

What to Expect During the Cancer Prevention Research Training Program (CP RTP): Summer Research Experience

Summer Survival Guide **for Awardees**

Congratulations and welcome to the **MD Anderson CP RTP Summer Research Experience!** Now that you have been awarded a summer fellowship, you may be wondering, "What happens next?" **This guide will assist newly appointed fellows (also referred to as "trainees")** navigate the fellowship appointment and onboarding process to initiate employment at MD Anderson Cancer Center. Although it may be tempting to email CP RTP with questions, we highly recommend that you read this guide in its entirety, as it will answer many of your questions.

All items communicated herein are specific to the CP RTP Summer Research Experience and are subject to change.

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MD Anderson Summer Experience Programs

As of 2019, there are ten (10) summer programs participating in the MD Anderson SE:

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

Check your email every morning and evening until you arrive at MD Anderson for your first day of employment. In addition, check your SPAM or BULK MAIL folder daily, as you will receive correspondence from different MD Anderson departments located within the ORTP as well as CP RTP. If you locate MD Anderson emails in your SPAM or BULK folders, be sure to designate the email address sender as "not spam."

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MD Anderson Entities

You'll be interacting with 3 separate entities during this process:

- 1) **The Office of Research Trainee Programs-OR TP** (*formerly known as the MD Anderson Academic and Visa Administration Trainee or AVA-Trainee*) is similar to a Registrar's Office and serves as the institutional resource for processing educational appointments for trainees & students. OR TP conducts new trainee onboarding and ensures educational programs and departments are in compliance with guidelines & policies from the UT System, the State of Texas, & Federal and other external agencies.
- 2) The **Cancer Prevention Research Training Program-CP RTP** coordinates the content of your research experience, managers and submit employment and onboarding paperwork to the OR TP.
- 3) **MD Anderson Employee Health and Well Being** processes mandatory health procedures for trainees and employees.

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Application Phases

There are three (3) phases of the application process. These phases take place primarily through the Discover system, with a few items requiring electronic submission via email. **Be sure to communicate with your potential mentors that you will complete your employment paperwork through the Discover system and the CP RTP will oversee this process.** The immunization health records must be uploaded to Castle Branch Profile (see **Immunizations** below). Instructions are available in the Discover system.

Phase 1 (Application):

- Discover Application
- 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 student is accepted into the program, and all items in Phase 1 have been reviewed and approved by CP RTP.

Phase 2: (Recommendation):

- **Proof of Enrollment for the spring semester** of the program year: All students must upload an updated unofficial transcript (reflecting Spring enrollment) OR a letter from your institution to the Discover account. The official transcript may be securely emailed to KLLewis2@MDAnderson.org or sent via U.S. mail to:
MD Anderson Cancer Center
Attn: Kava Lewis
1155 Pressler Street, Unit 1365
Houston, TX 77030
- **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**

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- **Summer Experience Immunization Compliance Form** (this must be uploaded after all health documents are uploaded and approved in the Castle Branch system)

Phase 3: (Pre-Appointment Contingencies):

- **Appointment Letter, including two additional attachments:**
 - 1) Appointment Letter
 - 2) Campus Map, and
 - 3) Summer Experience E Verify instructions. The actual link to complete the verification will arrive in a separate email. MD Anderson uses the secure **Pre-Check** system and **you must enter your social security number.**
- **Media Release Form**
- **Photograph** (for the MD Anderson ID badge)

Trainees will receive a separate email to complete the following additional tasks, outside the Discover system:

- **Background check via Pre-Check system**
- **Online orientation**
- **Section 1 of electronic I-9 form**
- **Drug and tobacco testing are not required for short-term, summer program trainees.**

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Phase 2: Overview

After Phase 1, CP RTP will award positions to selected applicants. Within one week of acceptance confirmation, trainees may receive an email from the Discover system with additional documents to be completed signed and uploaded (Phase 2 documents); and an email from the CP RTP with instructions and deadlines for completing Phase 2 documents. Just as in Phase 1, trainees must download and complete forms using the hyperlink or "Get Form" feature in Discover. All pages of the completed documents must be uploaded into the Discover account. Signatures must be handwritten, not typed in a cursive font nor entered electronically. Failure to sign and date documents will cause the forms to be rejected. All handwritten data must be printed clearly and legibly. **Documents which are not legible will be rejected.**

All awardees must have access to e-mail, printer, fax, scanner and telephone to complete additional required application documents. After notification of fellowship award, time-sensitive documents will be due between February and May. Should an awardee decide to take a vacation, it is their responsibility to complete all documents by the deadline. **Failure to complete these documents on time will result in the forfeiture of your short-term fellowship.**

Phase 2: Immunizations

The **University of Texas MD Anderson Cancer Center's department of Employee Health and Well-Being** requires all educational trainees to provide documentation of immunizations or serological proof (blood test) of immunity. **CastleBranch** is an online screening service utilized by MD Anderson Employee Health.

Immunizations are included in Phase 2 of the application process. Trainees must download the **Summer Experience Immunization Compliance Report** form from Discover. There is a non-refundable, non-reimbursable fee required to use this service. Please read the instructions carefully and note the technical helpdesk contact number.

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The following health documents must be uploaded to your Castle Branch account, and **not** the Discover system:

1. **Demographics and Health Questionnaire form** (4 pages)
2. **Minor Consent Form** (if trainee is 18 yrs 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

Immunization tips

- Schedule an appointment with your family physician/free clinic and contact your parents/guardians for shot records immediately after receiving fellowship award acceptance.
- Obtaining immunizations, uploading health documents and obtaining approval from MD Anderson Employee Health is a lengthy process and failure to upload your immunization forms by the deadlines can result in the forfeiture of your summer fellowship.
- **If you have a medical condition which precludes you from obtaining vaccines, contact MD Anderson Employee Health at EHOccHealth@MDAnderson.org.**
- Check the Certified Background account daily for health document status. The system will not automatically send notifications of missing documents.
- Items marked *rejected* must be addressed immediately.
- Items marked *compliant* are accepted and require no additional action.
- All health documents must be legible, and signed by a licensed physician or healthcare provider.
- Screen prints are not acceptable.
- After all documents are marked compliant, navigate to the *To Do List Summary* located via the left menu, save and upload the *Immunization Compliance Report* into your Discover account. The Immunization Compliance Report must be labeled **Compliant** in **green** letters. If the report is not identified as compliant, your immunizations are incomplete.
- **NOTE:** Do not upload an incomplete compliance report to Discover. The CP RTP cannot submit the paperwork for employment to the ORTP until the immunization compliant document has been uploaded.

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Phase 3: Overview

The CP RTP will submit phase 2 documents to the OR TP to initiate employment paperwork. Once OR TP reviews and approves all Phase 2 documents, Phase 3 application documents will become available. **Phase 3 is comprised of documents to be completed inside and outside of the Discover system.** Students will receive an email from Discover system with “Appointment Letter Signature Requested for Your Appointment” in the subject line. Students must follow the instructions in the email to log on to Discover to complete the following steps:

1. **Appointment Letter Signature Requested for your Appointment** will be the subject line of an email arriving from MD Anderson Discover OR Lydia Martinez. Lydia is our contact in OR TP and will be processing your fellowship appointment paperwork. Once you receive this email, log on to your Discover account and select GET FORM next to appointment letter. You will download the following three (3) items after you receive the email from MD Anderson OR TP:

1a) Applicant’s Contract/Letter: 1) **Download and read this letter in its entirety**, 2) sign and date the 2nd page and 3) upload **BOTH PAGES** of the letter into your Discover account. Keep a copy of this letter for your records and bring it with you on your 1st day of employment. Be sure to report to OR TP for check-in on the date, time and location indicated in the letter. **PERMANENT RESIDENTS:** Special check-in instructions will in the appointment letter and provided via email from the VISA Advisor with steps to verify employment eligibility. The VISA department can be reached at 713-792-1112. Be sure to schedule this appointment BEFORE or AFTER the OR TP check-in time listed in the appointment letter.

1b) Campus Map: [Review these maps](#) to familiarize yourself with MD Anderson campus before your arrival.

1c) SE E-verify: Download and **read both pages of the instructions carefully**. This document explains the electronic I9 process which is required to verify employment eligibility. It also tells you when to expect the email to complete this process.

2. **Media Release Form**
3. **Photograph:** Follow the instructions to upload a suitable photograph to be used for your MD Anderson identification badge.

Summer students will receive a separate email to complete the following additional tasks, outside the Discover system:

4. **Background check via Pre-Check system**
5. **Online orientation**
6. **Electronic I-9 form**

Do not procrastinate! If you do not have your original social security card and/or do not know the location of your immunization records, take steps **now** to order a new social security card and schedule a doctor’s appointment. The summer program is unable to assist those without proper medical records or identification.

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Mentor Matching

During Phase 2 of the application process, CP RTP summer trainees will also receive mentor matching instructions, an interview form, faculty contact information, and deadline. The CP RTP recommends that all potential mentors are selected from the Division of Cancer Prevention and Population Sciences (DCPPS) because **the summer research project must be related to cancer prevention**, per the terms of our NCI grant award. While students may search for mentors outside of the DCPPS, the student must educate the non-DCPPS faculty about the CP RTP summer program and cancer prevention research project, as many non-DCPPS faculty are unfamiliar with the CP RTP.

Prior to your interview, be sure to familiarize yourself with our program by reading this guide and our summer program website at www.cancerpreventiontraining.org/summer.

During the interview, inform the potential mentor that:

1. You have already been accepted into the MD Anderson Summer Experience.
2. You will be appointed directly to the Cancer Prevention Research Training Program (CP RTP) and the matched mentor will be listed in PeopleSoft as your mentor and supervisor.
3. You have already completed an application in the Discover system and all subsequent employment and appointment paperwork will be submitted in the Discover system by the CP RTP.
4. 100% of your stipend (salary) will be provided by the CP RTP.
5. Provide them with the program start and end dates.
6. Students will be housed in the department of the mentor and the CP RTP will contact the department directly to confirm desk space and other details necessary to finalize the fellowship appointment.

The CP RTP will provide all students with \$1,000 in research support for conference registration (not membership), books, lab supplies or other research supplies. Students will receive detailed instructions for initiating research support requests, as all research supplies must be ordered and approved by the CP RTP.

Post-Mentor Matching

If a match is made early in the interview process (in other words, if the student interviews the first faculty on their list, and you both decide you want to work together), it is at the student's discretion to pursue the remaining interviews. When a match is made, notify the CP RTP, and submit your completed interview form. We will reach out to the faculty to confirm and provide the mentor with a project description form. The project description form will detail the summer project, its relevance to cancer prevention, list the direct supervisor, potential publication opportunities, and other details. The project description form will be furnished to the student during CP RTP orientation.

The CP RTP will work with the mentor's department to coordinate your desk location, telephone extension, and order the computer equipment (monitor and computer), for the summer. At the conclusion of Day 2 of the CP RTP orientation, students will either be picked up by their mentor or a research staff member, OR directed to the home department. During the next 10-weeks, students will manage their own work schedule (via MS Outlook) by working in their home department on their summer research project, attend mandatory CP RTP activities, and complete required assignments.

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Compensation

Rates of financial support vary year to year. Refer to the CP RTP summer program webpage for the current salary amount per hour. In addition, the MD Anderson appointment letter generated in Phase 3 (see previous page) will include your annual salary, even though you are only appointed for 10-weeks.

For an *estimate* of the amount per paycheck, visit www.paycheckcity.com/cokronos/netpaycalculator.asp. Enter **Tax year**, **State**, **Gross pay** (use the amount provided in the award letter), select **Semi-monthly** for pay frequency, enter **# of allowances** (include any dependents), enter any **additional withholding** you may designate on your taxes, Select **“Round Federal Withholding”** and click **Calculate**. The net pay amount is an **ESTIMATE** and does not take into account any parking fees or other designated deductions.

Summer students are not benefits eligible and will not receive holiday pay, sick leave or any other health benefits (see **Holiday pay** on the next page). If a work day falls on a holiday, the campus will be closed, you will not work that day and **you will not receive pay for that day**. CP RTP does not reimburse for any parking, immunization fees or other fees not pre-approved.

The screenshot shows a web form titled "The Paycheck Calculator". At the top, it says "Calculation based on: Tax Year 2016 For Texas". Below this are instructions: "Click an item's name for help on contents." The form is divided into sections: "General Information", "State and Local Information for Texas", and "Voluntary Deduction Section". Red arrows point to the following fields: "Gross Pay", "Pay Frequency" (set to Semi-monthly), "Federal Filing Status" (set to Single), "# of Federal Allowances" (set to 1), "Additional Fed. Withholding" (set to \$0), "Round Federal Withholding" (radio button selected for Yes), "I am exempt from:" (checkboxes for Federal Tax, FICA, Medicare), "No State Tax" (checkbox selected), "Deduction #1 Name", "Deduction #1 Amount", "Ded. #1 Exempt from:" (checkboxes for Federal, FICA, State, Local), "Deduction #2 Name", "Deduction #2 Amount", "Ded. #2 Exempt from:" (checkboxes for Federal, FICA, State, Local), and the "Calculate" button.

Pay dates

Compensated trainees will receive paychecks on the **5th and 20th** of each month. If these dates fall on the weekend, paychecks may be received the previous business day or next business day, **at the discretion of the trainee's banking institution**.

Direct deposit

Direct deposit enrollment, via the myHR intranet system, is mandatory during the first week of employment. You will need your bank's ABA routing number (9-digit) and bank account number. **Paychecks are not distributed at MD Anderson**, and those who do not sign up for direct deposit will receive paper checks in the U.S. mail at the address provided on the W-4 form.

The CP RTP is not responsible for paycheck amounts not equal to the estimates provided by the calculator. If you have a question regarding your check amount, tax deductions, garnishments, direct deposit or **anything related to your paycheck**, please contact MD Anderson Human Resources (myHR) at 713-745-6947 or 5-myHR.

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Taxes

The IRS W-4 tax form will be provided by ORTP and must be completed at ORTP check-in. Trainees are advised to use a permanent mailing address (e.g. parents mailing address), as the W2 tax forms will be mailed to the address provided on this form unless otherwise indicated on the **Exit Clearance Form** completed during the last few weeks of the summer fellowship. In addition, trainees may elect to change their permanent home address in the MD Anderson PeopleSoft system after the start of the fellowship.

Holiday pay

Summer students are not eligible for benefits and will not be paid for holidays which fall during a week day. MD Anderson recognizes the holidays listed below.

- U.S. Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas
- Day After Christmas (if applicable)
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day

Ineligible Benefits

Because summer students are appointed for less than 6 months, we are **unable** to offer the following benefits or reimbursement:

- Health Insurance (Medical, Dental, etc.)
- Retirement Benefits
- Life Insurance
- Paid Time Off
- Parking
- Transportation (transit, taxi, etc.)
- Moving expenses
- MD Anderson Fitness Center

Parking

During your first day of employment, parking is available at Mid-Campus (1MC) Garage located at 1400 South Braeswood, Houston, TX 77030. Daily parking rates are \$12.00 per day, and must be paid with cash, credit or debit card when exiting the garage via parking machine. All MD Anderson parking garages are **not** open to the public, so be sure to park in the garage we recommend, until you secure a parking contract or other transportation arrangements.

Students may sign a parking contract for the remainder of their fellowship by visiting the MD Anderson Parking Department at Pressler Garage, PGA4.2000, Phone: 713-563-7275 (6 a.m. to 5 p.m., Monday through Friday), Email: parking@mdanderson.org. The 1st month's parking fees are pro-rated and must be paid up front via personal check, while future monthly fees will be deducted from each paycheck. To avoid parking fees, students are encouraged to car pool or utilize public transportation. [Read more](#) about other daily MD Anderson parking resources.

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Work Schedule

- Summer Experience students will work full time, usually 8am to 5pm (with 1 hour for lunch), Monday through Friday.
- Trainees will not receive overtime pay for working late or weekends, and are free to work after business hours as long as permission is granted from the supervisor.
- Your daily work schedule will be determined by the primary mentor or supervisor.
- **The MD Anderson Summer Experience fellowship start and end dates are set and cannot be modified.** This means you will not be able to start nor end the fellowship early; take days off and make them up later; nor work a modified schedule. If you are unable to commit to the full 10 weeks of the program, please alert the education coordinator and re-apply at a time when you are able to fully participate.
- **CP RTP does not advocate summer course work or employment in conjunction with the MD Anderson Summer Experience.** If you are considering taking summer courses, you must contact CP RTP BEFORE enrolling in summer school. The summer experience is an intensive 10-week program, and does not allow flexibility for students to attend classes.
- Unplanned time off for illness, family death or emergency is allowed; however, there is a possibility you may not receive pay for any missed days. Consult CP RTP and your mentor's department for attendance policies.

What to Pack?

Umbrella, rain boots, rain coat or poncho, light jacket, walking shoes/sneakers, and other essentials for wet and hot weather conditions. Also plan for going from very hot outside weather to very cool indoor temperatures. Be sure to watch the weather forecast daily and always keep an umbrella at your desk.

Dress Code

MD Anderson daily dress code is business casual. Clothing does not need to be formal. Most thermostats within the buildings are set at 73 degrees, but will seem much cooler. Sweaters, pashminas or jackets can be kept at your desk in case you are cold while indoors, and be sure to lock up all personal items, even if you are stepping away from your desk to go to the restroom or printer.

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). Typical Houston summers are very hot, humid and rainy.

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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Houston Weather Conditions

The summer program takes place during hurricane season which means there may be frequent rain storms and flash floods. In the event of extreme weather events, it is highly recommended that you do not travel to MD Anderson campus and stay home. Your safety is our top priority.

Average Temperatures			Average Precipitation	
Month	High	Low	Month	Inches
January	62°F	41°F	January	3.68
February	67°F	44°F	February	2.98
March	73°F	51°F	March	3.36
April	79°F	57°F	April	3.60
May	86°F	66°F	May	5.15
June	91°F	72°F	June	5.35
July	94°F	74°F	July	3.18
August	94°F	73°F	August	3.83
September	89°F	68°F	September	4.33
October	82°F	59°F	October	4.50
November	72°F	50°F	November	4.19
December	65°F	43°F	December	3.69

Source: Greater Houston Partnership and www.VisitHoustonTexas.com

MD Anderson Campus and Culture

MD Anderson Cancer Center is a uniquely diverse and inclusive community of clinical, research, academic, and workforce professionals from diverse backgrounds. [Read more.](#) Our campus is comprised of over 17 buildings over several miles. Some buildings are not within walking distance and will require transportation. MD Anderson provides free shuttle service to other MDACC buildings to all MD Anderson students and employees. Because some MD Anderson buildings are not on a regular “route” you can call a “By-Request” MD Anderson shuttle at (713) 792-2338. All shuttle passengers will be required to show their MD Anderson badge ID and 6-digit employee ID to the shuttle driver upon pickup. “By-Request” shuttles may take anywhere from 5 to 25 minutes to arrive. **Always begin traveling to an event on MD Anderson campus, 30+ minutes in advance.**

Because some buildings have been renamed after distinguished donors, they may be referred to by two names. Students will receive a map and complete building guide which will include the full name and street addresses of all MD Anderson buildings during CP RTP orientation.

Example: The building which houses the CP RTP and Division of Cancer Prevention & Population Sciences at 1155 Pressler, Houston, TX 7703 was known as the **Cancer Prevention Building** or **CPB**. In 2008, in the largest donation to MD Anderson’s cancer prevention program, the Dan L. Duncan Family Foundation donated \$35 million to boost the ongoing efforts to help people reduce their risk of cancer and take preventive measures against disease. The CPB building was renamed, the “Dan L. Duncan Family Institute Building”. Both names are combined and used interchangeably by employees as “The Duncan CPB building” or “The Cancer Prevention Building”. This applies to many buildings on MD Anderson campus and can create confusion to newcomers.

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The First Week of the Summer Program

Summer Program: Day One

I. ORTP CHECK-IN (MORNING):

The first day of the summer program at MD Anderson will begin with the **ORTP check-in** (early morning) and end with CP RTP orientation (usually 10am to 5pm). Refer to the appointment letter in Discover for MD Anderson ORTP onboarding check-in time, which usually takes place at:

MD Anderson Cancer Center
Mid-Campus Building 1 (1MC)
7007 Bertner Avenue
3rd Floor Meeting Center, Room 3
Houston, TX 77030

ITEMS TO BRING TO ORTP CHECK-IN:

1. **Social Security Card:** **This is a MANDATORY document and must be the original, not a photocopy.**
2. **A photo ID or 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. The I-9 document list will be provided via email from ORTP.
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. A minimum of \$24 on a debit or credit card for full-day parking during the first 2 days. There is a daily \$12 parking fee at the 1MC lot. This fee is for the entire day, **provided that you do not exit and re-enter.** You must pay any accrued parking fees upon exit. See **Parking** above.

Permanent Residents will be required to attend one additional check-in session with the VISA department. It is recommended that your Visa check-in occur **BEFORE** your scheduled ORTP check-in. VISA check-in details will be provided in an email from a VISA advisor and within the MD Anderson appointment letter in Discover. Please direct any Visa check-in questions directly to the VISA department at 713-792-1112.

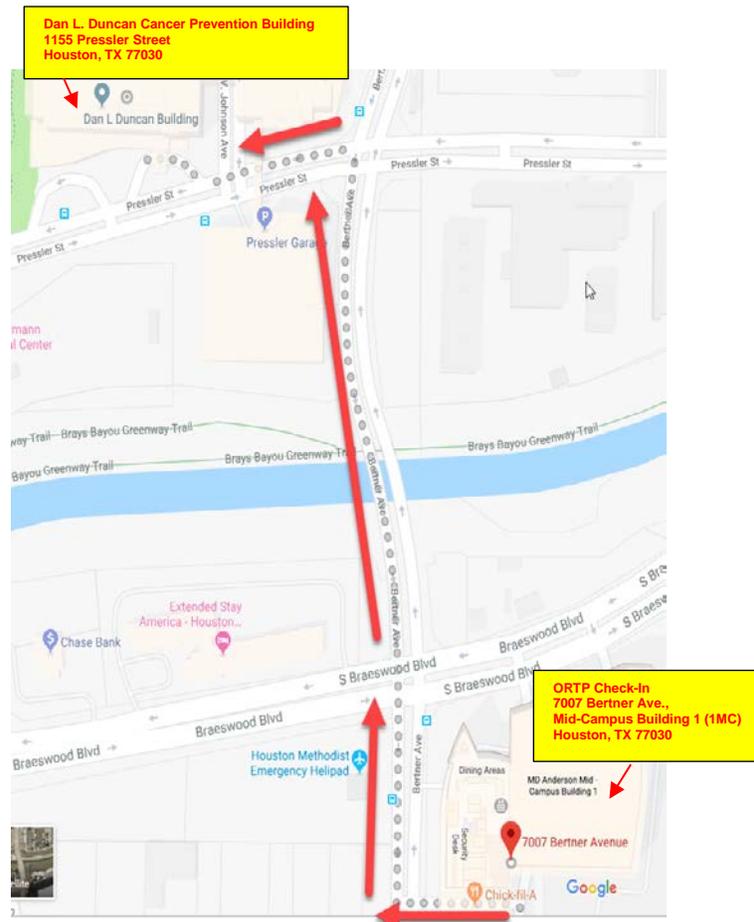
II. CP RTP ORIENTATION (AFTER ORTP CHECK-IN):

Detailed directions will be provided by the CP RTP program manager prior to your first day of the summer program. Following ORTP check-in, you have 2 options:

- 1) Take the escalator to the 1st floor lobby and take the MD Anderson shuttle to the Cancer Prevention Building (CPB), or

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2) Cross Bertner Avenue and make sure you are on the opposite side of the street of the 1MC building. Continue walking down **Bertner Avenue** and cross **Braeswood Blvd.**, cross Pressler Street (at the intersection) and turn left to continue on Pressler Street. The Cancer Prevention will be the 2nd building on your right at 1155 Pressler, Houston 77030. Enter via the circular driveway and take the elevator to the 8th floor and locate the conference room provided by the program manager. **See map below.**



Upon arrival at CP RTP orientation, please find your name and be seated. You will receive a light breakfast, orientation agenda, binder, and promotional "SWAG" (Stuff We All Get) materials. **If you have special dietary restrictions or food allergies, it may be in your best interest to bring your breakfast, lunch and snacks.**

Once you are settled, you will meet the CP RTP Directors: Drs. Shine Chang and Carrie Cameron and the remaining staff. Orientation will consist of an overview of CP RTP, an icebreaker activity, and other information relevant to your summer fellowship.

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Summer Program: Day 2

Morning

The second day of employment will consist of Part II of CP RTP orientation which will last through the early to mid-afternoon. You will be provided with breakfast and lunch. Your mentor or another member of your department may pick you up and escort you back to your home department. Otherwise, Ms. Lewis will either escort you or provide directions to your home department.

Afternoon

At that time, you will receive a department tour; meet the office staff; set up your desk; set up your voice mail, and logon to your computer. After logging on, go to myHR to setup your direct deposit and W4 (tax) form. You must have your bank name, account and bank routing number in order to setup direct deposit. **This task must be completed before the end of your first week of employment.**

Summer Program: Days 3 - 5

During the first week of the summer program, students are required to schedule a one-on-one meeting with the mentor. Use this time to discuss expectations, how to conduct your research project, day-to-day activities, project ideas, work schedule, potential workshops, upcoming conferences, future research, publishing opportunities, future check-in meetings, and a budget to spend the \$1,000 in research support provided by the CP RTP. Be sure to schedule recurring, future check-in meetings with the mentor (ideally 15 to 30 minutes).

All students will receive a **Week One Checklist** of items to be completed during the first week of the summer program.

Unless noted otherwise, the MD Anderson Summer Experience Welcome Lunch will take place the first Friday of the summer program and all summer experience students (over 200) will be invited. This is a relaxing and fun event featuring games and pizza. All attendees will attend a complimentary MD Anderson Summer Experience T-shirt. **If you are unable to attend, it is your responsibility to contact Nancy Strange at NDStrange@MDAnderson.org to arrange a future date and time to go to Nancy's office to retrieve your T-shirt.**

IMPORTANT: During the first week of the summer program, students will begin receiving calendar invitations via MS Outlook of **each** scheduled activity. All activities listed in MS Outlook take precedence over what is in the paper copy of the previously distributed calendar. Activities are subject to change. As a general rule of thumb, **ALWAYS FOLLOW THE SCHEDULE ON THE MS OUTLOOK CALENDAR.**

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What to Expect During the Cancer Prevention Research Training Program (CP RTP): Summer Research Experience

Summer Survival Guide for Awardees

Summer Program Activities

Around May, all summer students and mentors will receive an electronic copy of the *CP RTP Summer Activities Calendar* via email and students will receive a paper copy during CP RTP orientation. After orientation, students will receive invitations to all events via Microsoft Outlook, which will be used to manage daily activities. Students will not be able to access MS Outlook while off campus, unless the primary mentor grants remote login authorization.

CP RTP summer students are expected to attend the mandatory educational activities each week. Some activities are open to other MD Anderson programs, while other activities are open to CP RTP trainees only. Trainees are expected to attend all mandatory activities and complete assignments/projects by the due date. An example of the activities calendar can be found at www.CancerPreventionTraining.org/Summer > **Activities & Events > Activities Calendar (center menu)**.

The CP RTP also encourages trainees to attend other career development activities and honor their commitments. If there is a schedule conflict between a CP RTP required activity and a lab home department activity/event, use your best judgment. CP RTP will not penalize summer trainees for choosing one event over another. Simply send an email Kava Lewis at KLLewis2@MDAnderson.org explaining your absence prior to the start of the CP RTP required event. It is your responsibility to manage daily tasks, events and meetings **using the MS Outlook calendar**, as well as print copies of the outlook calendar for the next work day, prior to leaving each evening.

CP RTP Summer Activities *may* include, but are not limited to:

- MD Anderson Check-In
- CP RTP Orientation (Days 1 & 2)
- CP RTP Welcome Lunch (Day 1 Orientation)**
- MD Anderson Summer Experience Welcome Event**
- MD Anderson SE Weekly Lecture Series
- Cancer Prevention and Control Grand Rounds (CPCGR)
- CPCGR Trainee-Speaker Brown Bag Lunch*
- Tuesday Career Conversations*
- Shadowing
- Thursday Group Sessions
- Informational Interviews
- Halfway Reports
- Final Reports
- Educational Abstract
- Elevator Speech Workshops
- Scientific Poster Workshops
- CP RTP Debrief
- CP RTP Farewell Lunch**

*Any MD Anderson events with 'brown bag' in the title means that guests may bring their own lunch and beverage. Food or beverages will not be provided at any MD Anderson event, unless noted otherwise.

**Complimentary lunch provided.

- **It's always better to be early than late.** Always arrive 15 minutes early to every event to ensure good seating and as a "cushion" in case you get lost.
- For longer commutes which require shuttle service, leave 45 minutes early. **Example:** If a Noon event is in the Mays Clinic (ACB) and your office is located in the Mitchell Building (BSRB), leave your office 11:15 a.m.
- A listing of MD Anderson building names, addresses and a campus map will be provided during CP RTP orientation.

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A Typical Day

Now that you know what events take place during the CP RTP Summer Program, you may be wondering what a *typical* day is like. Most work days will begin at 8am and end at 5pm. **Schedules may be adjusted as long as students attend the mandatory CP RTP activities.** Students will usually report directly to a supervisor which could be the faculty mentor, a postdoctoral fellow, graduate research assistant, lab manager, research manager, or other team member designated by the faculty mentor.

Students are encouraged to take a 'driver's seat' in the research and play an active role in the project by communicating their ideas and knowledge, as this will enhance the summer experience. Time management will be key in a successful summer, as the CP RTP summer student will divide their time between the department of the primary mentor, the lab (if applicable), and the CP RTP for required activities.

Students will work on career development assignments such as informational interviews, elevator speech, scientific poster and final report. In addition, students are encouraged to form journal clubs and initiate shadowing opportunities resulting from informational interviews or in departments of interest (e.g. plastic surgery). Students will manage their schedule using MS Outlook and are expected to honor all commitments. In advance of any meeting or event, prepare questions in advance, show up on time, engaging with event facilitators and other students, and providing your undivided attention. In short, a typical day is **busy!** 😊

Final Summer Events & Attire

The summer experience will conclude with two events held during the last week of the program:

1. **CP RTP Trainee Exposition**

This event takes place on the last Tuesday of the Summer Experience. Over 100 guests attend this 2-hour exposition, hosted by the Cancer Prevention Research Training Program. Attendees include faculty and staff of the Division of Cancer Prevention and Population Sciences (DCPPS); summer mentors, research team and home department staff; **as well as family and friends of summer trainees.** During this event, CP RTP summer trainees will present a 90-second elevator speech and formally present a scientific poster. The order of events include: 1) Elevator Speeches (in alphabetical order by trainee last name, 2) Poster Session & Reception. Light snacks will be provided during the reception.

2. **MD Anderson Summer Research Experience Final Event: Poster Session & Elevator Speech Competition**

This event is held on the last Thursday of the Summer Experience. This 3-hour session features MD Anderson Summer Experience trainees from all summer programs, including the CP RTP Summer Program. Trainees will hone their scientific communication skills by: 1) Presenting a Scientific Poster during the 2-hour poster session, and 2) Viewing or participating in the Elevator Speech Competition. Finalists of the elevator speech competition will receive a certificate and winners will also receive a cash prize. This event is open to the entire MD Anderson campus and surrounding institutions, including the University of Texas School of Public Health, **as well as family and friends of the summer students.** [Read more about the final summer event.](#)

Attire for both events should be professional clothing similar to what you would wear to a job interview.

- **Options for Men:** Suits; long sleeve dress shirt, slacks & tie, bow ties, vests, dress shoes.
- **Options for Women:** Suits (pants or knee length skirts); dresses (knee length, long or A-line); skirts and blouses (long or short sleeve).

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Exit Procedures

CP RTP will distribute an **exit clearance form** during the last week of your fellowship which must be completed prior to the last day:

1. Complete the required boxes of the exit clearance form, including the permanent mailing address on page **NOTE: MD Anderson Human Resources will mail your IRS W2 to the permanent mailing address.**
2. Take the form to the home department to complete the top portion only!
3. Return keys or materials which belong to the HOME department. Remind the home department that CP RTP will check out all summer students. **DO NOT give the ID badge nor exit clearance form to the home department.**
4. CP RTP will submit clearance form and badges to ORTP and provide home departments with form copies.
5. Trainees may keep their ID badge as a memento, but be aware that the badge will be deactivated. **MD Anderson reserves the right to collect ID badges at the end of the Summer Experience, so please confirm this with the program manager.**

Former trainees who do not receive their W2 forms after January 31st of the following year must contact MD Anderson myHR at (713) 745-6947 or myHR@mdanderson.org. Save this information to your phone now because you may need it later.

Appointment Extensions

As of 2018, the NCI prohibits CP RTP from granting fellowship extensions to summer trainees, however mentors may opt to extend the trainee's fellowship. Students may remain compensated on mentor's funds or uncompensated, and will continue to have access to MD Anderson resources. An appointment extension (also referred to as a **reappointment**), must be initiated by the home department. Reappointment processing takes approximately three weeks and the home department must submit the proper paperwork to ORTP in early July. Failure to submit paperwork in a timely fashion will result in a lapse in pay (if the trainee will be compensated after the last day of the program) and no access to MD Anderson computer or resources (including badge access).

All reappointed summer students and home departments must complete the following steps:

- Return to ORTP to obtain a new ID badge
- Reactivate ID badge with UTPD
- Complete a re-appointment form
- Complete ePAF transfer, to transfer the student from the CP RTP to the home department
- Order a new desktop computer via 4info OR see if the lease for the current equipment can be extended (provide the reappointment dates to 4info@mdanderson.org)
- Contact Human Resources with reappointment dates to ensure myHR that the ID will not be deactivated

Post Fellowship

Although the fellowship may have ended, all summer trainees are encouraged to stay in touch with our program. We would love to hear about your accomplishments and provide career development advice. In addition, alumni are encouraged to request a letter of recommendation from the CP RTP directors or contact our office with any updates (new email address, new additions to your family, etc.). The CP RTP will contact alumni annually for education and career updates which will be reported to the National Cancer Institute.

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CP RTP Summer Program Contacts

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Thank you in advance for being a part of the **CP RTP Summer Research Experience**. We hope you get the most of this exciting and rewarding opportunity, as well as forge lasting personal and professional relationships.

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