

## Frequently Asked Questions of CP RTP Postdoctoral Fellowship Applicants & Trainees

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# About Our Fellowships

## What is the CPRTP?

[The MD Anderson Cancer Prevention Research Training Program \(CPRTP\)](#) is among the oldest and largest academic cancer prevention research training programs in the United States. With continuous funding support since 1992, we offer fellowships to undergraduate students; graduate research assistants; health professional students; and **postdoctoral trainees**. Our fellowships are funded by grant awards from the National Cancer Institute and CPRIT, as well as institutional support from MD Anderson and donor-endowments (e.g., Halliburton Employees Foundation, Janice Davis Gordon family).

Our program prepares junior cancer prevention researchers to assume leadership roles as independent investigators in cancer prevention in Texas. Our postdoctoral fellowships provide a wide range of career development opportunities which include mentoring, didactic courses, seminars, grant writing, job applications, and training in effective communication strategies. These fellowships also provide funds to support a stipends, and additional support in *some* fellowship provide funding for research, and professional development.

## How many postdoctoral fellowship programs does the CPRTP offer?

As of 2018, the CPRTP offers 4 postdoctoral fellowships:

1. **CPRIT** Postdoctoral Fellowship in Cancer Prevention
2. **MD Anderson** Postdoctoral Fellowship in Cancer Prevention
3. **Halliburton** Employees Foundation Postdoctoral Fellowship in Cancer Prevention
4. Janice Davis **Gordon** Memorial Postdoctoral Fellowship in **Colorectal** Cancer Prevention

## What are the similarities and differences among the CPRTP postdoc fellowships?

### FELLOWSHIPS-AT-GLANCE

FELLOWSHIP DETAILS	CPRIT	MD ANDERSON	GORDON & HALLIBURTON
TERM	Two (2) years		
ANNUAL SALARY	\$52,704k	\$52,704k	\$42,163.20 (CPRTP) + \$10,540.80 (Mentor)*
BENEFITS	Medical insurance (health, dental), Paid institutional holidays, Paid vacation, and Sick leave.		
ANNUAL RESEARCH SUPPORT (BOOKS, TRAVEL, COURSES, LAB & RESEARCH SUPPLIES, ETC.)	\$5,950	\$0	\$0
CITIZENSHIP STATUS	Open to all, including foreign nationals needing visa sponsorship**		
MINIMUM NUMBER OF MENTORS	Two (2)		
MENTOR & APPOINTMENT REQUIREMENTS	At least one (1) mentor must be an <i>Assistant Professor or higher</i> within one (1) of the five (5) MD Anderson Division of Cancer Prevention and Population Sciences (DCPPS) departments: 1) <b>Behavioral Science</b> , 2) <b>Epidemiology</b> , 3) <b>Clinical Cancer Prevention</b> , 4) <b>Health Services Research</b> , 5) <b>Health Disparities Research</b> . <b>The trainee's fellowship appointment must be initiated and remain in the home department of the MD Anderson main mentor during the duration of the fellowship, unless other arrangements or an agreement have been made with another MD Anderson co-mentor.</b>		
ADDITIONAL MENTOR REQUIREMENTS	Preference will be given to applications with <b>at least one faculty mentor from our partnering institutions</b> : 1) UT Health (not UTSPH), 2) Rice University, 3) University of Houston, 4) Texas A & M  At least one mentor's expertise must be based in <b>quantitative methodology</b> .	No additional requirements	No additional requirements
CO-MENTORS	No requirements. May be appointed at any institution		
PROPOSED RESEARCH PROJECT	Must address cancer prevention and control, early detection & risk assessment.	Must address cancer prevention and control, early detection & risk assessment.	<b>Gordon proposal</b> ONLY must address <b>colorectal cancer</b> prevention and control, early detection & risk assessment.

## Do you offer fellowships for pre-doctoral students?

Doctoral students are encouraged to apply for the **CP RTP Summer Research Experience** (open to U.S. Citizens and Permanent Residents) between November 1 and January 10 annually at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer). This is a 10-week fellowship funded by the National Cancer Institute, with additional funding support for travel and research expenses.

## What agencies fund your postdoctoral fellowship programs?

- The **CP RIT** Postdoctoral Fellowship in Cancer Prevention is funded by a research training grant from the Cancer Prevention and Research Institute of Texas (RP170259, Drs. Shine Chang and Sanjay Shete, Principal Investigators).
- The **MD Anderson Postdoctoral Fellowship/CP RIT??** in Cancer Prevention is supported by institutional funds obtained from the Office of the Chief Academic Officer.
- The **Halliburton Employees Foundation** Postdoctoral Fellowship in Cancer Prevention and the **Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer** Prevention are supported by donor funds.

## Is MD Anderson Cancer Center a degree granting institution?

The University of Texas MD Anderson Cancer Center is a part of the University of Texas system which is comprised of the School of Health Professions and MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences.

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## Eligibility Questions

### What are the eligibility requirements for a postdoctoral fellowship within the CP RTP?

Applicants of all CP RTP postdoctoral fellowships must have a doctoral degree or be within 5 months of receiving their doctoral degree by the application deadline. For example, if the application deadline is February 1, the applicant must have satisfied their doctoral degree requirements by July 1, and must produce a letter from their dissertation chair, stating that these degree requirements have been met.

### I have an M.B.B.S. degree from India. Am I eligible to apply?

Applicants who obtained doctoral degrees outside of the United States, must provide a credential evaluation stating that the degree is equivalent to a U.S. doctoral degree. In some cases, the M.B.B.S. (Bachelor of Medicine, Bachelor of Surgery or in Latin: *Medicinae Baccalaureus Baccalaureus Chirurgiae*) degree may be considered equivalent to the M.D. degree in the United States and the credential evaluation must reflect this in the *U.S. Equivalency Summary* of the report.

### Are there any qualifying doctoral degrees the CP RTP will not accept?

Ideally, applicants should have doctoral degrees in health science disciplines, but we accept applications for all applicants with doctoral degrees as long as their application indicates a strong interest and viable career in cancer prevention research.

**Will you consider applicants for postdoc who are mid-career (who have graduated with a doctoral degree a few years ago and have been out and working for a while)?**

Yes. Please indicate your intentions in the research and career statement.

**Will you consider applications from those with a doctoral degree is not in a biomedical or behavioral science field?**

Yes, as long as the applicant has an interest in cancer prevention. Postdoc applicants must make a viable application.

**Will you consider applications from those whose doctoral degree is not a Ph.D., such as a J.D., DrPH, PharmD, or M.D.?**

Yes, as long as the applicant has an interest in cancer prevention. Postdoctoral applicants must make a viable application.

**I will not receive my Ph.D. until 5 months after the application deadline, am I still eligible to apply?**

Yes, as long as the qualifying advanced degree is received within 5 months of the application deadline. Per the application instructions, you must provide a letter from the Dissertation Chair stating the date (month, day and year) that your doctoral requirements will be met.

**Our department within MD Anderson has a trainee who was an Adjunct Faculty at another institution and wants to return to MD Anderson as a postdoctoral fellow while waiting for his NCI K07 award. Can this trainee revert from Adjunct Faculty to postdoctoral fellow?**

Yes. As long as the department supports it.

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## **Appointment Length**

**What is the maximum amount of time that a postdoctoral trainee can be appointed to the CPRTP?**

The maximum is two years (2) and is renewed after the first year pending research progress and availability of funds.

**I'm a full-time MD Anderson employee and also a part-time doctoral student at UT School of Public Health. Am I still eligible to apply for the postdoctoral fellowship or would I have to reduce my time at MD ANDERSON CANCER CENTER to PT status?**

Unfortunately, if you apply to our postdoctoral fellowship and get awarded, you will have to leave your employment status. Per UT MD Anderson Cancer Center policy, you cannot have both a trainee position and full or part-time employment.

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# How to Apply

## How do I apply for a CP RTP postdoc fellowship?

Launch the application in the Discover system and apply via the link located in the box (see top right of the respective fellowship page below). Applicants will be required to enter their personal information, email address, and provide a password to access their DISCOVER account. Be sure to bookmark the application link and write down the password.

1. CPRIT Postdoctoral Fellowship, <http://bit.ly/CPRITPostdoc>
2. Gordon Postdoctoral Fellowship, <http://bit.ly/GordonPostdoc>
3. Halliburton Postdoctoral Fellowship, <http://bit.ly/HalliburtonPostdoc>
4. MD Anderson Postdoctoral Fellowship, <http://bit.ly/MDAPostdoc>

## What is Discover?

DISCOVER is a web-based on-line application system designed to streamline the appointment process for fellowship applicants of MD Anderson Cancer Center.

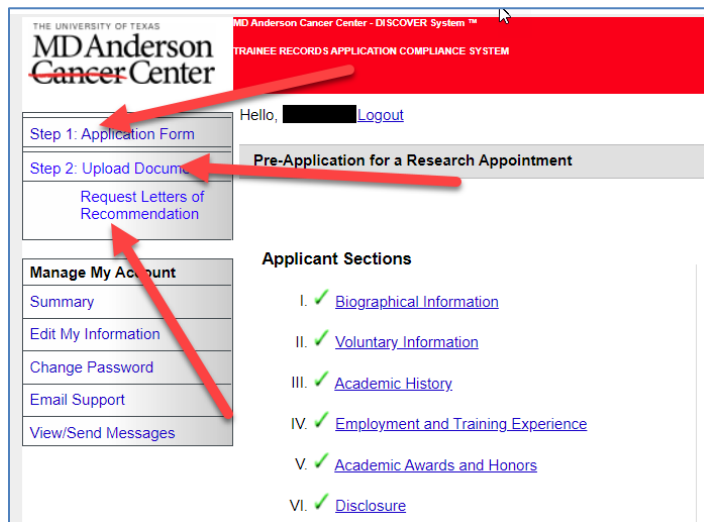
## What browser do you recommend for DISCOVER?

The Discover application is best completed using Google Chrome.

## What information is required in the Discover application?

**Important: There are 3 steps in the Discover application. All 3 steps must be finished before your application is considered complete.**

1. **Step 1:** New Discover Application (similar to a job application)
2. **Step 2:** Upload Documents. *These documents cannot be uploaded until Step 1 is complete.*
3. **Request Letters of Recommendation.** *Three (3) letters are required.*



## What items are required in Steps 1, 2, and 3?

- 1) Step 1: Application Form:** These items are similar to an employment application. Upon login, applicants will be required to comply with certain policies and acknowledgements, complete the sections below and press the gray submit button:
- I. Biographical Information
  - II. Voluntary Information (**IMPORTANT: Please provide this information as it will help the CP RTP report diversity statistics to our funding agencies. This information is not used in a discriminatory manner and is very helpful to our program and future funding support.**)
  - III. Academic History
  - IV. Employment and Training Experience
  - V. Academic Awards and Honors
  - VI. Disclosures
- 2) Step 2: Upload Documents:** Additional documents may be required if the degree granting institution is located outside of the United States.
1. Application Checklist and Coversheet
  2. Curriculum Vitae (CV/Resume)
  3. Diploma of Highest Degree (relevant to the position applied)
  4. Fellowship Requirements Memo
  5. Letter from Dissertation Chair
  6. Letter of Support, Biosketch and Other Support (from **each** mentor)
  7. Mentor Profile Form (include contact information and assistant information for all mentors)
  8. Mentor Requirements Memo
  9. Proposal Keywords, Title, and Suggested Review Form (in case your application is selected)
  10. Research and Career Statement
  11. Unofficial Transcript of Highest Degree
- 3) Request Letters of Recommendation:** Three (3) letters of recommendation are required. Applicants must enter their referees' information (name, institution, email address) and the referee will receive a link to upload their letter directly to your application. See [Letters of Support and Letters of Recommendation](#) for more information.

### **Can I submit my Step 2 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 do I upload supporting documents 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. Upload documents to the correct location.

### **Why was a document returned to me in Discover?**

A document can be returned in Discover for several reasons:

1. 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.**
2. The signature was typed instead of written by hand.

3. An electronic signature was used, all documents must be signed by hand.
4. The document was blank.
5. The wrong document was uploaded.

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

Double check that you have submitted the correct document by clicking on "View". If you notice you have uploaded the wrong document, select "Upload" and upload a newer or corrected version of your document. The CPRTP will be able to see all submitted versions.

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

Use one of the following options:

1. Download, print, write in the data (clearly and legibly), scan, save to the PC and upload it into the Discover account.
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).
3. Use the typewriter feature in Adobe Professional (Trial Version) or any compatible Adobe software.
4. **For issues with Adobe:** 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?

Yes. 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.

## When is the application deadline?

The deadlines are listed on the respective postdoc fellowship pages from [www.CancerPreventionTraining.org](http://www.CancerPreventionTraining.org) noted below. If the application is closed, it will be noted on the web page.

5. CPRIT Postdoctoral Fellowship, <http://bit.ly/CPRITPostdoc>
6. Gordon Postdoctoral Fellowship, <http://bit.ly/GordonPostdoc>
7. Halliburton Postdoctoral Fellowship, <http://bit.ly/HalliburtonPostdoc>
8. MD Anderson Postdoctoral Fellowship, <http://bit.ly/MDAPostdoc>

## What is the application process?

The application process consists of two (2) phases:

### **Phase 1: Discover application and supporting documents**

- All items must be submitted in the Discover system on or before the application deadline, including letters from prospective mentors and referees.
- The application decision will be e-mailed once the review by the Advisory Committee is complete.
- Successful applicants are deemed **finalists** and will be invited (via e-mail) to submit a research and career proposal.

### **Phase 2: Invitation to Submit Research and Career Proposal**

- Finalists will be invited via e-mail to submit a "Research and Career Proposal," that describes the research proposed, educational objectives, career development plan, a publication plan, and



timeline. The Proposal should describe a rigorous plan that will successfully launch the finalist into an independent research career in cancer prevention and control.

- Proposals will be due on the date specified in the email, which is usually four to six weeks from date of notification.
- The proposal will be reviewed by the CPRTP Advisory Committee, external experts, and suggestions may be provided for its improvement.
- Finalists are considered selected for the Program; **however funding is contingent upon proposal approval by the Advisory Committee and Program Directors and completion of all employment and onboarding paperwork in the Discovery system (including Visa sponsorship paperwork and immunizations). Your start date may be delayed if these processes are not completed in a timely manner.**

**If I have already accepted another federally funded fellowship at my university, can I also receive funding from a CPRTP fellowship?**

No. Trainees are prohibited from receiving additional federal funding, from any other institution or mechanism during their fellowship. If you have any questions regarding additional concurrent funding received during your fellowship, you must immediately contact the CPRTP Director, Dr. Shine Chang.

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## Research & Career Statement (Personal Statement)

**What is a Research and Career Statement?**

A Research & career statement is a 2-page, single-spaced, description of your research background and interests, and your educational & professional goals. Discuss the education and research which has prepared you for this fellowship and explain how this fellowship will help you meet your goals. References are not included within the 2-page limit.

NOTE: For CPRIT applicants, indicate both the 1) Main MD Anderson mentor, and 2) Main Partnering Institution mentor. The “main” mentor is defined as the individual who will guide your research, help define your research goals, support you in your quest to achieve those goals, as well as provide office space. This paid fellowship appointment will be made in the home department of the main MD Anderson mentor. Preference will be given to those applications with a mentor from one of the partnering institutions.

**What is the format of the research and career statement?**

- **Margins:** 0.5 or 1 inch
- **Format:** Single-Spaced
- **Page-numbered format:** Lower center or Lower right corner of page.
- **Name & Current or Future Degree:** Top right corner of each page. Example: **Jane Doe, MD** or **John Doe, PhD Candidate**
- **Standard Paper Size:** 8.5 x 11
- **Font Color:** Black
- **Font Size:** 11 or 12 point font
- **Preferred Font Types:** Arial, Times New Roman, or Georgia

**Why do I need to include my name and degree on the entire application?**

This helps identify your document and keep pages in order.

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## Transcripts & GRE Scores

**Do applicants who are currently employed at MD Anderson Cancer Center need to submit their **GRE scores** and transcripts with the application?**

GRE scores are **not required**. The unofficial transcript of the qualifying degree (e.g. Ph.D., M.D.) is required and the official transcript must be mailed [to our office](#). Refer to the application checklist and coversheet.

**Does my transcript need to be an official copy or are copies acceptable?**

Unofficial copies may be generated from your college's portal OR you may request an official copy, scan and upload it into Discover. Original transcripts do not need to be mailed to our office, unless otherwise specified.

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## Letters of Support and Letters of Recommendation

**What is the difference between a Letter of Support and a Letter of Recommendation?**

- A **Letter of Support** is provided by the prospective mentor(s) affirming that they are committed to supporting your proposed training.
- A **Letter of Recommendation** is a letter from external recommenders (not including those provided by your mentors) and are preferably from a professor who has taught or supervised the applicant for at least one year. We require three letters from these external recommenders.

**What are the Letter of Recommendation requirements?**

1. Letters must be dated no earlier than one year prior to the application date.
2. Letters must be uploaded into Discover and 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.
3. Applicants may not upload the recommendation letters.
4. Letters must be on institutional letterhead.
5. Letters must be addressed to Dr. Shine Chang, Director or the CP RTP.
6. Must be manually or digitally signed by the referee.

**Can I have fewer than 2 letters of recommendation OR more than 3 letters?**

Fewer than 3 letters will render your application incomplete and your application will not be reviewed. More than 3 letters will not improve the chances of acceptance, however it is acceptable to request more than 3 letters of recommendation in case one of your recommenders fails to submit the letter by the application deadline. As a reminder, all documents must be submitted by the application deadline including letters of support and letters of recommendation.

**Is it better to have 3 letters from the same institution or 2 letters from the same institution and one letter from another institution but from a junior faculty (i.e., a PhD colleagues that now has a faculty position somewhere else)?**

It doesn't matter if all the letters come from the same place as long as they are the strongest letters from people who know the applicant and know whether they are well-suited for the opportunity they seek. We suggest that the recommenders talk to each other (if possible) about what aspects they focus on so that they don't all sound the same, except for singing their praises.

**Can I use the same letters of recommendation from a previous CPRTP postdoctoral fellowship application submission?**

Only if they are updated and the referee has given permission to use the (updated) letter for a new submission. The letter must be dated within 4 months or 120 days from the application deadline.

**If I am accepted into the program, do I need to submit new letters of recommendation during the second phase (Research and Career Proposal) phase?**

No. Three letters of recommendation are required only during Phase 1. Applicants invited to Phase 2 are considered finalists and will not need to submit additional letters of recommendation **unless new mentors are added, in which case the applicant will need to include a letter of support, NIH biosketch, and other support of the added mentor with the proposal.**

**May I use the same letters written for me, but for another program?**

No. Letters must be specific to the CPRTP postdoctoral fellowship.

**Who should write my letters of recommendation?**

This letter needs to come from someone who can attest to your educational training and professional goals. The stronger the letter, the stronger the application will be. Preferred recommenders are:

- Professors
- Academic Advisors
- Faculty Mentors
- Teachers/Instructors
- Research Lab Managers/Supervisor
- Lab or Research Colleagues

**What should be the length of the letters of recommendation?**

A successful letter will include a minimum of 4 paragraphs and as long as 2 pages. If you or the referee are short on time, check to see if they will accept a draft of the letter you desire (in other words, draft your own letter), as this will save time.

**I'm not sure if my recommender will submit a letter in time, what should I do?**

If you are not sure whether your recommender will provide you with a letter by the deadline, identify another recommender. If we receive more than the required three letters, we will randomly select which letters to be included in the review, unless you tell us otherwise via email at [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org).

## How do I check the status of my letters of recommendation in Discover?

Logon to your Discover account and from the LEFT menu select **Request Letters of Recommendation**. You will see a list of recommenders and a column in the middle titled, **Letter Status**. If the status is **Submitted**, we have received the letter. If the status is **Requested**, we have not received the letter of recommendation.

## What should I do if my letter is in *Requested* status?

**Follow up with the recommender.** After entering your recommender's information, the recommender will receive an email link to upload their letter directly to your application. You will not be able to see the letter, but you will be able to see that the recommender submitted the letter. If the recommender tells you they did not receive the email link, follow these steps:

- 1) Confirm that you entered the correct email address in Discover. If you entered the wrong email address, from your Discover account, go to **Request Letters of Recommendation** (LEFT menu) and select **Delete** next to the recommenders name, re-enter the information and submit another request.
- 2) Login to your Discover account, click **Request Letters of Recommendation** from the left menu, and select **Send Reminder**.
- 3) Tell the recommender that the email notification will come from [DISCOVER Support@mdanderson.org](mailto:DISCOVER_Support@mdanderson.org) and to check their bulk/spam/junk folder. If this does not work, see if the recommender will give you their personal email address (e.g. gmail or yahoo).
- 4) Inform the recommender that the link was emailed from [DISCOVER Support@mdanderson.org](mailto:DISCOVER_Support@mdanderson.org) and have them check their spam/bulk/junk folder.

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

No. Letters of recommendation must be sent through the Discover system, per [this diagram](#).

## How do I request letters of recommendation from recommenders in DISCOVER?

- Contact the three 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.**

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

Yes, the application and ALL supporting documents INCLUDING the required three (3) 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)?

**First Name, Last Name, Valid E-mail (MAKE SURE THIS IS CORRECT), Phone, Country, Professional Title, Institution, and Relationship to the applicant.**

**I want to make sure my recommender writes this letter. Should I send them an email before I put their information in Discover? What should the letter say?**

*Dear Recommender,*

*Recently, you should have received an email from the "MD Anderson Discover System" at The University of Texas MD Anderson Cancer Center requesting a letter of recommendation on my behalf. I am applying to the **Cancer Prevention Research Training Program (CPRPT)** \_\_\_\_\_ postdoctoral fellowship ([www.CancerPreventionTraining.org](http://www.CancerPreventionTraining.org)).*

*Please check this Discover email (and your bulk/spam folder), as it contains instructions for providing a letter of recommendation directly to the Discover application system. When you read the email you will see instructions and a link to log in to Discover and upload a recommendation letter.*

*As an applicant to this program, I need your letter in the Discover system as soon as you are able and no later than \_\_\_\_\_ (provide a deadline). Please use your institutional letter head and sign and date the letter. Electronic signatures with name, date and time are also acceptable. Letters must be uploaded into the Discover system in order to be reviewed.*

*Thank you for assisting me in participating in this research opportunity for the summer.*

**How do I check status of the letters of recommendation?**

The status of each letter of recommendation may be viewed when after logging on to the Discover account and navigate to the recommendation letter page.

**Will I be able to see copies of the letters submitted by my recommender?**

No. Letters of recommendation submitted on the applicant's behalf will not be viewable by the applicant.

**If a letter has not been received, how do I remind the recommender?**

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 the CPRTP rejects my letter of recommendation, what should I do?**

A letter may be returned if the letter is not on letterhead or if the letter is unsigned. A notification will be sent to the applicant's e-mail address on file. It is the responsibility of the applicant to contact the provider to request that they resubmit the document.

**What if the recommender has problems uploading their letter of recommendation to my Discover account or claims they never received the link?**

1. Verify the recommender's email address and check your Discover account to make sure the email address was entered correctly.
2. Direct the recommender to their BULK, SPAM or JUNK mail folder, as many mail servers automatically mark e-mails from the Discover system spam.
3. If you continue to have problems, have the recommender e-mail their letter to [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org) with the applicant name in the subject line.

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# Application Submission and Checking the Status

## How do I submit my *Step 1: Application Form* in Discover?

There are 3 steps in the Discover application. Your application is **not complete** unless all 3 steps are complete.

1. **Step 1:** New Discover Application (similar to a job application)
2. **Step 2:** Upload Documents. *These documents cannot be uploaded until Step 1 is complete.*
3. **Request Letters of Recommendation.** *Two (2) letters are required.*

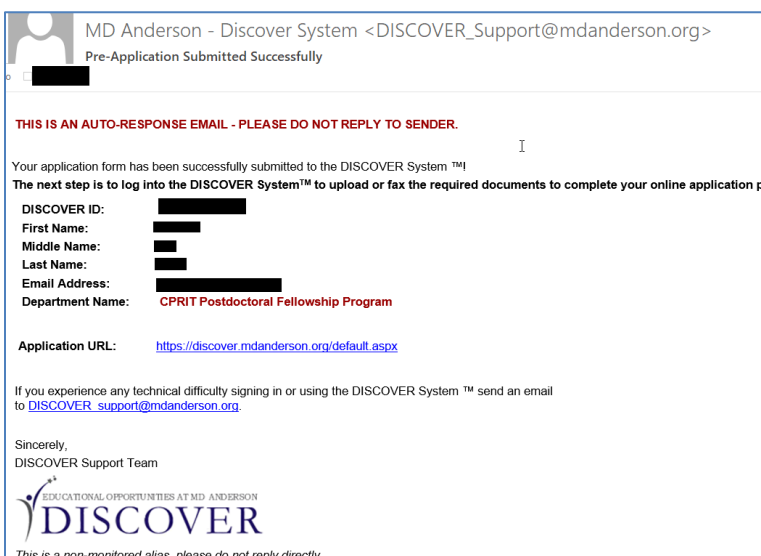
## What happens after I complete Step 1?

After completing Step 1, you must advance to Step 2 to upload your documents, and Request your 3 letters of recommendation. After both Step 1 is complete, click the gray **Submit Completed Application** button to transmit the pre-application, next advance to Steps 2 (Upload documents) and Step 3 (Letters of Recommendation) to complete your application.



## What happens after I press the **SUBMIT COMPLETED APPLICATION** button and how will I know everything has been received?

After completing Step 1, you will receive an email notification (subject line: **Pre-Application Submitted Successfully**). If you do not see the email in your Inbox, check your Bulk or Spam folder and add the Discover email address [DISCOVER\\_Support@mdanderson.org](mailto:DISCOVER_Support@mdanderson.org) to your 'safe senders' list OR mark it as NOT SPAM. You must logon to Discover **and complete Steps 2 and 3**. You will not receive an email notification when Steps 2 and 3 are complete. It is your responsibility to logon to Discover and check the document status.



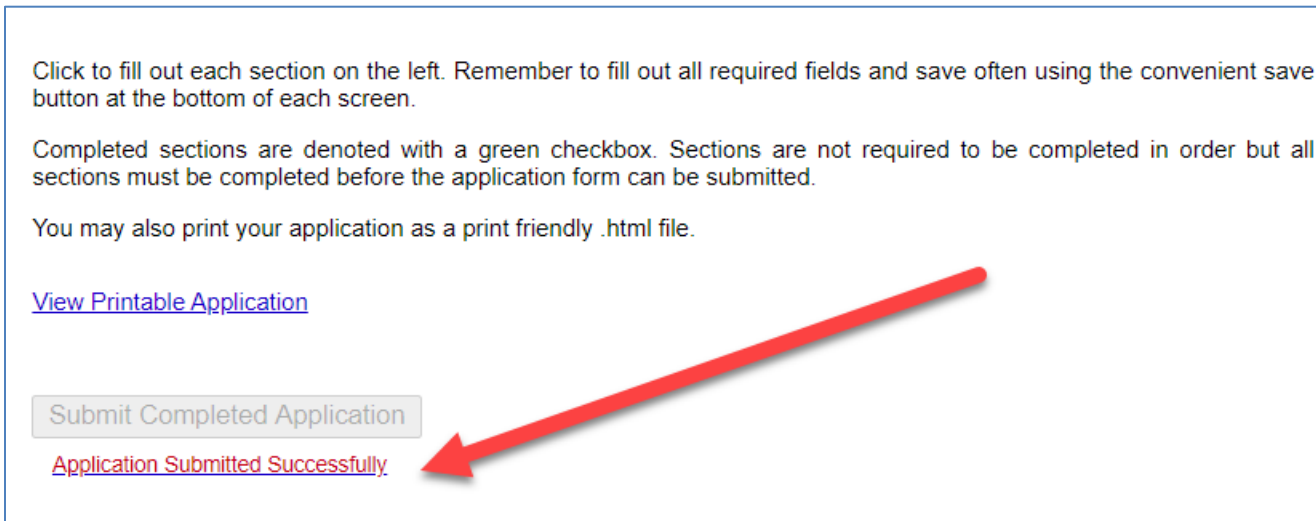


## I did not receive my email, how else can I check the status of my application?

Log on to the Discover account, select **Summary** from the left menu, and under the **Pre-Application Form Status, Application Form** section, you should see **Overall Status: Submitted** along with green checks next to each item. 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?

The grayed out button can mean two things: 1) The application is incomplete, or 2) The application IS complete, but only if **Application Submitted Successfully** is visible in red text under the grayed out 'Submit Completed Application' button.



Click to fill out each section on the left. Remember to fill out all required fields and save often using the convenient save button at the bottom of each screen.

Completed sections are denoted with a green checkbox. Sections are not required to be completed in order but all sections must be completed before the application form can be submitted.

You may also print your application as a print friendly .html file.

[View Printable Application](#)

Submit Completed Application

**Application Submitted Successfully**

## What if there is no red text that states **Application Submitted Successfully**?

This means Step 1: Application Form is not complete. You must log on to your Discover account and complete the application then press the **Submit Completed Application** button. Once step 1 is complete, you can advance to Step 2 and Step 3: Request Letters of Recommendation.

## 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.



## How do I check the status of my application or see if my documents were submitted?

Login to Discover, 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.

## What if I cannot remember my DISCOVER account username or password?

If you encounter technical difficulties or have questions regarding the application form, please send an email to [Discover\\_support@mdanderson.org](mailto:Discover_support@mdanderson.org). Be sure to include your full name and the name of our program CANCER PREVENTION RESEARCH TRAINING PROGRAM.

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## Application Review

### What criteria will be used by the Advisory Committee to review my application?

The Advisory Committee will use the following criteria when reviewing applications:

1. **Relevance:** Are the career and research interests of the applicant clearly in the area of cancer prevention? Is the proposed research project original and independent from the aims of a parent project? (Applications for research not relevant to cancer prevention, such as those focusing on cancer treatment, are not accepted.)
2. **Academic merit:** Does the applicant's past academic performance suggest future success? Do the letters of recommendation indicate the author's knowledge of the applicant's capabilities? Are there specific areas or skills that the applicant needs to strengthen to achieve career success?
3. **Promise and educational benefit to the applicant's career development:** Will the fellowship accelerate the applicant's career toward becoming an independent cancer prevention investigator? Does the applicant indicate strong commitment to a career in cancer prevention research? Does the applicant have the intellectual capabilities and work ethic to benefit from the fellowship? Does the applicant have a strong interest in applying novel quantitative methods?
4. Are the **sponsoring mentors** well-funded? Can they provide adequate staff and lab assistants, ensuring that the trainees can devote their time to scientific and career development? Do they describe a robust plan for collaborative research? Is there an integrated plan for mentoring? Given how many other trainees supervised, do mentors describe a plan to provide sufficient time for mentoring?

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## Research and Career Proposal

**NOTE: Successful applicants from Phase I are considered to be accepted to the fellowship program and will be invited to submit a Research and Career Proposal. Funding will not become available until the proposal is approved by the Advisory Committee and the appointment and onboarding paperwork is processed accordingly by the ORTP. Your start date may be delayed if either process is not completed in a timely manner.**

## **What happens after I am invited to submit a full research and career proposal?**

If you are selected after Phase I, you will receive a formal invitation (via email) to submit a full research and career proposal. The email will include a checklist, detailed instructions and a deadline. The proposal deadline is usually four weeks from the email notification. At this point, you have been accepted into the program and now you just have to work with your mentors to describe the work you'll do together. MD Anderson faculty know how to help you design the proposals. Your fellowship will not begin until all contingencies have been met: 1) proposal approval, and 2) completion of all appointment and onboarding paperwork.

## **My e-mail says I have been accepted into the program, does this mean I will now start to receive a paycheck?**

No. Applicants who are invited to submit a proposal are considered officially accepted into the program however, **funding for your fellowship will not begin until both your proposal is approved and you complete the appointment and onboarding process in the Discover system, including immunizations and Visa sponsorship (if applicable).**

## **How long does it take CPRTP to approve my proposal?**

It depends. The proposal will be reviewed by a selected panel of subject matter experts. These experts will either raise questions regarding your proposal, or accept the proposal, as is. If there are questions, you will be notified via email and provided with a certain length of time to respond to the questions and/or submit proposal revisions. This process can take up to two months. Funding for your fellowship will not begin until the proposal is approved.

## **What happens after I submit my research and career proposal?**

The CPRTP Advisory Committee and external subject matter experts will evaluate your research proposal and provide comments to CPRTP. You will receive a summary statement with verbatim evaluation comments attached to an e-mail and you will be asked to review the comments, discuss the evaluators' comments with your mentors, consult with your mentoring team and prepare a response detailing how you will address any issues raised in the summary statement.

## **Will I need to re-write my proposal?**

It will not be necessary to re-write the proposal itself unless you and your mentors believe this is the best strategy for you. Your response to the evaluation will be due back to the CPRTP on the date specified in the e-mail. **NOTE:** If we receive your response earlier, we will process it immediately, moving you towards appointment sooner. The Advisory Committee will consider your response and either recommend additional refinements or approve the proposal.

## **How many pages are required for the research and career proposal of the Postdoctoral fellowship application?**

Please refer to the proposal application instructions. **Note: The proposal cover page and references are NOT included in the page limit.**

## **When can I start my fellowship?**

Your fellowship will begin when all contingencies have been met including: research and career proposal approval and completion of appointment paperwork and onboarding with MD Anderson ORTP.

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## **Do you have to have a specific research question for this prior to starting the fellowship?**

Our postdoc fellowships are only 2 years and the time goes FAST, so we want you to have the research questions pretty clear before your funding starts so you spend most of the time working on the research and not on figuring out what research to do.

## **I am currently an MD Anderson postdoctoral fellow in another department and I am concerned about a break in my appointment, can my fellowship start date be modified so there is no appointment gap?**

You will need to calculate the days between your current appointment end date and the projected start date of your CPRTP fellowship. Ideally, if your current appointment is ending soon, and your CPRTP research and career proposal has not been approved, you will need to converse with your mentor and administrative staff (e.g., Department Administrator or Office Manager) to see if your current appointment can be extended to cover the 'gap'. In most cases, the departments are willing to do that, as the CPRTP will not award fellowships until the proposal is approved and all other contingencies have been met. For more information, consult the CPRTP Postdoctoral Program Coordinator.

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# **Immunizations**

## **Why do I have to get an immunization?**

The University of Texas MD Anderson Cancer Center department of Employee Health and Well-being requires all educational trainees to provide documentation of immunizations or serological proof of immunity.

## **How long will it take to submit my immunization forms?**

It is highly recommended that you start getting your immunizations completed once your application is approved and you have been invited to submit a research and career proposal, as lack of immunizations or failure to upload your health records can either delay your fellowship start date or forfeit your fellowship. Depending on your health care benefits, you may be required to schedule an appointment with your family physician and you cannot assume your physician will be available when it comes time to submit your immunizations.

## **What immunizations are required?**

All immunizations (MMR, Chicken Pox, TB Skin Test, Tdap) must be current. The TB Skin Test must be current within one year of the application submission date. See [What are the required documents and immunizations](#) for more information.

## How do I submit my immunizations?

Your immunizations will be submitted using the Castle Branch system. Download instructions directly from your Discover account (see **Immunization Compliance Report** in Discover). Castle Branch is an online and secured screening service, which will collect, review, and manage immunization records for all trainee applicants. This platform will also allow you to track your progress online.

## How to do setup an account with Castle Branch?

Login to your Discover account and select Get Form under the Immunization Compliance Report. Follow the instructions provided.

## Is there a cost to use Castle Branch?

Yes, there is a processing fee of around \$30 or more (check the instructions in Discover) for all users, including previous users such as University of Texas students. After set-up is complete, you will be prompted to enter your debit or credit card information for payment of the processing fee. Money orders are also accepted but will result in an additional fee and additional turn-around time in processing. **This processing fee is subject to change.**

## Will I need to pay the processing fee every time I apply for a fellowship at MD Anderson?

Please contact Castle Branch at the number and email address provided on the immunization instructions in Discover.

## What are the required documents and immunizations?

As of October, 2018, the required documents are noted below. **NOTE: This information below is subject to change, all applicants are responsible for logging on to their Castle Branch account to view the required documents for upload.**

1. **Demographics and Health Questionnaire form** (4 pages)
2. **Minor Consent Form** (if trainee is 18yrs or younger)
3. **Privacy Practice Form**
4. **Required immunization vaccination records:**

### **Measles, Mumps & Rubella (MMR):**

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

### **Varicella (Chicken Pox):**

- 2 vaccinations
- Positive antibody titer (lab report required)
- Medical documentation of history of Chicken Pox

### **TB Skin Test:**

- A negative PPD skin test AND Respiratory Query within 3 months of Certified Background's account initiation.
- If PPD skin test is Positive, submit positive PPD skin test AND a Negative Chest X-Ray dated on or after the positive PPD skin test result, but within the past 10 years AND Respiratory Query within 3 months of Certified Background's account initiation.

### **Tetanus, Diphtheria & Pertussis (Tdap):**

- Must be documentation of a Tdap booster within the past 10 years

**Can I upload my required health documents if they are double-sided?**

No. Double sided documents will not be accepted. Upload each side separately.

**Can I upload the health documents into Discover instead?**

No. Follow the instructions provided within the Discover system to upload the required health documents into your Castle Branch account.

**I have submitted my immunization forms and I am going on vacation, but I will be back before the fellowship start date.**

It is the applicant's responsibility to logon to Castle Branch **daily** to check the status of their documents, as they are time-sensitive. Documents may require modification, resubmission or may be rejected.

**Will CPRTP contact me if I am missing any immunization documents?**

No. CPRTP will not have access to your account. It is your responsibility to check the status of your immunization documents. Any delay could forfeit your fellowship. CPRTP cannot submit your employment paperwork until the "Compliant" document has been uploaded to Discover.

**Will the system send me an e-mail if I am missing documents?**

No. Again, it is your responsibility to logon to your account and check the status of your documents daily.

**I had a TB test performed in January of last year, do I have to get it updated?**

Yes. Your TB test must be current within one year of your appointment start date. For example, if your appointment start date is January 7, 2014, your TB test must have been taken and read between January 7, 2013 and January 7, 2014.

**My immunizations are already listed on the transcript, do I still need to complete the immunization form?**

Yes.

**Is it necessary to get the Hepatitis B vaccine series?**

If you will be handling blood and human fluids, then yes, you will need to have to take the series.

**What happens when all of my immunization documents have been accepted and approved?**

Once Castle Branch confirms that all institutional immunization requirements have been met, a pdf document indicating a status of "Compliant" will be provided for uploading into the Discover system, if applicable.

**How do I upload the immunization compliance report?**

In your certified background account, go to the Documents Center and view the To Do List Summary. You should see your certificate of compliance report. Save this form to your pc or tablet and upload this form into your Discover account. If you need assistance see the FAQ below.

### **Who do I contact with questions about Castle Branch?**

Call 888-723-4263 or visit <https://mycb.castlebranch.com/help>. This information is subject to change, so be sure to check the immunization compliance report instructions in Discover.

### **Who do I contact with specific questions and extenuating health circumstances about my immunizations or other health documents?**

Please contact **MD Anderson Employee Health** at [EHOccHealth@mdanderson.org](mailto:EHOccHealth@mdanderson.org). The CPRTP is not qualified to answer such questions.

### **What happens after I upload all of my immunization forms?**

A case manager will review your health documents and mark them as approved. Once all documents are in approved status, go to the to-do list summer and generate the compliant report (download the report, save it to your computer and upload the report to Discover). **DO NOT UPLOAD A SCREENSHOT OF THE COMPLIANT REPORT OR IT WILL BE REJECTED.**

### **Is the processing fee to Castle Branch reimbursed by CPRTP or MD Anderson?**

No.

### **What if I am unable to pay the processing fee?**

If you are unable to pay the processing fee you, will be unable to participate in the program. Consult your mentor for assistance.

### **When is the information from Castle Branch due?**

All materials, including immunization compliance report, are due by the deadline specified in the email from the CPRTP. Preferably, within 3 weeks of notification of award.

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# Drug and Tobacco Screening

## Who is required to complete a tobacco screening?

All educational appointees who are benefits-eligible (trainees appointed for longer than 4.5 months) from MD Anderson and are considered "covered" by this policy will be required to complete a tobacco screening.

## Who is required to complete a drug screening?

All educational appointees who are benefits-eligible from MD Anderson and are considered "covered" by this policy will be required to complete a drug test screening.

## What happens if I fail the drug test?

Individuals who do not meet this contingency will not be eligible for educational appointment at MD Anderson, and the offer of appointment will be withdrawn. Educational appointees must have a signed Drug Test Consent & Release Form as well as a signed appointment letter on file before they are able to complete the drug screening.

## How do I receive details about the drug screening?

Educational appointees living within the United States will receive an e-mail confirmation that lab test screening orders have been created, will be required to choose a testing site near their mailing address, and schedule an appointment for the drug test.

## How long will I have to complete the drug test?

Screening orders will expire within five (5) days of the date on the lab test e-mail.

## I am a postdoctoral fellow with a visa, how do I complete a drug test?

International appointees will be tested on site by MD Anderson Employee Health after ORTP clearance is confirmed.

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# Visa Information

## Do I need to already have a VISA to apply for the CPRTP postdoctoral fellowship?

Ideally, yes. For more information, contact the MD Anderson VISA and Immigration Services Administration (VISA) Office at 713-792-1112 or by e-mail at [Visa@MDAnderson.org](mailto:Visa@MDAnderson.org).

## I am currently on a J-1 visa and I want to apply for a Cancer Prevention Postdoctoral Fellowship. Can I apply?

Yes. As of November 30, 2017, all CPRTP postdoctoral fellowships are open to foreign nationals holding valid and appropriate visas, as well as U.S. Citizens and Permanent Residents. For VISA information contact [Visa@MDAnderson.org](mailto:Visa@MDAnderson.org).

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## Credential Evaluation

**The application checklist states a credential evaluation is required if my highest degree was obtained outside of the U.S., may I submit this evaluation after I am accepted instead?**

Per MD Anderson policy, a copy of the credential evaluation is required if the qualifying degree (e.g. doctoral degree) was obtained outside of the United States. The original copy must be [mailed to our office](#). For more information, visit [www.MDAnderson.org](http://www.MDAnderson.org) keywords “Credential Evaluation” and select the “Evaluation of education obtained outside the U.S.” link within the search results.

**What is the CPRTP mailing address?**

MD Anderson Cancer Center  
Cancer Prevention Research Training Program  
Attn: Program Coordinator  
1155 Pressler Street, Unit 1365  
Houston, TX 77030-3721

**Will the CPRTP reimburse me for the fees associated with obtaining an evaluation?**

Unfortunately, no. All expenses to obtain the evaluation will be the responsibility of the applicant.

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## Mentor Requirements and How to Find a Mentor

**Do I need a mentor to apply?**

Yes. Applicants must apply with the support of faculty who have agreed to serve as mentors.

**How can I search for a mentor at MD Anderson?**

We recommend that you search for mentors using a keyword search at <http://faculty.mdanderson.org/FacProfile.asp>. Because the profiles usually do not include contact information for the faculty, please call the MD Anderson main switchboard at 713-792-2121 or 1-800-889-2094.

**What are the mentor requirements?**

- **Fellows are required to work with a minimum of two mentors of complementary research expertise.** Additional mentors may be included as appropriate.
- **Mentors must meet the following requirements:**
  - **At least one mentor** must be from the [UT MD Anderson Cancer Center, Division of Cancer Prevention and Population Sciences \(DCPPS\)](#), with faculty rank at the level of Assistant



Professor or higher. DCPPS is comprised of five (5) departments: 1) [Behavioral Science](#), 2) [Health Disparities Research](#), 3) [Clinical Cancer Prevention](#), 4) [Epidemiology](#), and 5) [Health Services Research](#).

- **At least one mentor** must be conducting cancer prevention and control research.

**In addition to the requirements above, these additional mentor requirements apply to CPRIT-funded applicants:**

- CPRIT fellowship appointment must be made at MD Anderson.
- **At least one mentor's** expertise must be based in quantitative methodology.
- Preference will be given to applications with mentor(s) from our CPRIT partnering institutions: 1) ***Rice University***, 2) ***Texas A&M University***, 3) ***University of Houston***, and 4) ***UT Health (not School of Public Health)***

**Can I add mentors after submitting the application (after I am invited to submit a proposal)?**

Yes and when you submit your proposal, be sure you include your added mentor's letter of support, NIH Biosketch and Other Support.

**[For CPRIT applicants] Why are mentors from UT Health School of Public Health and Baylor College of Medicine not allowed to serve as mentors for applicants of the *CPRIT-funded Postdoctoral Fellowship in Cancer Prevention*?**

Both UT Health School of Public Health and Baylor College of Medicine have CPRIT-funded Research Training Programs that support postdoctoral fellows in cancer prevention. To prevent overlap of resources, the trainees and mentors supported by the CPRIT-funded research training program based at MD Anderson, has partnered with other institutions that do not already have such funding: ***Rice University, Texas A & M University, University of Houston and UT Health (not School of Public Health)***.

**Do the mentors have to be from different departments or just different disciplines?**

Mentors can be from the same department. The idea is that they offer you different perspectives, expertise, opportunities.

**I am a CPRIT applicant, can one of my mentors be from University of Houston?**

Yes. Preference will be given to those applications with mentor or mentors from our partnering institutions: Rice University, UTHealth (not UTSPH), University of Houston, and Texas A&M.

**Are instructors eligible to serve as main (primary) mentors?**

No. The main (primary) mentor must have a faculty appointment at the Assistant Professor level or higher.

**What is a main mentor?**

**CPRIT applicants ONLY**, must designate both the 1) Main MD Anderson mentor, and 2) Main Partnering Institution mentor. Like the "primary" mentor, the "main" mentor is defined as the individual who will guide your research, help define your research goals, support you in your quest to achieve those goals, as well as provide office space. All CPRIT postdoctoral fellowship appointments will be made in the home

department of the primary/main MD Anderson mentor. For CPRIT applications, preference will be given to those with a mentor from one of the partnering institutions: Rice University, University of Houston, UT Health (excluding UT School of Public Health) and Texas A&M University.

**If I am invited to submit a proposal and am I allowed to add additional mentors and will those mentors need to provide letters of support, NIH Biosketch and Other Support?**

Yes. You may add additional mentors, but those added mentors must provide a letter of support of your proposal, as well as copies of their NIH Biosketch and other support.

**If mentors send their letter of support via e-mail, does it still need to be on official letterhead and signed?**

Yes. All letters must be on official letterhead, recently dated, and signed with an electronic or manual signature.

**I am having difficulty locating potential mentors, many that I've contacted have not responded or have stated that they're not interested in a postdoc fellow at this time. What should I do?**

Please e-mail the complete list of faculty members that you have contacted & the contact results to [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org) and we will forward your information to our training program director to assist. **Be sure to do this no less than 30 days prior to the application deadline.**

**Do all mentors have to submit letters of support?**

Yes. ALL Mentors must submit a letter of support, NIH Biosketch and Other Support.

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## **Mentor's Biosketch and Other Support**

**The application asks for a Biosketch and Other Support. What is this and where do I find it?**

The NIH Biosketch and Other Support are two separate documents serving two separate purposes. The intent of a **Biosketch (or Biographical Sketch)** is to provide information on the credentials and qualifications of participants and must be in [this format](#) per the National Institutes of Health (NIH). The **Other Support** document is intended to show any potential overlap in effort, funding, or research plans. Although sometimes similar, they are **not** interchangeable.

**Where do I find my mentor's other support?**

Your selected mentor will provide this to you. Other Support includes all financial resources, whether Federal, non-Federal, commercial, or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts are not included. If the participant has no active or pending support, indicate "None." If the support is provided under a consortium/contractual arrangement or is part of a multi-project award, indicate the project number, PD/PI, and source for the overall project, and provide all other information for the subproject only.

## **Is it mandatory that all mentors provide other support?**

Yes. All mentors must provide other support. [See this example of other support](#) per the NIH. It is the applicant's responsibility to obtain this directly from **each mentor**.

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## **Stipend Salary, Taxes and Direct Deposit**

### **What is a STIPEND?**

The word "Stipend" is the same as "Salary" or "Pay", within MD Anderson. These terms are synonymous and are used interchangeably. According to MD Anderson's Payroll Department, whether you are an Employee or Student who gets paid a "Stipend", taxes will be withheld.

### **How much are CPRTP postdoctoral fellows paid?**

As of 2018, CPRIT and MD Anderson-funded postdoctoral fellowships are paid at \$51,000 per year. Halliburton and Gordon Colorectal postdoctoral fellowships are paid at \$41,000 + at least \$9,000 provided by the primary/main mentor. All CPRTP postdoctoral fellowships are funded for **two years**.

### **How often are CPRTP postdoc fellows paid?**

The first day of each month.

### **Will my first paycheck be direct deposited or a paper check?**

This will depend on your start date and whether your bank information was entered correctly into the PeopleSoft/myHR system. Check PeopleSoft/myHR and direct questions to Payroll at 713-745-9530.

### **Can I view copies of my paycheck?**

Copies of your paychecks are available several days before the pay date in the Peoplesoft/myHR system.

### **How do I sign up for direct deposit?**

Go to myHR/PeopleSoft > Employee Quick Links > Payroll and Compensation (from left menu).

### **I am currently a trainee, and I changed banks. Can I edit my banking information?**

Go to inside.mdanderson.org > myHR/PeopleSoft > Employee Quick Links > Payroll and Compensation (from left menu).

### **Are taxes withheld from my paycheck?**

Yes, however, the amount taxed depends on the designated allowances on your W-4 form in myHR/PeopleSoft. For assistance, contact Payroll at 713-745-9530.

## Do trainees work full time or part-time?

All postdoctoral fellows will work full-time, 40 hours per week, 5 days a week.


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## Signature Block

### What is the recommended e-mail signature block for postdoctoral fellows?

Trainees should follow the example below to style their MD Anderson signature block. (MS Outlook > File > Options > Mail > Signatures)

**Jane Doe, Ph.D.**  
Postdoctoral Fellow, Department Name  
Cancer Prevention Research Training Program  
Division of Cancer Prevention & Population Sciences  
Phone: 713-555-0000  
Email: [JaneDoe@MDAnderson.org](mailto:JaneDoe@MDAnderson.org)



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Cancer Center  
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## CV (Curriculum Vitae) or Biosketch (Biographical Sketch) Format

### How should I format my Curriculum Vitae (CV)?

Postdoctoral fellows are encouraged to use [this current NIH Biosketch format](#).

### How do I list the CPRTP fellowship on my CV? Is there a particular format?

List the fellowship under **EDUCATION** and **HONORS AND AWARDS** as follows:

*(YYYY-current) Cancer Prevention and Research Institute of Texas Fellow in Cancer Prevention Research (R25T CA057730 MD Anderson Education Program in Cancer Prevention, Dr. Shine Chang, Principal Investigator), The University of Texas MD Anderson Cancer Center, Houston, TX, Mentor: Dr. XXXX*

### Can I use a more detailed format?

Yes, many fellows use the following format:

Role: Postdoctoral Research Fellow

Funding Agency: Cancer Prevention and Research Institute of Texas – CPRIT research training grant award, RP170259.

Institution/Program: The Cancer Prevention Research Training Program, University of Texas MD Anderson Cancer Center

Title: Postdoctoral Fellowship in Cancer Prevention Research

Project: “Brief Mindfulness Intervention for Anxiety Management in Stereotactic Breast Biopsy Patients: Effects on Patient Self-Report, EEG Activity and Physiological Measures”

Description: This award supports 2 years of research and training through the Cancer Prevention Research Training Program at MD Anderson. The proposed project will investigate the effect of brief guided mindfulness-meditation compared to guided breathing and standard care on patient anxiety during stereotactic breast biopsy.

Mentors: Lorenzo Cohen, Ph.D., Alejandro Chaoul, Ph.D., Peter Norton, Ph.D.

Grant Number: RP170259; Shine Chang, Ph.D., Principal Investigator

Term: 09/1/17-8/30/19

# Appointment Process

## What is the appointment process?

While you are working on your Research and Career Proposal, the CPRTP will work with the department of your MD Anderson primary mentor to begin the educational appointment process. This will ensure that you receive your paycheck and medical benefits. The appointment process will involve several entities:

- 1) The [Office of Research Trainee Program \(ORTP\)](#), which is similar to a Registrar's Office;
- 2) The **CP RTP**, which coordinates the content of your research experience;
- 3) **Employee Health**, which processes mandatory health procedures through the external **Castle Branch** system. These may be more complex than you are accustomed to since we are a hospital as well as a research institution.

## What are the appointment phases in detail?

There are three (3) phases of the appointment process in the Discover system:

### **Phase 1 (Application):**

- Discover Application
- Additional Demographics and Future Plans Form
- Curriculum Vitae (CV or Resume)
- Personal Statement
- Letters of Recommendation (Quantity: 2)
- Tobacco Policy Acknowledgement
- Unofficial Transcript of Highest Degree

***The following two phases are completed after the items in Phase 1 have been reviewed and approved by the CPRTP or the department of the primary (or main) mentor.***

### **Phase 2: (Recommendation):**

- 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).
- Proof of Selective Service (both males and females will need to sign this form. Eligible males will need to upload proof in addition to completing this form)
- Release of Liability
- Immunization Compliance Form (this must be uploaded after all health documents are uploaded and approved in the Certified Profile system)

### **Phase 3: (Pre-Appointment):**

- Appointment Letter (this includes the 1) Letter 2) Campus Map and 3) Summer Experience E Verify instructions. The actual link to complete the verification will arrive in a separate email. NOTE: MD Anderson uses the secure PreCheck system and you must enter your social security number.
- Photograph

## What happens after I complete all 3 phases in Discover?

Once the awardee has uploaded all required paperwork fulfilled all ORTP appointment procedures and completed all institutional documents, your home department (the department of your main MD

Anderson mentor) will submit your paperwork to the ORTP to initiate the educational fellowship appointment.

### **Will I have to go through Discover even though I am already a graduate research assistant at MD Anderson?**

If there will be a title change (Graduate Research Assistant-GRA to Postdoctoral Fellow), you will need to go through the Discover system. If you are already a postdoctoral fellow, your current department will need to submit an ePAF with our grant information. This information will not be provided to the department until the proposal is approved.

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## **The Office of Research Trainee Program (ORTP or RTP)**

### **What is the ORTP?**

The Office of Research Trainee Programs (ORTP) is similar to a registrar's office and serves as an institutional resource for the processing of educational appointments for graduate medical education, clinical non-physician, and research and observer trainees. This office was formerly known as the Academic and Visa Administration (AVA) or Trainee and Alumni Affairs (TAA)

### **My appointment letter says I must check-in with the Office of Research Trainee Programs, what does this entail?**

The first day of your fellowship will begin with the ORTP check-in (in-person or virtual). Refer to your MD Anderson appointment letter (either sent via e-mail from ORTP or available in Discover) for the virtual or in-person check-in date time and location. Appointment letters generated within the Discover system must be signed, dated and uploaded (all pages) into your Discover account by the deadline specified.

### **What will I need to bring to ORTP check-in?**

In-person check-ins typically require the items noted below, unless otherwise specified in the appointment letter.

1. Social Security Card: This is a MANDATORY document to establish employment authorization at MD Anderson and must be the original, not a photocopy.
2. Any document in List A or List B of the I-9 document list that establishes identity. The most common identification used to establish identity is a U.S. Passport, Permanent Resident Card, State issued photo identification (I.D.) or Driver's License. This item must be original and unexpired. Certified copies are not accepted.
3. Checkbook with routing number, account number and mailing address. If you do not have your checkbook, be sure you know your routing, account and bank information in order to setup your direct deposit online in the MD Anderson myHR/PeopleSoft system.
4. \$12 on a debit or credit card for parking. This parking fee is for the entire day at the 1MC lot and you are not allowed to exit and re-entire during the day. You may park there until you sign a parking contract or determine your commute and parking routine during your fellowship.

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# Parking

## Where do I park and how much does it cost?

During your first day of employment, parking is available in the lot behind the 1MC building for \$12.00 per day payable with cash, credit or debit card.

## Where is the 1MC parking lot located?

The Mid Campus Building 1 (1MC) garage is located at 1400 S. Braeswood, Houston, Texas 77030. **The garage entrance is located on Braeswood between Bertner Ave. and William C. Harvin Blvd.** Parking rates accrue for each hour parked and the total cost per day is \$12.00. Parking fees must be paid by debit or credit card upon exit via the parking machine. Remember your parking level, walk to the elevators inside the garage, and take the elevator to the main floor, and walk to front lobby to see the shuttle screens. The shuttle screens will tell you which shuttle to take, the departure and arrival time. If you get lost, ask a passerby or security guard for directions. If you misplace your parking ticket, \$12.00 must be paid upon exit.

## How do I sign up for parking at MD Anderson?

To initiate a parking contract with MD Anderson, visit the parking department located at Pressler Garage, PGA4.2000. Their phone number is 713-563-7275 and email address is [parking@mdanderson.org](mailto:parking@mdanderson.org). Office hours are 6 a.m. to 5 p.m., Monday through Friday. Students may sign a parking contract for the remainder of their fellowship. The 1st month's parking fees must be paid up front via personal check. The remaining monthly parking fees will be deducted from each paycheck. To avoid parking fees, CPRTP trainees are encouraged to car pool or utilize public transportation.

## Are there other places to park at MD Anderson for a daily rate?

Visit the MD Anderson Parking web page for parking resources located at <https://www.mdanderson.org/about-md-anderson/our-locations/texas-medical-center/parking.html>.

## Will the CPRTP reimburse me for parking?

No. Parking fees are not covered by the grant or our program. Parking expenses are the responsibility of the CPRTP trainee.

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# Dress Code

## What is the dress code for CPRTP trainees?

MD Anderson dress code is business casual. Clothing does not need to be formal. Most thermostats within the buildings are set at 75 degrees, but will seem much cooler. Sweaters, pashminas or jackets can be kept at your desk in case you are cold while indoors. Consult your mentor regarding any additional dress code requirements set by the department, including casual Fridays (some departments allow jeans on Fridays, while others do not).

### Acceptable attire

- Trousers/Slacks/Khakis
- Knee-Length Skirts
- Casual Dresses
- Polo or Button-down shirts/Blouses
- Blazers/Sweaters, Pashminas, Jackets

### Unacceptable attire

- Shorts, Torn or Frayed Jeans
- T-shirts with slogans or advertising
- Flip-Flops, Hats
- Mini-skirts
- Revealing or bare midriff tops

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# Benefits (Medical Insurance, Paid Time Off, Sick Leave, Vacation)

## What benefits do postdoctoral fellows receive?

Postdocs appointed for 1.5 years or more are eligible for health insurance, dental insurance, holiday leave, paid vacation, family medical leave and other benefits. All benefits are communicated during new hire orientation with the Academic and Visa Administration / Office of Research Trainee Programs during check-in on your first day of employment.

## How much paid vacation do I receive as a postdoc?

Full-time 100% trainees are allotted 80 hours of sick leave for one year of appointment, effective on the first day of training. For a list of all trainee policies, go to [inside.mdanderson.org](http://inside.mdanderson.org) > Departments & Programs > Education & Training > (scroll down to "Research Trainee Programs") > select POLICIES from the left menu.

## How long does a trainee need to be appointed to be eligible for benefits?

Trainees appointed for 1.5 years or more are eligible for benefits.

## Can students or trainee's vacation and sick leave be transferred to classified positions?

No, vacation and sick leave does not transfer to a classified position. However, for postdoctoral fellows, years as a postdoc are counted as years of service.



## **Do postdocs receive holiday pay?**

Yes.

## **Can I use the MD Anderson fitness center?**

Yes. MD Anderson based full-time residents, fellows and research postdoctoral fellows (i.e. MD Anderson is the parent institution) are eligible for membership at the MD Anderson Fitness Center.

## **Do I need to submit a leave request when traveling?**

Yes. Consult your department timekeeper for the appropriate leave code to be entered into the leave request in myHR/People soft.

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# **Trainee Resources (Documents, Guides, Helpful Links)**

## **Where can I find forms, templates and other fellowship resources?**

All CPRTP postdoc materials relevant to the fellowship are saved in our MD Anderson OneDrive folder. The Program Coordinator will provide you with the link following orientation. Resources include NIH Biosketch template, IDP forms, progress meeting forms, Responsible Conduct of Research, maps, rosters, and recommended articles. Another great resource is the [Research Medical Library](#).

## **How will I receive information about travel awards, seminars, and workshops?**

To eliminate multiple e-mails regarding funding, loan repayment, travel award, workshops, conferences and other opportunities, the CPRTP will utilize two (2) methods of furnishing information to fellows: 1) Social Media and 2) E-mail.

## **What are the CPRTP social media web addresses?**

- **CPRTP Facebook**, <http://www.facebook.com/CancerPreventionTraining>
- **Twitter**, [https://twitter.com/UTMDA\\_CPRT](https://twitter.com/UTMDA_CPRT)
- **LinkedIn**, <https://www.linkedin.com/in/cancerpreventiontraining/>

## **Where can I find information about postdoc alumni or general information about the CPRTP?**

Our website! Visit [www.CancerPreventionTraining.org](http://www.CancerPreventionTraining.org) > CPRTP Alumni (from the left menu). We annually update our alumni information and they are more than happy to speak with current fellows. Send us an email if you are unable to locate their contact information on their institution's page.

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# Trainee Research Expenses and Reimbursement

## Do I receive additional funding support for research supplies and travel expenses?

- **MD Anderson, Halliburton and Gordon (Donor) funded postdoctoral fellows** do not receive additional funds for support and must contact their mentors to cover these expenses.
- **CPRIT-funded postdoctoral fellows** receive additional research support funds for book, courses, travel, and other items related to their postdoctoral research project(s). As of 2017, **CPRIT-funded postdocs only** receive \$5,950 annually (not to exceed 2 years) for research, travel, statistics, tuition, and other support. This amount is subject to change and requires approval by the CPRTP. Fund request procedures will be detailed during CPRTP orientation and all request forms are available on OneDrive. Postdocs funded by other sources, MD Anderson, Halliburton, and Gordon, do not receive research support.

## What are the procedures for requesting use of my research support funds?

All new CPRTP postdocs will receive a program and Concur travel and expense report orientation. This orientation will be provided by the CPRTP Postdoc Program Coordinator. All requests must be submitted in writing, using either the ***non-travel expense form*** or ***travel request form***, along with supporting documentation. Forms, as well as a detailed instruction guide and manual, ***CPRTP Trainee Expenses and Reimbursement Manual***, are located in our OneDrive folder. The link will be provided during or following orientation.

## Can a trainee be reimbursed for using local public transportation (i. e., the Metro Rail or Metro Buses) when traveling from the institution and back again for business purposes (attending a course / class / workshop / conference, etc. in Houston, TX)?

CPRIT-funded postdocs may be reimbursed for local travel to and from a conference, using their personal vehicle, as long as the conference travel is pre-approved. Please follow appropriate funding request procedures or contact the CPRTP Postdoc Program Coordinator with questions. **Rental car fees are not covered.**

## How do I calculate per diem for travel?

Use the [US General Services Administration Website Per Diem Rates page](#) to calculate your per diem rate based on the state of travel.

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## Progress Meetings

### How often will I meet with the CPRTP Director during my fellowship?

On a quarterly basis (4 meetings per year and 8 meetings during the 2-year fellowship) that will include an introductory meeting and exit meeting. Each meeting is 30 to 45 minutes.

### Will my mentors need to be present during my meetings?

No.

## What do I need to bring to my progress meetings?

1. **Individual Development Plan (IDP):** Include the progress made on the educational and training activities outlined in the submitted research and career proposal. <http://myidp.sciencecareers.org/>
2. **Curriculum Vitae (CV):** Include recent publications or manuscripts in-progress or completed, and accomplishments, accolades or awards.
3. **Drafts of manuscripts** or other soon-to-be-published works which require editing.

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## Trainee Oral Presentations

### What types of presentations must I give during my fellowship?

During the postdoctoral fellowship, trainees will acquire a repertoire of five (5) speaking skills **within four (4) required oral presentation**, appropriate to the various professional occasions they will encounter:

1. Scientific Elevator Speech (90 seconds)
2. Research Talks (during department or division meetings and brown bag meetings)
3. 10-minute TED style talk (suitable for educated public)
4. "Speaking up" (Asking questions and explaining scientific reasoning, in a professional environment) and "Introducing a Speaker"
5. 1-hour formal job talk

Type of Presentation Skill	Rationale/benefit to trainee	Method of learning	Program year acquired/delivered
1. Scientific elevator speech (90 seconds)	Think critically about own research; learn to summarize; develop poise in on-the-spot speaking	Existing Scientific Elevator Speech workshops	Year 1 and Year 2 (Summer Trainee Forum), <b>Audience: CP RTP Summer Program</b>
2. Research Talks	<b>Research Presentation:</b> Formally present research results to interdisciplinary audience.  <b>Practice Job Talk:</b> Formally tell an intriguing story about your research to diverse audience. The methodology should be explained in such a way that everyone can follow along.	Through mentors, with assistance from program directors and the postdoc office as needed	Year 1 and Year 2 (Fall or Winter), <b>Audience:</b> <b>Department Faculty Meeting</b>
3. 10-min TED style talk suitable for educated public	Describe research goals and activities to an educated lay audience; learn advocacy and persuasion skills	Workshop, based on activity develop and offered in Bio-behavioral course	Year 1 and Year 2 (Spring), <b>Audience:</b> <b>Department Faculty Meeting</b>
4. "Speaking up" (Asking questions and explaining scientific reasoning, in a professional environment) and "Introducing a Speaker"	Develop Advocacy & Inquiry skills; help gain inclusion into community of practice	Existing activity in required Bio-Behavioral and Topics courses	Throughout the fellowship.  All CP RTP postdocs will be assigned to introduce a speaker during the Cancer Prevention and Control Grand Rounds (CPCGR): Speaker-Trainee Brown Bag, <b>not the CPCGR Seminar.</b>
5. Formal Job Talk (45min presentation and 15min Q&A)	Present body of research and describe professional goals in an external setting	Through mentor, with assistance from program directors and the postdoc office as needed	Final year to be completed within 6 months before end of training.

## **What are the benefits of giving different types of oral presentations?**

Trainees will gain exposure to fellow trainees, colleagues outside their departments, and to research from various disciplines in cancer prevention. They will also have the opportunity to include an invited talk on CV and acquire job talk experience including feedback.

## **Will there be any other opportunities (outside of this schedule) for me to give a research presentation?**

Sure! Trainees will be encouraged to register their 10-minute research presentations for the Trainee Research Day or GSBS Research Day, and to compete in the MDACC or GSBS Scientific Elevator Speech competition. Please check the MD Anderson institutional calendar to search for these events.

## **How are Trainee Presentations advertised?**

CP RTP trainees will receive a calendar invitation.

## **How can I be added to the Trainee Presentation distribution list?**

If you are a CP RTP trainee, you will automatically be added to the trainee listserv and receive calendar invitation and emails regarding trainee presentations or other events.

## **Are my mentors required to attend?**

Yes. If you have more than one mentor, please make sure at least one mentor is present.

## **My research isn't completed & I have no results, do I still need to give my presentation?**

Yes. Present your **progress-to-date** during your presentation, you are not required to have significant results.

## **How often do I need to attend the trainee presentations?**

Since attendance at all CP RTP trainee presentations is a part of your training, you need at least 70% attendance during your fellowship. Contact [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org) with the reason you cannot attend.

## **Is there anything I need to include in my presentation?**

Yes. You must include the two (2) required [Funding Acknowledgements](#) (the 1<sup>st</sup> for your funding source and the 2<sup>nd</sup> for the MD Anderson core grant), and at least one slide discussing issues of [Responsible Conduct of Research \(RCR\)](#) relevant to your research project. See [Acknowledgement of Support](#).

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# Acknowledgement of Support

## How do I acknowledge my grant funding in my presentation, poster, manuscript, etc.?

The following are examples of acknowledgement wording for posters, manuscripts and other presentations which must include **both** the funding source acknowledgement **and** the MD Anderson core grant acknowledgement (if applicable). If the core grant funds or resources are **not** a part of your project, you may omit the core sentence (**highlighted in blue**) from the acknowledgement.

### **CPRIT Postdoctoral Fellowship Funding Acknowledgement**

- (Insert your name here) and the research were supported in part, by **the Cancer Prevention and Research Institute of Texas (CPRIT) grant award ID RP170259, Shine Chang, Ph.D., Principal Investigator**, and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

### **Halliburton Postdoctoral Fellowship Funding Acknowledgement:**

- This research (or project) was supported in part by a fellowship for (insert your name here) supported by a fellowship award from **The University of Texas MD Anderson Cancer Center, Halliburton Employees Fellowship in Cancer Prevention Fund**, and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

### **Gordon Colorectal Postdoctoral Fellowship Funding Acknowledgement:**

- This research (or project) was supported in part by a fellowship for (insert your name here) supported by a fellowship award from **The University of Texas MD Anderson Cancer Center, Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention**, and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

### **MD Anderson Postdoctoral Fellowship Funding Acknowledgement:**

- This research (or project) was supported in part by a fellowship for (insert your name here) supported by a fellowship award from **The University of Texas MD Anderson Cancer Center**, and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

### **The following acknowledgements are typical of CPRTP alumni, presenting research related to their CPRTP fellowship and new research via a different grant.**

- (Insert your name here) was supported in part by a fellowship supported by a grant from the (select the bolded text for the appropriate grant listed above), and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.
- This research was supported by (insert funding institution) for (insert your name here) through (insert grant or funding mechanism).

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## Responsible Conduct of Research (RCR)

### What is Responsible Conduct of Research (RCR)?

Responsible Conduct of Research (RCR) is defined by the National Institute of Health (NIH) as "the practice of scientific investigation with integrity." It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

### Why is RCR required?

NIH policy requires participation in and successful completion of instruction in **Responsible Conduct of Research (RCR)** by individuals supported by any NIH training/research education/fellowship/career

award (NOT-OD-10-019). However, the MD Anderson Cancer Center's Postdoctoral Association has initiated the RCR Seminar Series to fulfill this requirement for postdoctoral fellows and graduate students, and the scope has expanded to include all MD Anderson employees.

### **What are basic principles and best practices of RCR?**

According to the NIH, the following principles are based on several key concepts about responsible conduct of research and best practices that have evolved over the past two decades' experiences:

1. Responsible conduct of research is an essential component of research training. Therefore, instruction in responsible conduct of research is an integral part of all research training programs, and its evaluation will impact funding decisions.
2. Active involvement in the issues of responsible conduct of research should occur throughout a scientist's career. Instruction in responsible conduct of research should therefore be appropriate to the career stage of the individuals receiving training.
3. Individuals supported by individual funding opportunities such as fellowships and career development awards are encouraged to assume individual and personal responsibility for their instruction in responsible conduct of research.
4. Research faculty of the institution should participate in instruction in responsible conduct of research in ways that allow them to serve as effective role models for their trainees, fellows, and scholars.
5. Instruction should include face-to-face discussions by course participants and faculty; i.e., on-line instruction may be a component of instruction in responsible conduct of research but is not sufficient to meet the NIH requirement for such instruction, except in special or unusual circumstances.
6. Instruction in responsible conduct of research must be carefully evaluated in all NIH grant applications for which it is a required component.

### **Where can I find detailed information about research integrity and research misconduct?**

Refer to the [NIH Research Integrity](#) page.

### **Where can I find examples of Responsible Conduct of Research (RCR)?**

Visit the OneDrive folder provided during orientation.

### **Does MD Anderson host RCR seminars?**

Yes. Go to [www.MDAnderson.org](http://www.MDAnderson.org) (keyword: RCR Seminars).

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## **Publications**

### **Where can I receive help with publications and manuscripts?**

We highly recommend that all CPRTP Postdocs visit the [MD Anderson Research Medical Library](#), a free resource to all MD Anderson faculty, staff, and trainees which offers assistance with: manuscript editing, research consultations, training, help getting published, and much more. Use the hyperlink above to visit their website or visit the library located at the top of the T. Boone Pickens Academic Tower.

## What format should I list my publication?

Typically, publications should be in the following basic format: Authors (**with your name in bold**), Article Title, Journal Name, Year, Issue (Number): First Page - Last Page. PMCID or NIHMSID

*An example of a citation of CPRTP Director and PI, Dr. Shine Chang:*

Niu J, Huang YJ, Wei S, Liu Z, Wang LE, **Chang S**, Chamberlain RM, El-Naggar AK, Sturgis EM, Wei Q. Association between a functional polymorphism (-1195T>C) in the IGFBP5 promoter and head and neck cancer risk. *Head Neck* 33(5):650-60, 5/2011. e-Pub 10/2010. PMCID: PMC3023825.

## What is a PMCID?

A PMCID is a PubMed Central Identifier or reference number which is a unique number assigned to a work that is posted to [PubMed Central](#), a free digital archive of biomedical and life sciences journal literature at the [U.S. National Institutes of Health \(NIH\)](#) developed and managed by NIH's National Center for Biotechnology Information (NCBI) in the National Library of Medicine (NLM). All works applicable under the NIH Public Access Policy are posted to [PubMed Central](#).

## What is an NIHMSID?

An NIHMSID is a NIH Manuscript Submission Reference Number in lieu of a PMCID at the end of a full citation. The NIHMSID is a temporary substitute for a PMCID when using either [Submission Methods C or D](#) under the NIH Public Access Policy. It is intended to be used only in cases where an awardee needs to cite a paper soon after its acceptance by a journal, when there is not enough time to complete every step of the NIH manuscript submission process.

## Why is a PMCID required and important?

A PMCID is required for demonstration of compliance with the NIH Public Access Policy for applicable works, three months post publication and beyond, noted in NIH applications, proposals and progress reports. If you are writing an NIH application, proposal, or progress report and you cite an article that is:

1. Authored or Co-authored by you, or, arose from your NIH award, and
2. Is covered by the NIH Public Access Policy you must include the PubMed Central reference number (PMCID) on those articles.

## What is the difference between a PMCID and PMID?

PubMed Central is an index of full-text papers, while PubMed is an index of abstracts. The PMCID links to full-text papers in PubMed Central, while the PMID links to abstracts in PubMed. PMIDs have nothing to do with the NIH Public Access Policy.

## How do you locate a PMCID?

The PMCID is posted in PubMed as soon as an article has been successfully processed by PMC, which usually occurs around the time of publication. For detailed information on how to locate a PMCID and how to cite, visit the [Locating the PMCID page of the NIH Public Access Policy page](#).

## How do I acknowledge the funding of my training grant in my manuscript?

See [Acknowledgement of Support](#).

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# Topics in Cancer Prevention Course

## How many credit hours are Topics in Cancer Prevention?

2.0 Elective credit hours

## What is the course number for Topics in Cancer Prevention?

Generally, the GSBS course number listing is GS21 1621. For more information about this course visit <https://gsbs.uth.edu> and perform a keyword search of the course name.

## What is the cross listed course number for UT School of Public Health?

Generally, the UT School of Public Health cross listed course number is usually PH 1498 100, but you will need to confirm this with UTSPH.

## When is the Topics course offered?

Topics in Cancer Prevention will be offered the Spring semester of every odd-numbered ending year. (Spring 2017, Spring 2019, etc.) through the MD Anderson UTHealth Graduate School (UTGSBS). For more information about this course visit <https://gsbs.uth.edu> and perform a keyword search of the course name. **Topics in Cancer Prevention** alternates with **Bio-Behavioral Research Methods in Cancer Prevention and Addiction** course. **Topics** is every ODD-numbered spring semester (2019, 2021, 2023), while **Bio-Behavioral** is every EVEN-numbered spring semester (2020, 2022, 2024).

## What time and day of the week will Topics in Cancer Prevention take place?

Every Thursday during the spring semester from Noon to 2pm on Zoom or at different locations throughout MD Anderson (if in-person). All enrollees will receive a syllabus via e-mail from CP RTP.

## Since this course occurs during lunch time, may I bring or eat my lunch?

If the course is virtual, students should not eat during the class. If the course is in-person, students are allowed to bring lunch and a beverage to class, as long as they eat quietly, clean up after themselves, and dispose their garbage in the trash can.

## When can I receive or view a copy of the syllabus?

All registered students will receive an invitation to the OneDrive folder to access the syllabus and may receive a copy via email prior to the start of class.

## How long is the class?

Two hours.

## What time of the year is Topics usually offered?

The Spring semester of every odd-ending year. (Spring 2019, Spring 2021, Spring 2023, etc.) Announcements are sent via e-mail and posted on our social media sites on [Facebook](#), [Twitter](#), and [LinkedIn](#).



## Is there a prerequisite?

No

## Does the course require instructor approval?

No, but a registration code is required and will be provided by the CP RTP.

## What are the objectives of Topics in Cancer Prevention?

1. Students will describe conceptual models used for cancer prevention research and practice.
2. Students will identify the principal approaches used in areas of promising research in cancer prevention, both topical and methodological.
3. Students will give examples of applications of cancer prevention research and practice.
4. Students will discuss the research and implementation challenges for future cancer prevention and control activities.

## Are CP RTP fellows required to take the Topics in Cancer Prevention course?

Yes. Topics in Cancer Prevention is a required course. The CP RTP offers one **required course** per year during the Spring semester and each CP RTP trainee is required to enroll, unless they have taken it previously. CP RTP Postdocs who spend two years in the program will take one semester of Topics and one semester or Bio-Behavioral. **Recommended** courses are to assist trainees in developing their educational curriculum.

## How do I register for Topics in Cancer Prevention?

See [How to Register for Courses](#).

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# Bio-Behavioral Research Methods in Cancer Prevention and Addiction Course

## When is Bio-Behavioral Research Methods in Cancer Prevention and Addiction offered?

**Bio-Behavioral Research Methods in Cancer Prevention and Addiction** is offered the Spring semester of every even-numbered ending year (Spring 2020, Spring 2022, Spring 2024, etc.) through the MD Anderson UTHealth Graduate School (UTGSBS). **Topics in Cancer Prevention** alternates with **Bio-Behavioral Research Methods in Cancer Prevention and Addiction**. **Topics** is offered every ODD-numbered spring semester (2019, 2021, 2023,...), while Bio-Behavioral is offered every EVEN-numbered spring semester (2020, 2022, 2024,...). For more information visit <https://gsbs.uth.edu> and perform a keyword search of the course name.

## How many credit hours?

2.0 Elective credit hours

## Is there a prerequisite?

No

### **Does it require instructor approval?**

No, but a registration code is required and will be provided by the CPRTP.

### **What are the objectives of Bio-Behavioral Research Methods in Cancer Prevention and Addiction?**

Define Bio-behavioral research and identify issues that help and hinder success conducting such research; Indicate the areas of intersection between behavioral and basic science research; Provide examples of successful applications of Bio-behavioral Research Methods in Cancer Prevention and Addiction; Suggest health conditions and research topics in Health Science that might benefit from Bio-behavioral research approaches.

### **Is Bio-Behavioral Research Methods in Cancer Prevention and Addiction required or recommended?**

Bio-Behavioral is a required course. The CPRTP offers one **required course** per year during the Spring semester and each CPRTP postdoctoral fellow are required to attend (only if they have not previously taken the course). Ideally, fellows who spend two years in the program will be taking one semester of *Topics* and one semester of *Bio-Behavioral*.

### **How do I register for Bio-Behavioral Research Methods in Cancer Prevention and Addiction?**

See [How to Register for Courses](#).

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## **How to Register for Courses**

(All information below relates to BOTH courses)

### **How do I register for *Topics in Cancer Prevention* or *Bio-Behavioral Research Methods in Cancer Prevention and Addiction* course?**

#### **Postdoctoral fellows who want to receive credit:**

- Visit the <https://www.uth.edu/registrar/forms.htm> to complete the **GSBS Employee Enrollment form** and submit all documentation listed at the top of this document (Residency Questionnaire, Transcript, Immunizations, Criminal Background Check Form) to the address provided (in-person) along with the application fee. **Be sure to have a member of the CPRTP staff sign the form and provide the course information.**

#### **Postdoctoral fellows who do NOT want to receive credit:**

- Visit the <https://www.uth.edu/registrar/forms.htm> to complete the **GSBS Employee Audit form** (you will register as an MD Anderson employee and you must have an active MD Anderson Employee ID to complete this form) OR
- If you are a UT School of Public Health student and you do not want to receive credit, complete the SPH Non-Degree Audit Only Enrollment Form. Follow the instructions at the top of the form and submit the additional required documentation listed. **NOTE: You must have a member of the CPRTP staff sign the form and provide the course information.**

**UT Health Graduate Students:** who wish to enroll at one of the institutions listed on UT registrars page, must click the link of the institution and follow the instructions provided for enrollment. Be sure to obtain the UT cross listed course number from CPRTP. **NOTE: Do not apply to GSBS. Do not attempt to register online.**

### **If I audit the course, will I receive credit?**

No. Students auditing courses will receive a grade of “AD” which may not be changed at a later date to a letter grade for credit.

### **What is the difference between the SPH Audit Only Enrollment Form and the GSBS Employee Audit Form?**

The **GSBS Employee Enrollment Audit Form** is for GSBS employees which also includes UT faculty, employees and fellows. There is an application fee to use this form (see top of the form). The **School of Public Health Non-Degree Audit Only Enrollment Form** is for regular, non-UT students and includes an application fee (see top of the form). Please go to the GSBS website to view the complete list of fees for auditing one course.

### **Will CPRTP cover fees for auditing a course?**

The CPRTP will cover fees only for **CPRIT-funded postdoctoral fellows only, excluding fees for criminal background check, immunizations and other fees not covered by the CPRIT-grant.** For more information, contact the program coordinator. Donor-funded fellows (MD Anderson, Gordon or Halliburton) must consult their mentor to cover course fees.

### **What is the course listing for each class?**

The course listing is noted for current classes only. Visit the [Seminar, Courses & Resources](#) page on our website.

### **What is the cost for each course?**

The application fee listed on the enrollment form is non-refundable and payable at the time of registration. Current Tuition and Fees are available on the UT Office of the Registrar website at <https://www.uth.edu> > Students > Bursar’s Office.

### **Will CPRTP pay my application fee and tuition?**

- CPRTP will not cover application fees for any student.
- CPRTP will cover **tuition only** for trainees funded by the CPRIT grant. You will not need to pay your tuition up front. UT GSBS will send CPRTP a bill for your tuition, as this is covered by the grant, and our office will complete a sponsorship form to cover your tuition costs.
- CPRTP will not pay tuition for **Donor-funded (Halliburton, Gordon or MD Anderson)** fellows. Donor-funded fellows should contact the primary/main mentor to see if they have funds available to cover tuition and fees.

### **I am a Donor-funded Postdoctoral fellow, will CPRTP pay or reimburse me for my required courses?**

No. Please consult your mentor to see if funds are available within your department.

## Where can I obtain a sponsorship form?

- **CP RTP Postdoctoral fellows funded by CPRIT:** Your tuition and fees for the GSBS course can be reimbursed or billed. In order to get your fees billed, the CP RTP Education Coordinator, must submit a sponsorship form to the UT Registrar's office **one month prior** to the start of the course. Contact the CP RTP to begin the sponsorship process and provide her with your **Student ID#**. **Late registration and sponsorship form submissions are subject to a late fee. If you are past the one month window**, you will be responsible for any late fees or insurance, as all registrants should decline insurance.
- **Donor-funded fellows:** CP RTP is **not** responsible for paying your tuition or fees. You will need to contact your mentor to see if funds are available within your department for billing or reimbursement.

## Can I pay my application and tuition fees online?

- **UT and GSBS students** can pay the application fee online and check the status of their application via the **myUTH system**. If you do not have myUTH logon, visit [www.uth.edu/](http://www.uth.edu/) and perform a keyword search for myUTH logon and complete the myUTH account request form.
- For additional instructions visit [www.uth.edu](http://www.uth.edu/) and keyword search "Registrar FAQs".
- **NOTE: The UTLINK Faculty/Designee Authorization is discontinued. Use the myUTH form above. All roster review and grade entry by faculty and/or designees should now be done using myUTH.**
- Other students can contact the Registrar's Office at [registrar@uth.tmc.edu](mailto:registrar@uth.tmc.edu).

## I'm not a GSBS student, do I need to apply for admission to the school?

No. See [How to Register for Courses](#).

## The registration form is approval of my "Immediate Supervisor", who is this?

CP RTP Director, Dr. Shine Chang.

## Is there a final exam at the end of the course?

No. If you register for credit, the course is graded on a Pass/Fail system and no final exam is required. Make sure you register for the class as AUDIT if you do not need credit for this class. This prevents anyone who doesn't need this class as credit from having an F in their record. If you do require credit, you will need to show up for **every class** to pass the course.

## Since this is during lunch hours, can we bring a lunch?

Students are welcome to eat lunch during class.

## What happens if I miss a class?

You must make up every missed class or you will receive an "I" for incomplete.

## How do I make up missed classes?

See your course syllabus for instructions.

## **Is there a maximum amount of classes that are allowed to be missed?**

No. As long as you submit 3 questions with answers for every missed course, you are allowed to make them up.

## **Can I bring a laptop to take notes?**

We encourage students to use their laptops, notebooks, iPads or any electronic tablet, as long as it's being used for course work during class time.

## **Why do I need to give you my contact information?**

We ask for your contact information so we can reach you in the case of an emergency, to let you know if a class has been cancelled, or any other situation where it is crucial to get in touch with you. Your information is kept confidential.

## **I am ill and cannot make it to today's class. Who do I contact?**

See your course syllabus for instructions or e-mail [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org).

## **Where can I obtain a copy of the syllabus, PowerPoint slides from a class that I missed or view videos from past courses?**

All class materials are saved in OneDrive, including syllabus, handouts, videos and presentation slides. Once you have registered for a Topics or Bio-Behavioral course, you will be invited to the OneDrive folder. If you do not receive the invitation prior to the start of class, please contact [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org).

## **I am unable to register for courses this semester, but may be interested next year, how can I receive notification about courses?**

If you are a current CP RTP fellow, you will receive an e-mail regarding course offerings, otherwise, we recommend you follow our program on [Twitter](#), [Facebook](#), and [LinkedIn](#).

## **Who do I contact with OneDrive problems or general questions about courses?**

Contact the course coordinator or send an email to [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org).

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# **Trainee Forum**

## **What is a Trainee Forum?**

The Trainee Forum was created to help all Cancer Prevention Research Training Program trainees benefit from others' experiences. Because trainees are so busy working on their projects, it is challenging to find time for them to interact. The Trainee Forum is a time designated for trainees to network and learn about each other's research.

## When and where do Trainee Forums take place?

Trainee Forums are 2-hour events held twice per year.

1. **Summer Trainee Forum:** In mid-June, the CP RTP postdoc fellows will give 90-second elevator speeches to the 25-CP RTP NCI-funded summer students and other invited guests, followed by a 'speed-meeting' reception where the postdocs will rotate tables and talk to a small group of summer students, while enjoying complimentary snacks and beverages.
2. **Fall Trainee Forum:** During Postdoc Appreciation Week, usually the third week in September, the CP RTP will host a 1.5 hour forum titled, *"What I Needed to Know as a New Faculty Member that My Postdoc Fellowship Didn't Teach Me."* We will invite a panel of faculty, from diverse backgrounds, and different stages of their careers. Panelists will range from CP RTP postdoc alumni or local faculty who completed a postdoc at MD Anderson. A complimentary hot lunch, dessert, and beverages will be provided.

## Is attendance required of CP RTP fellows at the Trainee Forum?

Yes.

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# Cancer Prevention and Control Grand Rounds

## What are Cancer Prevention and Control Grand Rounds?

To highlight the work of leaders in cancer prevention and control, the Cancer Prevention and Control Grand Rounds seminar series was formed in 2005 and its purpose is to inform the scientific and clinical faculty, trainees and staff at MD Anderson of emerging areas of research, new methods used in the field, and recent findings that inform the work conducted here.

## Is Cancer Prevention and Control Grand Rounds accredited?

The Cancer Prevention and Control Grand Rounds are accredited for continuing medical education, which is an attractive feature to our clinical audience. However, the seminars are open to the public as well and are widely advertised throughout the Texas Medical Center.

## How do I get credit for attending CPCGR?

The Cancer Prevention and Control Grand Rounds are accredited for continuing medical education, which is an attractive feature to our clinical audience. However, the seminars are open to the public as well and are widely advertised throughout the Texas Medical Center. When you arrive, you will be asked to show your I.D. badge to be scanned. That information is uploaded and reported to CME where you will receive credit for attending.

## What if I have forgotten my MD ANDERSON CANCER CENTER employee identification badge or I'm not a student, faculty or staff of MD Anderson?

If you have forgotten your ID badge, please provide your employee ID number to the CPGR attendant.

## What if I'm not a student, faculty or staff of MD ANDERSON CANCER CENTER?

Manual sign in sheets are available for visitors from other institutions and guests not affiliated with MD Anderson Cancer Center.

### **When and where do Cancer Prevention and Control Grand Rounds take place?**

Different locations within MD Anderson Cancer Center.

### **When and where do Cancer Prevention and Control Grand Rounds Speaker Meetings take place?**

Meetings may take place virtually via Zoom or in-person. If in-person, trainees are invited to bring their lunch for an informal meeting with the visiting CPGR speaker following Grand Rounds. Invitations with date, time and room location are sent to DCPPS trainees via e-mail.

### **Where can I obtain a copy of the Cancer Prevention and Control Grand Rounds schedule?**

The schedule can be found on the Division of Cancer Prevention & Population Sciences home page: [Cancer Prevention Grand Rounds](#) (MD ANDERSON CANCER CENTER intranet only). Otherwise, you may pick up a schedule at a Grand Rounds event.

### **Where can I find archived Cancer Prevention Grand Rounds presentations?**

Go to [www.MDAnderson.org](http://www.MDAnderson.org) and perform a keyword search for “Cancer Prevention Grand Rounds” to view the audio and slides of previous CPCGR presentations. Presentations will be

### **I am an MD Anderson trainee and would like to host a CPCGR Speaker Meeting, who do I contact?**

Email [CPCGR@MDAnderson.org](mailto:CPCGR@MDAnderson.org).

### **My department would like to nominate a CPCGR speaker. Who do I contact?**

Email [CPCGR@MDAnderson.org](mailto:CPCGR@MDAnderson.org).

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## **Extracurricular Activities**

### **May I volunteer at MD Anderson or around the Texas Medical Center?**

Of course! For opportunities, contact MD Anderson Volunteer Services at 713-792-5646 or at [Volunteering@MDAnderson.org](mailto:Volunteering@MDAnderson.org). For volunteering opportunities in Houston, visit <https://volunteerhouston.org/> or google keywords: *volunteering in texas medical center*.

### **What are some fun things to do in Houston?**

For events, restaurants, or to learn about Houston, visit <https://www.visithoustontexas.com/things-to-do/>.

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# Trainee Exit Process

## What is the exit process, once my fellowship is complete?

Preparation for your exit from the CPRTP **will begin at year 2 of your fellowship appointment.** The following steps must be within the indicated timeframes:

1. **Schedule remaining paid time off (PTO) in advance:** Schedule all PTO, especially if you do not plan to remain at MD Anderson. **Consult with your home department and timekeeper (not the CPRTP)** regarding carry forward PTO hours. Unused PTO will be lost if you leave MD Anderson at the end of your fellowship. **Do not wait until the end of your fellowship to schedule all of your paid time off at once.**
2. **Spend remaining research support funds:** Carefully review your checkbook to determine the research support funds remaining during the last year. Meet with your mentor to discuss any upcoming conferences of benefit. If your balance is uncertain, schedule a meeting with the CPRTP Postdoctoral Program Coordinator to determine your balance. **Last expense should be 30 days before your exit day.**
3. **Schedule your Formal Job Talk:** This is the last required oral presentation and must be scheduled within the last six months of your fellowship. Guests should include all mentors, colleagues, others in your department, and the CPRTP. Once you schedule a date and time, contact the CPRTP Program Coordinator to help advertise your talk by creating a flyer and sending emails to the other CPRTP trainees. **Immediately following the job talk, the CPRTP Postdoc Program Coordinator will present you with a certificate of completion and take a photo of you with your mentors. Be sure to arrive 'camera ready'!**

**(Within 3 months of the fellowship end date)**

4. **Begin the MD Anderson ORTP Exit Process:** This is the exit process from MD Anderson. If you will continue working with your mentor as a postdoctoral fellow compensated or uncompensated, contact your primary/main mentor's assistant to start the reappointment process. The ORTP reappointment process takes approximately 3 weeks to complete and it is important not to wait until the last minute, otherwise there will be a break in service which will affect your benefits and pay.
  5. **Schedule the Exit Interview with Dr. Shine Chang:** Contact Dr. Chang's secretary and cc: the CPRTP Postdoc Program Coordinator, to schedule your exit interview. Email your updated CV and Individual Development Plan (IDP), and the survey to Dr. Chang and cc the coordinator.
  6. Complete the ***CPRTP Postdoc Fellowship: Final Report and Evaluation of Mentor and Program*** in Qualtrics at [http://mdanderson.co1.qualtrics.com/jfe/form/SV\\_4ZKKaL4OXugKMmN](http://mdanderson.co1.qualtrics.com/jfe/form/SV_4ZKKaL4OXugKMmN). It will take around 1 hour to complete and you will be required to upload an electronic copy of your CV and include your new contact information if you are transferring to a new department or company.
  7. **Move data from your loaner CPRTP laptop to your PERSONAL electronic folder (e.g., Google Docs, OneDrive):** If you have not done so already, create a personal folder on OneDrive and begin moving your files from both your MDA PC and your CPRTP or MDA loaner laptop.
  8. **Send a calendar invitation to the CPRTP Program Manager and the CPRTP Postdoc Program Coordinator to return your assets:** All assets borrowed from the CPRTP must be returned within 30 days of your fellowship end date. This includes laptops, laptop bags, books borrowed from Dr. Chang, unused gift cards, etc. The calendar invitation will serve as a reminder to both you and the CPRTP to return the asset.
  9. **OPTIONAL:** To access the ***Certificate of Postdoc Training from MD Anderson*** request form, visit [inside.mdanderson.org](http://inside.mdanderson.org) and perform a keyword search "request for certificate of postdoctoral training".
- (During the last week of your fellowship)**
10. Send a farewell email (if you are leaving the institution).

## Are there any forms that my primary/main mentor must complete?

Your MD Anderson primary/main mentor must complete a Mentor Evaluation of CPRTP Trainee in Qualtrics. Our program will send your mentor a link within 1 week of your appointment end date. **It is at the mentor's discretion to have feedback shared with the trainee.**



## Will I receive a certificate of completion?

Yes. To access the *Certificate of Postdoc Training from MD Anderson* request form, visit [inside.mdanderson.org](http://inside.mdanderson.org) and perform a keyword search “request for certificate of postdoctoral training”.

## I purchased a laptop and monitor with my research expenses. Why can't I keep this equipment? It was purchased with my research funds!

Any equipment purchased during your fellowship using grant funds are property of the Cancer Prevention Research Training Program, not the trainee. These items must be surrendered to the CPRTP at the conclusion of your fellowship.

## Can my postdoctoral fellowship be extended?

**The CPRTP postdoctoral fellowship cannot be extended**, however, depending on the circumstances, your primary/main mentor may reappoint you (compensated or uncompensated), on their personal funds, which will require their office to submit the necessary paperwork to the ORTP.

## If my appointment ends early (because I'm offered a job or accept another opportunity), what is the exit procedure?

E-mail a formal letter of resignation to the individuals listed below, however we recommend that you speak to the CPRTP Director, Dr. Shine Chang prior to submitting your resignation.

1. All Mentors and their support staff
2. Your Department Chair and their support staff
3. Your Department Administrator
4. Dr. Shine Chang and CPRTP Associate Director
5. Zera Harden, Director of Education and Training
6. CPRTP Admin Staff (Program Coordinator, Program Manager, and Grant Program Manager)
7. Complete the ORTP and the CPRTP exit process.

## Should my letter of resignation have a particular format?

Your letter of resignation may be on letterhead, but must be typed, signed, dated and **include your official departure date**.

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## Post Fellowship

### As an alumni of the CPRTP, how can I request a letter of recommendation from Dr. Chang?

Complete [this letter of recommendation request form](#) and follow the instructions at the bottom of the form. Direct any questions to [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org).

### How do I keep in touch with the CPRTP?

We report career status, publications and presentations resulting from this fellowship award, and awards to the funding agency of your fellowship award (e.g., CPRIT, MD Anderson). This data is reported

annually and during grant competitive renewals every 5 years. Alumni are encouraged to provide updates via email at [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org).

**How can I receive verification of employment?**

MD Anderson verification of employments are outsourced to MyWorkNumber at 1-800-367-5690, MD Anderson company code is 10578.

**I haven't received my W2 tax form. Who should I contact?**

Contact MD Anderson Payroll at 713-745-9530.