core grant) for all publications related to the research project, during and after the fellowship.
- ___ Include the appropriate PMCID or NIHMSID number for all publications on your CV/Biosketch during and following the CP RTP fellowship.
- ___ Request authorization and submit justification, in writing, for all research support including books, travel, membership fees, research supplies, etc., using the instructions provided at the CP RTP orientation with Vickie Rosella.
- ___ Notify CP RTP immediately if you receive an additional grant award during this fellowship that is funded by another entity, institution, organization or the U.S. government. This includes NIDA, R25, T32, K07, NIDA, NCI, DOD, etc.
Trainees are not permitted to receive concurrent federal funding by more than one grant mechanism.

Finishing your Cancer Prevention Training Program traineeship:

- ___ Return all purchased assets to CP RTP at the conclusion of this fellowship (including laptops, monitors and other equipment) to Kava Lewis.
- ___ Submit your final report and evaluation forms two weeks prior to your termination date to Vickie Rosella.
- ___ Complete exit procedures accordingly with TAA/AVA, the home department of the primary mentor, and CP RTP upon conclusion of this fellowship.
- ___ Supply Vickie Rosella with long term contact information.

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- ___ Understand that my fellowship appointment start date can be delayed if any visa issues are outstanding.

Print Name	Signature	Date	Mentor's Name	Signature	Date
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Cancer Prevention Research Training Program (CP RTP) MANDATORY REVIEW MEETING AND BROWN BAG SCHEDULE						
If you were appointed during the month of...	Introduction meeting with CP RTP Directors (30 mins.)	1st Review (30 mins.)	Annual Brown Bag (30 - 40 mins.)	2 ND Review (30 mins.)	3rd/Exit Interview (30 mins.)	Final Brown Bag (30 - 40 mins.)
January	February	August	January	April	December	January
February	March	September	February	May	January	February
March	April	October	March	June	February	March
April	May	November	April	July	March	April
May	June	December	May	August	April	May
June	July	January	June	September	May	June
July	August	February	July	October	June	July
August	September	March	August	November	July	August
September	October	April	September	December	August	September
October	November	May	October	January	September	October
November	December	June	November	February	October	November
December	January	July	December	March	November	December