

**Frequently Asked Questions (FAQs):**  
 A complete guide for applicants and awardees of the CP RTP Summer Research Experience

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# How to Apply

## How do I apply for the summer program?

Visit [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) after December 1 and apply via the link located in the red box.

## What is the Slate system?

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

## What information is required in the Slate application?

The Slate application is similar to an employment application. Applicants will be required to enter personal contact information, date of birth, citizenship status, demographics and education future plans information.

## Who do I contact for technical difficulties with Slate?

Please email [Discover\\_Support@mdanderson.org](mailto:Discover_Support@mdanderson.org).

## Why do you need to know my demographics?

The **Cancer Prevention Research Training Program (CP RTP)** and other programs at MD Anderson Cancer Center are proponents of diversity and inclusion. We encourage applicants of all backgrounds including, but not limited to underrepresented minorities; first generation college students; economically disadvantaged and underserved backgrounds; LGBTQIA+ communities; and individuals with disabilities. The information provided is reported to our funding agency, the National Cancer Institute (percentages and graphs, not specific names or personal information), to highlight diversity in science. The data is never used in a discriminatory manner.

## Why do you need to know my future degree plans?

This data helps our program determine your career trajectory and be better equipped to guide you during the summer experience. Many CP RTP alumni pursue careers as research scientists, medical doctors, tenured faculty, teaching professors, and principal investigators, as well as non-traditional careers in policy and administration.

## Why are you asking for my personal email address?

We contact alumni annually to track accomplishments, grant funding, and careers in cancer prevention research. Our program needs a personal email, not an institutional email, as many students do not check their institutional email daily and may not have access to the institutional email following graduation. The personal email address will be kept confidential and all emailed correspondence will be bcc (blind carbon copied).

## If I want to apply to more than one MD Anderson Summer Experience program, will I need to set up a new Slate account?

Yes. Each participating program of the [MD Anderson Summer Experience](#) has its own application link. Applicants may be assigned a *unique* identifier each application. It is the applicant's responsibility to track of all applications, unique Slate ID number, and the corresponding login credentials (if any). Please email [Discover\\_Support@mdanderson.org](mailto:Discover_Support@mdanderson.org) if you have any confusion with viewing the status of multiple applications.

## I made a mistake on my Slate application and I also uploaded the wrong document, what should I do?

Contact [Discover\\_Support@mdanderson.org](mailto:Discover_Support@mdanderson.org).

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# COVID-19 Policies

## How was the CPRTP Summer Research Experience impacted by the COVID-19 Pandemic?

As of 2021, the awardees of the CPRTP Summer Research Experience were either appointed on-campus (in-person, hybrid) or 100% remote based on the needs of the matched mentor.

## Do I need to be vaccinated?

Effective June, 2022, **all remote and in-person students** must provide evidence that they have received two (2) doses of the COVID-19 vaccine or provide proof of medical or religious exemption to MD Anderson. The RTP will request this proof around April of the program year.

## How do I upload my COVID-19 vaccine records or exemption documentation?

CPRTP summer interns are advised to upload documents to the portal at <https://covidvaccine.mdanderson.org/Documentation> **and** email these items to [medical-accommodations@mdanderson.org](mailto:medical-accommodations@mdanderson.org). Exemptions require the completion of the **MD Anderson Medical Exemption Form** (email the [RTP-EAS@mdanderson.org](mailto:RTP-EAS@mdanderson.org) for a copy of the form). The MD Anderson Vaccination Committee will review the documents and provide approval. NOTE: MD Anderson Employee health cannot provide a status.

## Under what circumstances will I be required to quarantine?

Effective, April 4, 2022, only summer interns traveling internationally or returning from a cruise prior to the appointment start date are required to comply with the COVID-19 screening requirement (i.e., test at MD Anderson OR self-quarantine for 7 calendar days). Students traveling from outside of TX are no longer required to take a COVID-19 test at MD Anderson, as long as they are asymptomatic.

During the 7-day self-quarantine, students are instructed not to leave the state of Texas. Also, they must adhere to social distancing when coming into contact with others and notify the RTP if they experience any COVID-19 symptoms outlined by the Centers for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

## What happens if I have to leave Texas during the 7-day quarantine?

You must report this to the RTP ([RTP-EAS@mdanderson.org](mailto:RTP-EAS@mdanderson.org)) and the clock will start over. Quarantine requires that the student remains in Texas for seven (7) consecutive calendar days.

## Is health insurance required for the COVID-19 testing at MD Anderson?

- **With** proof of insurance, there is no charge for the COVID-19 tests, as the fees are billed directly to the insurance carrier. Remember, MD Anderson does not offer health insurance to short-term summer students. Most students have health insurance coverage through their school, parent, or legal guardian.
- **Without** proof of insurance, students may pay out-of-pocket. As of May, 2021, the cost of the test ranges between \$622 and \$1,244.

## As an on-campus student, can I get the vaccine through MD Anderson?

Possibly. After the start of the summer internship and from an MD Anderson computer, visit the <https://ehcovidvaccine.mdanderson.edu> (log on with MD Anderson username and password).

## May I communicate with a patient virtually?

Please consult the primary mentor.

### **What type of PPE does MD Anderson require?**

All individuals visiting MD Anderson campus will be issued a medical-grade disposable mask upon entry. Additional PPE (e.g., eye protection, skin and body protection, protective gloves, and respirators) may be required depending on the lab. Please consult the primary mentor for specific PPE requirements or MD Anderson Environmental Safety at 713-792-2888.

### **What happens if the COVID cases in Houston rise?**

If the number of COVID-19 cases drastically increases in Houston, we may transition to 100% remote work per our institution's guidelines. MD Anderson is a comprehensive cancer center with a disproportionately high number of immunocompromised patients and more vulnerable than the general population.

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## **Appointment Location**

### **What are the differences between *on-campus/in-person* students and *virtual/100% remote* students?**

Effective January 1, 2023, **all remote and in-person students are required to:**

- Obtain immunization compliance with Castle Branch in Phase 2 of Slate
- Upload proof of COVID-19 vaccine or request a medical or religious exemption.
- Attend virtual onboarding session on June 2.

Effective January 1, 2023, ***in-person*** students ONLY, must complete RTP check-in ON MD ANDERSON CAMPUS:

- Pick up their MD Anderson ID badge (you must submit your badge photo as instructed in April)
- Complete BOTH Section 1 and Section 2 of the I-9 verification process.
  - Section 1 must be completed electronically before the start of the program. Details will be provided from RTP in May.
  - Section 2 of the I-9 form must be completed ON MD Anderson campus ([read more about I-9 verification requirements](#)).
- Complete mandatory COVID testing June 1 – June 6. RTP will contact you to schedule your preferred testing date.

### **Who determines the appointment location of on-campus/in-person or 100% remote?**

The appointment location is determined by the mentor, not the CPRTP. Since many of the CPRTP trainees worked 100% remotely, all career development and scientific activities (e.g., Cancer Prevention and Control Grand Rounds, Career Conversation) are 100% virtual.

### **Can I work on-campus during the CPRTP Summer Research Experience?**

Yes. The appointment location is determined by the matched mentor, not the CPRTP. During the mentor matching process, trainees should ask the faculty whether they require their students to work on-campus or 100% remotely. The CPRTP will verify the appointment location with the matched faculty mentor.

### **Can my appointment location be a hybrid (mix of in-person and remote work)?**

Sure, but you must be appointed as 'in-person'.

### **If I am appointed 100% remote, can I come on campus?**

No.

### **As an *on-campus* student, am I allowed to see patients with my mentor?**

Patient contact permission of on-campus/in-person interns will depend on the current MD Anderson COVID-19 policy and policies are always subject to change. Effective Friday, June 10, 2022, all MD Anderson researchers, students and trainees may travel between clinical and research areas (including the utilization of transition spaces such as skybridges and corridors) to support research business needs such as transporting biospecimens and collaborating with clinical counterparts.

Interns must use existing employee screening entrances and designated badge access entry points. If specific badge access is needed by an employee to support business activities, the department's administrative leadership must submit this request via Badge Access ([BadgeAccess@mdanderson.org](mailto:BadgeAccess@mdanderson.org)) detailing the specific point of entry being requested and the business justification for the additional access.

In addition, research designees requiring access to select clinical spaces (e.g., certain procedural suites, morgue) should coordinate directly with their clinical team(s).

All on-campus personnel (students and staff) should continue to follow COVID-19 protocols like wearing your MD Anderson-issued face mask and adhering to institutional guidelines for social distancing.

### **How will we attend seminars and give our final presentations at the end of the summer?**

Effective June 1, 2022, all programmatic events and activities (e.g., educational, professional, and scientific workshops, seminars, and lectures) will be 100% virtual on ZOOM, except the **MD ANDERSON SUMMER POSTER EXHIBITION** ([read more](#)).

### **May I work *on-campus/in-person* during the first half of the program and switch to *virtual/100% remote* during the last half?**

The appointment location is determined by the primary mentor, not the CPRTP. Please discuss the appointment location at length with the proposed mentor, before making your final decision during the matching process. In most cases, students allowed by their mentor to work a hybrid appointment (e.g., a portion on-campus and a portion remotely) **will be required to be appointed as an on-campus/in-person student**. This means the intern will be required to complete the immunization process in the Castle Branch system (through Slate), in-person RTP orientation/check-in before the start of the program and must comply with institutional and department Personal Protective Equipment (PPE) and entry point screening guidelines per MD Anderson Research Trainee Programs (RTP).

### **I am appointed as *on-campus/in-person* but my mentor says that I can work remotely during weeks 1-3 and in-person/on-campus/hybrid during weeks 4-10 of the program. I have doctor's appointments during this time, is this allowed?**

**Only if** you are able to come on MD Anderson campus prior to and during week 1 to complete all mandatory contingencies required of in-person students (e.g., COVID-19 screening, RTP check-in, Section 2 of I-9 verification, pick up laptop, pick up ID badge). **If you are unable to come to MD Anderson campus and complete all required onboarding contingencies before AND during week one of the fellowship, you cannot commit to this hybrid arrangement.** See [timeline](#).

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## **Eligibility Requirements**

### **Who is eligible for the CPRTP Summer Research Experience?**

1. U.S. Citizen or Permanent Residents. Visa holders are not eligible.
2. Applicants must have one (1) of these academic designations by the **fall semester** of the **program year**:
  - Undergraduate (rising juniors and seniors are preferred)
  - 1<sup>st</sup> year Medical student
  - 1<sup>st</sup> year Pharmacy student
  - Masters student (graduate)
  - Doctoral student
  - Other health profession student (dental, nursing, etc.)
3. Be enrolled in a degree program at a degree-granting institution within the United States during **both** the **spring and fall** semesters of the **program year**.
4. Students transitioning to a graduate or advanced degree program [read more](#).

### What is the ‘program year’?

The program year is the year of the summer program of which the applicant is applying. For example: Applicants of the 2020 CPRTP Summer Research Experience, applying in December of 2019 must provide proof of enrollment for the spring semester of 2020, during the 2<sup>nd</sup> phase of the application process, if accepted awarded an internship.

### Why are only U.S. citizens or Permanent Residents eligible?

Per the terms of our grant award (#R25-CA056452) with the National Cancer Institute (NCI), trainees must have U.S. citizenship or valid and current permanent resident status. Applicants with visas are not eligible.

### I am a U.S. citizen, but I am attending a medical university in Japan, am I eligible to apply?

No. Applicants must be enrolled in a degree program at an institution within the United States.

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

No. High school applicants should apply to the seven-week, **King Foundation High School Summer Program** at [www.MDAnderson.org/Summer](http://www.MDAnderson.org/Summer).

### I will be an undergraduate sophomore by the fall semester of the program year, am I eligible to apply?

Yes, however preference will be given to those who will be undergraduate juniors and seniors in the fall semester of the program year.

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## Students Transitioning to Medical, Graduate or Advanced Degree Programs

### I graduated with my Bachelor’s degree in the spring of the program year, do I need to apply to graduate school to participate in this program?

Yes. Applicants must email proof of application to a graduate or medical program for the fall semester. Please email proof to [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org). Subject line: your first and last name, CPRTP NCI Summer Research Experience, Proof of application – Fall semester YYYY (YYYY = program year).

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

- Applicants who will receive a Bachelor’s degree in the spring semester of the program year are considered **transitioning applicants** and must either: 1) be accepted or enrolled into a graduate or medical school program, **OR** 2) intend to apply to a graduate or medical school program in the fall semester of the program year. **Awardees will not be allowed to miss our program activities to take tests, so please do not accept a position if you know you will have a conflict in the future.**
- Applicants must email proof of application to a graduate or medical program for the fall semester. Please email proof to [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org), Subject line: your first and last name, CPRTP NCI Summer Research Experience, Proof of application – Fall semester YYYY (YYYY = program year).

### **What type of proof of application is acceptable?**

Proof of application is a copy of the application to medical or graduate school.

### **Would it be okay if I submitted the proof of application later? I haven't applied to a graduate school yet.**

No. Applicants are only eligible if they have applied to, been accepted to or are currently enrolled in a degree granting program at a U.S. institution and provide proof. Proof of enrollment for the Spring semester is required in Slate. Proof of enrollment or application for the Fall semester must be emailed to the CPRTP at [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org), Subject line: your first and last name, CPRTP NCI Summer Research Experience, Proof of application – Fall semester YYYY (YYYY = program year).

### **I’m graduating from college in May of the program year, but plan to take some classes at a community college in the fall of the program year, can I still apply to the summer program?**

No. Students must be **pursuing a degree** at an institution for both the spring and fall semesters of the program year. Just taking additional classes does not qualify.

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

Yes. You must email proof of application to [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org), Subject line: your first and last name, CPRTP NCI Summer Research Experience, Proof of application – Fall semester YYYY (YYYY = program year).

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## **Applicants currently in medical or pharmacy school**

### **I am in my second year of medical school, am I eligible to apply?**

A letter from your program is required with the proof of enrollment and both must be uploaded to Slate. Medical or pharmacy students beyond year 1 usually have program dates which conflict with the CPRTP summer program. Medical or pharmacy students beyond year 1 must **upload an additional letter, along with proof of enrollment, in the Slate system.**

#### **The letter must meet all of the following criteria:**

1. Must be from the home institution and on institutional letterhead.
2. Must state that the applicant is taking a leave of absence from their home institution and program and include the dates of the leave of absence which coincide with the summer internship dates.
3. Must state that the applicant will not be receiving credit for participating in the CPRTP Summer Research Experience.
4. Must state that the applicant has permission to participate in the CPRTP Summer Research Experience during the program dates (include the start and end dates of the summer program).

### **I am a medical student and cannot start the CPRTP Summer Research Experience until July, am I eligible to apply?**

No. Participants of the CP RTP Summer Research Experience must commit to the full 10 weeks of the program.

**I am a Pharm D student and need to return to my program in the last week of July.**

Partial participation, early withdrawal or late enrollment is not permitted. Participants of the CP RTP Summer Research Experience must commit to the **full 10 weeks of the program**. If you are unable to participate for the entire 10 weeks of the program, please do not apply.

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## College Admission Testing & Test Scores

**I'm taking the MCAT this summer; can I take off a week to prepare?**

No. Awardees of this summer fellowship program are not eligible for any time off during the 10-week appointment. If students cannot to commit to the full-time, 10-week program, they should not apply.

**Are SAT/GRE/MCAT/ACT scores required for the CP RTP Summer Research Experience?**

No, but there may be space provided on the Slate application for test scores.

**Will the review committee evaluate my test scores?**

Test scores will be considered, but not over-weighted.

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## Program Duration

**How long does the summer program last?**

Ten weeks. See our webpage at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) for the exact dates.

**Do you offer short-term fellowships all year round?**

No.

**I am unable to start the internship until June 15, can I still participate in the summer program?**

No.

**My family has planned vacation during August, can I still participate?**

No. The program dates are set and cannot be changed. Applicants who cannot participate during the entire 10 weeks, should not apply.

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

No. Early or late program start is not permitted.

**I need to end a week earlier than the August appointment end date for testing, can I still participate?**



No. The program dates are set and all applicants must be available for the full 10 weeks of the program, no exceptions.

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## Other MD Anderson Summer Programs

### How many programs participate in the MD Anderson Summer Experience (SE)?

For a list of current summer programs, visit [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) > scroll down to *Additional Summer Programs*.

1. Cancer Prevention Research Training Program (CP RTP) – Summer Research Experience (*this program*)
2. CPRIT-CURE Summer Research Program
3. U54 Partnership for Excellence in Cancer Research Summer Training Program
4. First-Year Medical School Student Program
5. Summer Undergraduate Research Program (SURP)
6. ITERT - Undergraduate Summer Research Training Program
7. SIRP - Summer Imaging Research Program
8. University Outreach Summer Program
9. King Foundation High School Program
10. SPCR – Science Park Summer Program in Cancer Research
11. Women and Minority Faculty Inclusion Summer Program

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

Yes, as long as eligibility requirements are met. You must track the *unique* application in Slate and make note of your Slate username and password.

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

No. Submit one application to each program. Each program accepts one application per student. Any duplicates or incomplete applications will be purged from the Slate system after the application deadline.

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## Applying to Other MD Anderson and Non-MD Anderson Programs

### What is the difference between the CP RTP program and other MD Anderson summer programs?

Each program participating in the MD Anderson Summer Experience is *uniquely* managed, funded, and has their own fellowship requirements. Our program differs from the others, by offering the following:

1. The summer research project will be specific to cancer *prevention*, per the terms of our NCI grant award.
2. Our program is robust and students will participate in 3 to 4 mandatory education and career development activities per week ([view the CP RTP Summer Activities page](#)).
3. Students have a more active role in the mentor matching process by conducting interviews (per our provided instructions) with potential mentors and will notify our program of their preferred mentor choices. In most cases, we are able to match the students with their first choice. Other SE programs will match students with faculty mentors based on research interests, with no interview process.
4. As of 2020, our program offers housing assistance (to qualified students only), complimentary round-trip airfare to/from Houston (1 ticket only), and up to \$1,000 in research support for (restrictions apply).

### To whom do I direct questions about other MD Anderson summer programs?

Direct inquiries to the program manager or director listed on the summer fellowship page.

### **Is the CPRTP the same as the CPRIT-CURE Summer Undergraduate Program?**

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

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

No. Trainees are not allowed to receive any additional federal funding from any other institution or mechanism during the CPRTP Summer Research Experience.

### **I want to apply to the CPRTP Summer Research Experience, but I am also waiting to hear back about my medical internship. What should I do?**

We understand that students will apply to multiple programs. Applicants are encouraged to decide which program is more important and please do not accept an offer from our program if you know you will accept another pending offer. If you receive an offer from our program, kindly let us know you are waiting on another offer (inform us of the competing deadline) and we will add you to our *alternate acceptance* list. This will keep you in the running and allow our program to plan accordingly, as 95% of our alternates receive and accept an offer with our program.

### **What if I accept the CPRTP summer internship, change my mind and accept another program fellowship later? Can I apply again in the future?**

You should participate in an experience that fits you better, even if it means declining our program. It will reflect negatively if you accept our program, and later back out of your commitment to us because you received a better offer OR accept a fellowship offer knowing that you cannot participate for the full 10 weeks. Doing so creates an administrative burden for the CPRTP and hinders another student from participating in our program. **Remember, you are in training to be a professional and it is important to implement such practices of honesty, full disclosure, and integrity.** There is always a proper and confident way to manage such situations, and if you are unsure, simply ask.

### **May I participate in more than one summer internship, even if I am not being paid by the other internship?**

No. Awardees of the CPRTP Summer Research Experience are discouraged from participating in other activities during the summer including employment, courses, and other internships. This is a full-time, 40 hour per week experience.

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## **How to Submit a Successful Application**

### **How can I increase my chances of getting a CPRTP Summer Research Experience internship?**

1. Make sure you meet the eligibility requirements.
2. **Do not wait until the last minute.** Upload all application components no less than two weeks prior to the deadline.
3. **Keep track of all Slate application submissions** if you apply to more than one MD Anderson summer program, and make sure your personal statement and letters are unique to that program.

4. **Do not upload more than what is required** into the Slate system, it will not increase your chances. Extra documents will not be submitted to the review committee.
5. **Write a strong personal statement.** The personal statement must up to 700 words and should include a unique story about your experience. Many applicants choose to write about their personal experiences with cancer (such as losing a loved one or their own personal battle), while other applicant's write about a life-changing course, lecture, Ted talk or some other event which sparked an interest in cancer prevention. These experiences should tie in with your educational and career goals and **must state a clear interest in cancer prevention research**. If there is no stated interest in cancer prevention, chances are, you will not be selected.
6. **Make sure the letters of recommendation are strong.** This is an important step that many candidates overlook. The average recommendation letter should have a minimum of four paragraphs, and be written by who knows you well, can attest to your academic training and professional goals. Since candidates will not see the submitted letter of recommendation, it may be Always request letters from more than two individuals, in case one does not work out, and check the status of your letters in Slate. [Read these important tips about Letters of Recommendation.](#)

## How will I know if I am awarded a fellowship?

You will receive a formal email of the fellowship award. All participating programs will notify students on the same date (check the website for notification of award date). You must click the link within the email to accept the fellowship award by the deadline provided.

## Why wasn't I awarded a fellowship?

The CPRTP declines applications for a multitude of reasons. First, we have only a limited number of positions each year per the terms of our National Cancer Institute (NCI) grant award. Second, per the terms of our NCI grant award, awardees of this summer fellowship must be U.S. Citizens or Permanent Residents enrolled in a degree granting institution in the United States. Third, while our program is open to undergraduates, graduates, and health professions, we prefer rising undergraduate juniors and seniors, graduate, and doctoral students. It is likely that undergraduate freshmen and sophomore will not be accepted if we don't have a large number of graduate applicants.

Other factors include, but are not limited to, a poorly written personal statement or weak letters of recommendation. The personal statement and letters of recommendation or evaluated by the faculty review committee.

## Will I need to sign an agreement after accepting the fellowship?

Yes. The CPRTP will provide an electronic fellowship agreement which details the policies and procedures (e.g., fellowship expectations, attendance policy) of the CPRTP NCI Summer Research Experience and will require your signature (typed name).

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## Stipend/Salary, Taxes, Research Support, Pay Dates, 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 interchangeable. Per MD Anderson's payroll department, taxes will be withheld from the pay checks of all employees and students who receive a salary or stipend.

### Are taxes withheld from my paycheck?

Yes, however, the amount taxed depends on the designated allowances on the federal tax form completed by the student during the onboarding process.

## How much is the stipend?

Up to \$15.00 per hour (less taxes). This rate is non-negotiable and determined by the National Cancer Institute R25E grant (R25-CA056452). **The stipend is subject to change.**

## When are paychecks distributed?

For in-person interns, paychecks (less taxes) are distributed the 5<sup>th</sup> and 20<sup>th</sup> of each month via **mandatory direct deposit.** Paper checks are **not** distributed to MD Anderson.

For 100% remote interns (not to be confused with hybrid interns appointed as in-person), checks are distributed via wire in two lump sums on July 1 and August 20. Taxes will not be deducted out of the payments. See [IRS Taxes](#) for information on reporting your income in the next tax year.

## How many positions are available for the CPRTP summer program?

Twenty-five (25) positions. However, when the CPRTP summer program was canceled in 2020 due to the COVID-19 pandemic, we distributed those unfunded 25 positions over the next few years to offset the cancellation. Up to 34 interns will be appointed in 2021, 2022, and 2023. We will return to our normal 25 positions in 2024.

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

Yes, each CPRTP summer student has \$1,000 in research support available to purchase books, lab supplies, conference registration and other pre-approved items. Membership fees are not covered. The CPRTP summer program manager will provide students with detailed instructions and the approval process during the first week of the program. The mentor is welcome to cover any expenses that exceed the \$1,000 allowance.

## Can my mentor's administrative assistant, organize my travel and expense report?

Yes, in fact, we highly encourage your mentor's assistant to organize your travel as long as you, the trainee, follow the instructions to obtain funding approval of your research expenses. Remember, we cannot reimburse any expenses that were not previously approved by the CPRTP **in writing.**

## How should I dress when I attend conferences or meetings?

Dress in professional business attire (as if you are going on a formal job interview). Examples include: suits, slacks, button down shirt or blouse, dresses, knee-length skirts. Please wear professional comfortable shoes as you may be standing for long periods of time. If necessary, wear dress shoes, but bring a pair of comfortable loafers or tennis shoes/sneakers.

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## Work Hours and Schedule

### May I work part-time?

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

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

Forty (40) hours per week, Monday-Friday, 8:00am – 5:00pm with 1 hour for lunch.

### Is my schedule flexible?

No. All students must work 8am to 5pm schedule to attend mandatory activities which usually begin at 3 or 4pm. The only exception are for students who receive permission from their primary mentor to start the work day at 9am and end at 6pm, however, they must attend any required CPRTP activities scheduled outside that time.

### **Will I need to use a time clock?**

No. The timekeeper of the mentor's department will keep record of all employee's time via a computer based system, and all timecards will be submitted each week. Summer students will not be paid for missed days.

### **Will I receive overtime if I work evenings or on weekends?**

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.

### **Is it okay if I work part-time or take some classes during my summer fellowship?**

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 CPRTP **before** enrolling in summer school. The summer experience is an intensive 10-week program, and does not allow flexibility to attend classes.

### **I have obligations to my school during the last week of the program, may I depart right after the Summer Trainee Exposition on Tuesday?**

No. Students must participate in activities up until the last day of the summer program. 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 or end the fellowship early; take days off and make them up later; or work a modified schedule. If you are unable to commit to the full 10 weeks of the program, please do not apply.

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## **Attendance Policy**

### **What is the attendance policy of the CPRTP Summer Research Experience?**

Attendance is an essential function of the job and trainees are expected to report on time for all scheduled hours (Monday through Friday, between 8am and 5pm). Trainees must be on time and ready to perform work duties at the start of their work day **no matter if they are working remotely or in-person**. Trainees of the *MD Anderson Cancer Center's CPRTP Summer Research Experience* are expected to comply with the institutional and program's attendance guidelines. Specific attendance requirements are outlined in the *Summer Fellowship Program Expectations* furnished to the student before the start of the program. This form must be initialed, signed and dated by the trainee before the start of the summer internship.

### **What happens if I am running late to work?**

You must contact your supervisor, not the CPRTP, if you are running late to work.

### **Who should I contact if I am sick, need to leave work early, or have unforeseen circumstances prohibiting me from attending work?**

As outlined in the *Summer Fellowship Program Expectations (provided to trainees before the start of the program)*, you must contact **all individuals noted below, in writing via e-mail**, in the event of missed work, illness, emergencies or other extenuating circumstances. For missed work, you are expected to provide a written explanation no later than 2 hours prior to the start of the work day (exception: emergencies).

1. Dr. Shine Chang, CPRTP Director, [ShineChang@MDAnderson.org](mailto:ShineChang@MDAnderson.org)
2. Kava Lewis, CPRTP Summer Program Manager, [KLLewis2@MDAnderson.org](mailto:KLLewis2@MDAnderson.org)
3. CPRTP Associate Director
4. Your primary mentor
5. Your mentor's AA
6. Your supervisor
7. Your department timekeeper
8. Any other relevant staff per your home department's policy

### **Will I be paid for sick days or leaving work early?**

No. You will not be paid for any time you are not at work.

### **Am I allowed to make up time on the weekends or in the evenings?**

Makeup for missed time is at the discretion of the primary mentor. CPRTP's policy is that any missed time should be docked appropriately, since trainees do not clock in or out. If trainee's arrange to make-up time. They must notify the parties [listed above](#), in writing, of this arrangement.

### **Will I need a doctor's note to return to work?**

Frequent absences due to illness will require a written **Return to Work** notice from your physician, stating that you are in satisfactory health and you are able to continue the program.

### **Who should I contact if I cannot attend a mandatory CPRTP event?**

You must email Kava Lewis at [KLLewis2@MDAnderson.org](mailto:KLLewis2@MDAnderson.org) and carbon copy Dr. Shine Chang at [ShineChang@MDAnderson.org](mailto:ShineChang@MDAnderson.org) the reason why you are unable to attend.

### **What happens if I forget to contact the CPRTP to notify them of a missed day at work?**

Failure to comply with the attendance policy will result in disciplinary action (see next question) by the CPRTP. Our program will receive attendance updates from the department of the primary mentor.

### **What disciplinary action will be taken?**

First violation: Verbal warning by the CPRTP Summer Program Manager at an in-person meeting.

Second violation: Written warning by the CPRTP Director, Dr. Shine Chang.

Third violation: Immediate termination of the fellowship.

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## **Benefits, Time-off, Holiday Pay**

### **Do I have health insurance?**

No. Because this is a short-term fellowship, awardees of the CPRTP Summer Research Experience are not benefits eligible. Summer students will not receive any type of health insurance (medical, dental, etc.), retirement benefits, life insurance, paid time off, or reimbursement for parking, transportation, or moving expenses.

### **What happens if I call in sick?**

Students who are out sick must follow the [Attendance Policy](#) to notify the CPRTP and mentor of their absence. The student will not be paid for that day.

**My family takes a 2-week vacation every summer; will I be allowed to take this time off?**

No. Applicants unable to commit to the full-time, 10 week program, should not apply. Read the [Attendance Policy](#).

**May I use the MD Anderson Fitness Center?**

No. Because trainees are appointed for less than six months, they are ineligible for gym membership.

**Since Independence Day occurs during the summer program, will I receive holiday pay?**

No. If a holiday occurs on a work day, the campus will be closed, you will not work nor receive pay for that day.

**Can you reimburse me for the parking during the first few days of the program?**

No. The CPRTP does not reimburse for any parking, immunization fees or other fees not pre-approved.

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## Housing

**Is housing or housing assistance available?**

The National Cancer Institute (NCI) provides additional funding to the CPRTP for housing assistance. The CPRTP takes these funds and use them to pay for hotel accommodations at a local hotel in the Texas Medical Center. All CPRTP summer interns will be housed in the same hotel.

**Does housing affect my stipend?**

Housing funds are paid directly to the CPRTP and not the student and does not affect stipend.

**I prefer to stay at a different hotel or use the funds to stay at an AirB&B---can you just give me the hotel money?**

No. Housing assistance is paid directly to the CPRTP and the CPRTP will use housing funds to initiate a contract with one hotel. All CPRTP summer interns will stay at the same hotel of the CPRTP's choice and the funds will be submitted directly to the hotel for payment.

**How do you determine which students receive housing at the hotel?**

Students granted housing assistance at the hotel must: 1) have a confirmed appointment location of 'in-person', and 2) must be beyond the commutable driving distance to the Houston Texas Medical Center.

**What if I live within a commutable driving distance to the Houston Texas Medical Center and I am working on campus, can I stay in the hotel?**

No. If a student is within the commutable driving distance to Houston, they do not necessarily have a 'need' for housing compared to an out-of-town student. For example, A student living in Katy, Texas can drive to work and will not be eligible for housing compared to an in-person student from Dallas, Texas with a greater need for housing. The number of students staying in the hotel drive up the housing costs. If there are a high number of students at the hotel, it is likely that each student will be required to pay out-of-pocket costs that our NCI grant cannot cover. **The CPRTP will ensure that only qualified students with a need for housing are granted housing assistance to keep possible out-of-pocket costs down for those students in need.**

**I live within a commutable driving distance to Houston and I am working on-campus and was denied housing assistance, can I appeal?**

Yes. Please submit a one-page written justification request addressed to CP RTP Director, Dr. Shine Chang. The request must be in an MS Word document, double- or single-spaced, 12pt font, and 1 inch margins. Email the appeal to by April 1 or within 2-business days of the housing request denial. However, we cannot guarantee approval.

**I am working 100% remotely, can I still stay at the hotel?**

No. However, you may stay at the CP RTP's contracted hotel at your own expense. Please contact the CP RTP Program Manager for the hotel name and telephone number.

**When can I check-in to the hotel?**

The CP RTP Program Manager will coordinate hotel check-in and check-out. Typically, students will check-in the Saturday prior to the start of the program and check-out the Saturday after the last day of the summer program.

**May I remain at the hotel after check-out?**

No. If you decide to stay in Houston for whatever reason, after the end of the program, you must check out of the hotel and make a new reservation at the hotel, with a different reservation number, and at your own expense.

**I am working 100% remotely, but I would like to move to Houston during the summer at my own expense. What apartments do you recommend?**

We highly recommend an AirB&B. For a list of furnished apartments, please contact the CP RTP Program Manager. In addition, we recommend connecting with a local Houston apartment locator for furnished apartments with short-term leases. If you are already working at MD Anderson or know a current MD Anderson faculty, research support staff, or fellow, check with them for apartment recommendations or for information regarding colleagues that need a roommate or house-sitter for the summer.

**How do you determine whether hotel students will need to pay out-of-pocket?**

We will assess the students in need of housing after all students have been matched with faculty mentors (usually around early to mid-April). Next, we will contact the hotel with the number of students who need rooms. The hotel will provide the CP RTP with a total amount due for housing and we will deduct the NCI funds from the total amount provided by the hotel. ***The balance is divided by the total number of students staying at the hotel and the balance must be paid at check-in in early June.***

**How much will we need to pay out-of-pocket? Do you have an estimate?**

Unfortunately, we cannot provide an estimate until we assess how many students need housing. In the past, students paid around \$500 in out-of-pocket costs at check-in, but we cannot guarantee this or any amount.

**I prefer to stay at a different hotel or use the funds to stay at an AirB&B---can you just give me the hotel money?**

No. Housing funds are paid directly to the CP RTP and those funds are transferred to the hotel.

**How do I sign up for housing?**

Applicants in need of housing must indicate this information in the **demographics** section of the Slate application and the first **Pre-Summer** Qualtrics survey emailed from the CP RTP Program Manager, after notice of fellowship award.



## When will I be notified if I qualify for housing?

After all students are matched with mentors (usually around early to mid-April) and the appointment locations are confirmed with the faculty mentors, the CPRTP program manager will email two (2) groups: 1) In-person students who do not qualify for housing and 2) In-person students who do qualify for housing. The latter group must reply to the email to indicate whether they require hotel accommodations at the contracted hotel.

## What if I qualify for housing, but don't need it?

In-person students who qualify for housing are not obligated to accept housing assistance and may opt-out.

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# Inquiry and Application Process

## How do I access the application?

The application link will be available on our web page at [www.cancerpreventiontraining.org/Summer](http://www.cancerpreventiontraining.org/Summer) after December 1 of each year.

## How many phases make up the summer application?

1. Inquiry Form ← *All applicants will complete this phase.*
2. Application ← *All applicants will complete this phase.*
3. Appointment (Long Form Application, Onboarding, Appointment)+- ← **Only awardees** will complete this phase.

## What does the application process entail?

**1. Launch the Application:** Click the 'apply here' link at the top of this web page after December 1 to launch the Summer Experience Inquiry Form.

**2. Read the required three (3) sections before completing the inquiry form:** 1) Please Read Before You Apply, 2) Additional Documents Required If Selected As A Final Candidate, and 3) Onboarding Contingencies That Require Early Action.

**3. Complete the Inquiry Form** and upload the required documentation:

1. Personal Information (e.g., name, email, etc.)
2. Current Enrollment (i.e., your current school and enrollment dates)
3. Upload Resume/CV
4. Upload Proof of Enrollment
5. Statement of Research Experience and Interest (i.e., Personal Statement). Character limit: 700 words.
6. Select the SUBMIT button.

**4. Create your Slate Account.** After clicking the SUBMIT button, you will receive an email from MD Anderson Education & Training (trainee@mdanderson.org), subject line: "Complete your Trainee Position Inquiry Request". Follow the instructions and click the hyperlink in the email to create a Slate account and request your letters of recommendation.

**5. Complete the Application:**

1. Read the Application Instructions
2. In the Recommendations screen, enter the contact information for both individuals who will write your letters of recommendation. The recommender will receive an email notification from trainee@mdanderson.org, subject line "Recommendation Request from YOUR NAME for MD Anderson Cancer Center" and a link to upload the letter of recommendation to your account. You will receive an email when the letter has been successfully uploaded.
3. Complete the Additional Demographics and Future Plans form
4. Complete the Internship or Graduation Requirement form
5. Complete the Academic Awards and Honors form
6. NOTE: There is no submit button in the application stage. To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

### **Is the application process competitive or am I automatically awarded a fellowship?**

The CPRTP NCI Summer Program is a competitive fellowship. We receive up to 500 applications each year.

### **Can I submit my application if I have not completed my inquiry form?**

No. In the Slate system, the **Inquiry Form** must be completed before advancing to the **Application**.

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

To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

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

A document can be returned in Slate for several reasons:

1. Only the 2nd page of a required document was signed and uploaded in the Slate 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?**

As of January 1, 2023, applicants cannot upload corrected documents. Please email [Discover\\_Support@mdanderson.org](mailto:Discover_Support@mdanderson.org) to assist with replacing corrected documents.

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## **Personal Statement**

### **How many words are required for the personal statement of the Summer Research Experience application?**

The word limit is 700. Please try to get as close to 700 words as possible.

### **What areas should I address in the personal statement?**

1. Why you are interested in the CPRTP Summer Research Experience (you must mention cancer prevention)?
2. What are you hoping to gain or achieve from this experience?
3. How would you benefit from this experience?
4. What are your educational goals?
5. Describe your research interests and be specific (e.g. tobacco cessation, HPV, colon cancer).
6. Include any specific information about prior research, goals for future research and investigation.
7. **IMPORTANT:** Why are you interested in ***cancer prevention research***? Be specific.

### **I would like to include references, is this included in the word limit?**

Please do not include references.

### **Who will read my personal statement?**

All materials will be reviewed by the CPRTP Program Manager, Director, and Review Committee, comprised of junior and senior faculty within the Division of Cancer Prevention and Population Sciences.

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## **How to Find a Summer Mentor**

### **Do I need to have a mentor before I apply?**

No.

### **When do I have to find a mentor?**

After the CPRTP selects the awardees, we will send you instructions for identifying your mentor choices. Awardees will receive a link to a Qualtrics survey and must enter a minimum of six names and the reasons why they want to work with each potential mentor.

### **How do I know which potential mentors to list in the Qualtrics survey?**

Visit [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) and scroll down to **Participating Summer Mentors**.

### **Do I need to contact a potential mentor in advance?**

No. The CPRTP will provide instructions to awardees for contacting and interviewing potential mentors after we receive your Qualtrics survey.

### **Where do I list my mentor choices?**

Awardees will be invited to provide their mentor choices in a Qualtrics survey.

### **May I be mentored by a faculty at a neighboring institution (e.g. Baylor)?**

No. Your mentor must be a faculty at MD Anderson Cancer Center.

### **How many mentor choices are required within Qualtrics?**

A minimum of 6 and a maximum of 10.

### **What are the summer mentor requirements?**

1. A minimum of one primary mentor is required.

2. The primary or supervising mentor must have a faculty appointment at the Assistant Professor level or higher at MD Anderson Cancer Center, within the [Division of Cancer Prevention and Population Sciences-DCPPS, scroll down to 'Related Departments'](#). All DCPPS faculty are conducting research in cancer prevention and per the terms of our grant award, the summer research project must be related to cancer prevention.
3. *Instructors and Postdoctoral Fellows* may also serve as mentors, as long as they are supervised by a faculty at the Assistant Professor level or higher.
4. Students currently working (or planning to work) with faculty outside of the Division of Cancer Prevention (DCPPS) may list those faculty as potential mentor choice(s), but must make note of their current working relationship.
5. Students who wish to work with a non-DCPPS faculty must obtain permission from the CPRTP Director, Dr. Shine Chang. This faculty will also be required to submit a completed project description form describing the project's relevance to cancer prevention.

### How do I search for potential summer mentors to enter in the Qualtrics survey (if I am awarded a fellowship)?

1. Go to [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) → **Find a Summer Mentor** (left menu) → scroll down to **Previous CPRTP Summer Mentor & Projects**, and select from the list of faculty listed.
2. Search the faculty pages of the five (5) departments within the Division of Cancer Prevention and Population Sciences (DCPPS) below. Each faculty name is hyperlinked to the faculty research profile.
  1. [Department of Epidemiology Faculty](#)
  2. [Department of Health Services Research Faculty](#)
  3. [Department of Behavioral Science Faculty](#)
  4. [Department of Clinical Cancer Prevention Faculty](#)
  5. [Department of Health Disparities Research Faculty](#)

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## Mentor Matching and Interviews

### If I am awarded a fellowship, how will you match me with a mentor?

Upon notification of award, the CPRTP will email the awardees a **Pre-Summer & Mentor Choices Qualtrics** survey that must be completed by all CPRTP summer interns, including those who already have mentors.

### How do I submit my mentor choices?

Awardees will be invited to submit their mentor choices in a Qualtrics survey. We will send detailed instructions for identifying potential mentors, and interns (who are not already matched with an MD Anderson faculty) will enter those potential mentor choices into our Qualtrics survey.

### What format should I use when submitting my mentor choices?

Your mentor choices (i.e., name, department, reasons for working with them) will be entered into Qualtrics however, we ask interns to use a Word document to identify up to 10 mentors using the methods on our [on our webpage](#). The format in the MS Word document should look something like this:

**Mentor Choice #1:** Dr. Sandy Jones

**Department:** Clinical Cancer Prevention

**Reason(s):** I believe Dr. Jones's lab will also give me a chance to use my interest in genetics and the genome and apply it to a new topic and a new field.

**Mentor Choice #2:** Dr. Jon Garcia

**Department:** Epidemiology

**Reasons:** I believe exploring the connection between diet, exercise, and cancer is something to look into more especially in populations that may lack access to healthcare and other items

### **Do I need to email the MS Word document of my mentor choices to the CP RTP?**

No. Your mentor choices must be entered into the Qualtrics survey. We do not need the MS Word document---that document is for YOU.

### **What is the purpose of providing the reasons I want to work with a mentor?**

The mentor choices and the reasons you want to work with them help the intern reflect on who they want to work with and why, and it helps our program understand the interns' research goals and interests.

### **What if I already have a mentor who has agreed to mentor me?**

If an MD Anderson faculty has already agreed to work with you---that's wonderful! ***You must enter the name and department of the mentor in the 'Comments' question of the Qualtrics survey sent by the CP RTP.*** Please make sure the faculty meets the mentor eligibility requirements outlined on our Summer mentor web page at <https://www.mdanderson.org/education-training/degrees-programs/summer-research-programs/cprtp-summer-research-experience/mentors.html>.

### **Why are there mentors outside of the Division of Cancer Prevention and Population Sciences (DCPPS) on the *How to Find a Summer Mentor* page?**

All faculty listed on the **Find a Summer Mentor** page at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) have been pre-screened by the CP RTP; agreed to mentor or previously mentored a CP RTP summer student; have projects and research related to cancer prevention; and are aware of the mentor requirements and expectations set by the CP RTP. This eliminates the guess work out of the summer student randomly contacting a non-DCPPS, MD Anderson faculty and wondering if they have time to mentor a student or can cultivate a summer project in cancer prevention.

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

Projects, travel, or grant submissions often prohibit faculty from mentoring a summer student. Please do not be discouraged, as these unforeseen events occur from time to time. The CP RTP is committed to matching our students with the most suitable faculty.

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

Utilize the other search methods for locating potential mentor choices.

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

***Preferably.*** Per the terms of our NCI grant award the summer research project must be related to cancer prevention. However, if you contact a faculty outside of the Division and they agree to mentor you, they must commit to working on a project in cancer prevention, risk assessment, and survivorship.

The Qualtrics survey will require a selfie upload, ORCID ID, up to 10 mentor choices with reasons, and other items needed to help prepare for the summer.

### **What factors determine whether a faculty will mentor me?**

- Your previous research experience (if any)
- Whether your research interests are in alignment with their current projects

- Ability to work independently
- Whether you are seeking lab experience or basic science experience
- Whether their current research is in cancer **prevention**
- Their current work load (e.g. upcoming grant submissions)
- Their summer travel schedule (e.g. upcoming conferences, personal time off or other obligations)
- The number of students they are currently mentoring
- Available space within their department

### **What is the mentor interview process like?**

We will provide you with an: 1) interview feedback form (with suggested questions and scripts), 2) faculty contact information, and a 3) *interview ranking form*. All interviews must be completed by the deadline provided. In *some* cases, you will interview the faculty's senior research scientist, lab manager, program manager, postdoctoral fellow, or instructor. These individuals work directly with the faculty mentor and will take an active role in mentoring the summer student, while managing daily activities. In these scenarios, the faculty mentor will act more as a supervisor and oversee the summer research project. In contrast, other faculty mentors will interview and subsequently work directly with the summer student. The interview usually takes up to 30 minutes.

### **How will I know what mentor to choose?**

Before you begin interviewing potential faculty mentors, take stock of the things that are important to you. Make a list or brainstorm about what you want to get out of this research experience. Reflect on what is important, the skills you want to acquire, research ideas, products resulting from the research (e.g., publications, poster presentations), future research opportunities. The goal of this experience is to get more than a future letter of recommendation. Many summer research experiences result in lifelong research collaborations.

### **How is the appointment location determined? I want to work on-campus during the summer, what if my mentor works remotely?**

The matched mentor determines the appointment location, not the CPRTP. Many clinical faculty will have labs and likely work on campus, while other faculty *may* be conducting research remotely.

Example: If you interview eight faculty, and three of the faculty work on-campus and five work off-campus, and you want to work on-campus, you will need to rank the faculty working on-campus higher on your submitted ranking form OR see if those working off campus will be open to a hybrid (on-campus and remote). If any part of the research requires a student to be on campus, the student must be appointed as an on-campus student.

During the interview, students learn that the appointment location is not as important as the research and overall mentoring experience---thus the purpose of the interview. Please get to know the faculty, their research, and expectations during the interview. Ultimately, you will want to rank the faculty complimentary to you and your research goals highly.

### **What if my matched mentor works on campus and does not require me to be on campus? I don't mind working 100% remotely.**

Most faculty are flexible unless they have specific research tasks that must be conducted on campus, in a lab, etc. You must be candid in your discussion about the appointment location and the mentor's expectations during the mentor interview. Remember, if any part of the research requires a student to be on campus, the student must be appointed as an on-campus student.

**I am in the process of speaking with potential mentors and was wondering if it would be possible to conduct research with a doctor who works predominantly in clinical settings. Would I be permitted to shadow them as a part of my project? If not, would you have any suggestions as to how I would be able to potentially work with them?**

Working in a clinical setting will depend on the mentor you match and MD Anderson institutional COVID-19 policy. The policy changes frequently, so we are unable to predict what the MD Anderson COVID-19 policy will be at the start of the fellowship. You will need to ask the faculty whether they have current trainees (i.e., interns) who are able to shadow—if not, then it is likely that you will not be able to shadow or be allowed in patient areas.

### **What happens after I complete my interviews with potential mentors?**

You will complete the RANKING FORM to rank all of the faculty that you interviewed and email the ranking form to the CPRTP. The instructions are provided on the ranking form, but will include the following:

1. Rank all potential mentors (1. Most Preferred to 12. Least Preferred). Remember, you may interview as many as you wish, as long as all interviews are completed by the deadline.
2. Add 'OMIT' next to the names of incompatible faculty.
3. Save this form using the naming convention: *Last Name, First Name-RankingForm.docx*  
**Example: Doe, Jane-Mentor Ranking Form.docx.**
4. Email the completed form to the CPRTP mailbox, [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org) by the deadline.

### **What happens after I submit my ranking form to the CPRTP?**

After we receive your ranking form, we will contact each faculty, in the order listed on the ranking form, and ask them if they will accept you. If the answer is yes---a match is made. If the answer is no, we move on to the next person on the list.

### **How long does it take the CPRTP to contact the faculty on my ranking form?**

When you submit the ranking form, the CPRTP Program Manager will respond to your email and provide a date that you will be notified of your matched mentor. Usually it takes 7-10 calendar days as mentor matching usually falls during Spring Break and many faculty are traveling during that time.

### **I'm confused. There is a deadline for submitting the RANKING FORM. Does this mean you will let me know if I am matched by the deadline on the ranking form?**

No. We will notify you of whether you are matched based on the date you submit the ranking form. If we wait until the date that the ranking form is due, we risk the faculty being matched with another student. We ask that you complete interviews and submit your ranking form as quickly as possible because you are competing with other members of your cohort and other interns at MD Anderson. If we delay contacting the faculty, we risk the faculty being matched with another student.

When we receive your ranking form, we usually reach out to the faculty within two (2) business days. We ask the faculty to respond to our email within three (3) business days. If we do not hear from the faculty, we will follow up and move on to the next faculty on the ranking form.

### **Why do I have to complete the mentor interviews and submit the ranking form so quickly?**

Remember, you are competing against other members of the CPRTP summer cohort and 200+ summer interns who need a mentor. In most cases, the faculty you interviewed would have already spoken to 10 other students. The sooner you submit the ranking form, the better your chances are at being matched.

### **Why do you ask me to confirm the appointment location with the mentor, put it on the ranking form, and you ask the mentor again?**

You must clarify the preferred location during your interview and list the location on the submitted ranking form to reflect your understanding of the location. We will reconfirm the appointment location with the mentor to ensure no miscommunication between you and your potential mentor.

## Will the CPRPT provide me with updates on the mentor matching or do I need to email the CPRTP for a status? I'm really anxious to find out who I am matched with!

We understand that anticipation can be both exciting and stressful. **Please help the CPRTP by exercising patience while we work diligently to match you with a faculty.** After you submit your ranking form, we will reply to your email with a date (i.e., the date you will receive an update). On that date, we will either confirm that you are matched or inform you that we are still working on matching you. Please wait for our email to confirm a match. We usually confirm a match within seven (7) to ten (10) calendar days from ranking form submission, but in some cases it takes a bit longer.

## If I am matched with a mentor who is working on campus, will I need to do anything special?

Yes. Students appointed as in-person/on-campus (including hybrid) will be required to:

1. Physically come to MD Anderson campus on the first day of the program to complete section 2 of the ***I-9 Employment Eligibility Verification*** ([read more about I-9 verification requirements](#)).
2. Complete any other contingencies required by RTP or the Academic and Visa Administration (for Permanent Residents of the U.S.)
3. Pick their MD Anderson trainee identification (ID) badge. The badge must be worn at all times while on campus and at chest level or higher.
4. Pick up their laptop from the CPPPS IT department.
5. Students who intend to drive to campus will need to initiate a parking contract with the Parking department. See [Parking](#) for more information.
6. Dates and deadlines of the aforementioned contingencies will be provided by RTP and the CPRTP. **PLEASE CHECK YOUR EMAIL DAILY, INCLUDING YOUR SPAM AND BULK FOLDERS!**

## Why wouldn't a faculty want to mentor me?

A variety of reasons could prevent a faculty from accepting a student:

- Hectic summer work schedule.
- Summer travel.
- Grant submissions.
- Commitments to other students.
- Personal or family issues (e.g., upcoming surgery, extended medical leave, seeking another job).

If a faculty mentor declines an offer to mentor you, please do not take it personally. Usually, faculty are committed to other projects which require their attention.

## What is a PROJECT DESCRIPTION FORM and why does my mentor have to complete this form?

The project description (PD) form will detail the summer project, its relevance to cancer prevention, list the direct supervisor, SMART goals, appointment location, work schedule, potential publication opportunities, and other pertinent information. The CPRTP Director will review the submitted PD and either approve it or request changes/clarification from the mentor. All CPRTP summer interns will receive the project description forms by the start of the program in MS Teams.

## What happens if I like the first faculty that I interview and they agree to mentor me right away?

The choice is yours. Either submit your completed *interview ranking form* to CPRTP informing them that the faculty accepted you or pursue the remaining interviews. Remember, there will other CPRTP summer students conducting interviews and 200+ interns in other MD Anderson summer programs---all contacting faculty (including the faculty that you like). The mentor matching process is competitive.

## What happens after I am successfully matched with a mentor?



The CPRTP will work with the mentor's department to coordinate your appointment paperwork in Slate, obtain any necessary signatures, and your desk and office location for the summer.

### **Do I need to wait until the first day of the program to communicate with my mentor?**

No! All students are encouraged to frequently communicate with their matched mentor, supervisor, and/or research team members **before** the start of the program. During this time, students should get familiar with the culture of their department, the department location, mentor expectations, work schedule, check-in schedule, recommended research articles (to read before the start of the program), systems training, and any other responsibilities. Many of the faculty want to meet the trainee before the start of the program, if they are local. Feel free to meet your mentor for coffee or lunch and ask to follow them to the office to see where your office building is located. However, you will not be able to enter any MD Anderson building until you have an ID badge.

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## **Mentor Responsibilities**

### **What are the responsibilities of the matched faculty mentor?**

- Invest time in student and meet frequently to discuss summer cancer prevention research project.
- Allow adequate time to attend required CPRTP activities and assignments including: Cancer Prevention Grand Rounds, Tuesday Career Conversation, Thursday Group Sessions, Informational Interviews, Elevator Speech Workshops, and other required activities.
- Allow the student to conduct research (average 40/hours per week) for summer project.
- Provide feedback and guidance on rehearsed elevator speech, scientific poster, and educational abstract.
- Create a budget with the student for spending the \$1,000 in research support provided by the NCI and CPRTP.
- Attend the CPRTP Summer Trainee Exposition during last week of the program and encourage others within the department to attend.
- Provide space, phone access, and maintain KRONOS timekeeping for trainee.
- Help the trainee create, edit and publish their scientific poster and other products resulting from this research, and citing the grant award appropriately.
- Discuss and advise the trainee on future career development and training opportunities.
- Complete an evaluation of trainee upon trainee's exit from the summer program.

### **Does my mentor or my mentor's department need to provide any additional systems access or training after my fellowship begins?**

The CPRTP will manage only the fellowship appointment, onboarding, ordering of the leased laptop computer, programmatic activities, and exit. Once the trainee arrives at MD Anderson, it is the mentor's responsibility to obtain trainee access to:

- Work space (e.g., desk, phone)
- Training (e.g., lab safety training, human subjects)
- Systems (e.g., EPIC)
- Physical spaces (e.g., badge access to the department space or lab)
- PPE, Lab coats, goggles or other lab and research materials.
- Any contingencies or other training required per the mentor's IRB, department, or research.

### **Does the mentor provide financial support?**

No, but the mentor may provide additional funding support to cover expenses for travel to conferences to present their summer research project if those expenses exceed the \$1,000 provided by the CPRTP NCI summer fellowship award.

To recap, the CPRTP will manage the application, appointment, funding, and fellowship requirements of the summer student, including:

- Pay the student a stipend from the NCI R25E training grant award, CA056452.
- Expedite initial appointment/employment paperwork and furnish copies to the home department.
- Provide career development activities including informational interviews, oral presentation skills, interviewing techniques, and other resources.
- Provide \$1,000 in research support for travel, conference registration, lab supplies, books, and other expenses (Air B&B lodging, business cards and membership dues are not covered). The process for requesting the use of research support funds and reimbursement will during the first week of the program.
- Manage the trainee's exit clearance process with the MD Anderson Office of Research Trainee Programs (RTP).
- Track trainee's honors and awards for grant progress reports and grant competitive renewal for life.

### **What institutional training do I need to complete after my first day at MD Anderson?**

The **Research Foundations Courses** are an institutional research education effort lead by Institutional Compliance and sponsored by the MD Anderson Chief Academic Officers. This training is required for those who conduct research and those who support research and scientists.

As of 2022, the following curriculum courses must be completed by CPRTP summer interns by mid-July. **These courses are subject to change annually.**

1. **Conflict of Interest**
2. **Federal Funding and Transparency in Foreign Support**
3. **Intellectual Property**
4. **Research Funding** – *This topic has been divided into two online modules but has only one assessment in the Education Center: Research Funding.*
5. **Research Funding: Pre-Award module**
6. **Research Funding: Post-Award module**
7. **Research Integrity**
8. **Research Record Keeping**
9. **Sexual Misconduct Prevention and Reporting**
10. **Use of Images in Publications and Presentations**
11. **Funding, Property Protections and Industry: Material Transfer Agreements**
12. **Specific Research Topics: Human Subjects Research**

### **May I go to my department after I complete RTP check-in and pick up my ID badge on Day 1?**

Yes---we highly recommend it. Remind your mentor that the first two days of the program are devoted to CPRTP orientation. You will need to work some place quiet, preferably with earbuds, and away from distractions.

### **How can I collaborate with my mentor if I am not yet in the MD Anderson system as a trainee and employee?**

Please have your mentor or supervisor invite you to their MS Teams folder where you will be able to communicate, read files, and exchange files. The MD Anderson MS teams folder are open to MD Anderson employees and external collaborators.

### **Can I go to my department even if I don't have my MD Anderson laptop yet? I'm confused about when to pick up my laptop?**

Yes. We cannot schedule you for laptop pick up from CPPS IT (Cancer Prevention and Population Sciences, Information Technology) until we receive confirmation from RTP that you are "hired" in the PeopleSoft system. We anticipate receiving this confirmation at some point between day 1 and day 4 of the program.

Once you are “hired” in the PeopleSoft system, the Central IT department will receive your computer logon and generate a temporary password. The CPRTP Program Manager will be checking PeopleSoft frequently and will update a file within the CPRTP Summer Program MS Teams with your assigned MD Anderson email address, username, and temporary password. It is your responsibility to check this document in MS Teams frequently during week 1 to check the status of your “employment hire”.

As a courtesy, and ONLY if time permits, the CPRTP Program Manager may email you at your personal email address to let you know that your name has been added to the document in MS Teams. See [Laptops and Accessing the MD Anderson network](#) for additional information.

**What if I receive my username and temporary password BEFORE picking up my laptop? Can I log on to a random computer in my department, change my temporary password and set up my direct deposit.**

Yes, you may but PLEASE be sure to alert the CPPS IT technician when you go to pick up your laptop that you already changed your temporary password. Be sure to make note of your changed MD Anderson password. See [Laptops and Accessing the MD Anderson network](#) for additional information.

**What if I prefer to go home after RTP check in and report to my mentor on Wednesday during Week 1 of the program?**

That’s fine. Since CPRTP orientation is on Zoom on days 1 and 2, you can log on anywhere provided that you are free from noise or distractions. **Please do not go to a coffee house, park or other noisy area.**

You may go to your department (if you are an in-person student), go home, or to the hotel room (applicable to students who were approved to receive CPRTP housing assistance). We expect all CPRTP summer interns to be logged on to Zoom at the start time of CPRPT orientation. See [Laptops and Accessing the MD Anderson network](#) for additional information.

**When will I receive my MD Anderson email address and have access to the MD Anderson network?**

You will not receive your MD Anderson email address or access the MD Anderson network until all RTP appointment and onboarding contingencies have been met (usually around the middle or end of week 1). See [Laptops and Accessing the MD Anderson network](#) for additional information.

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## Proof of Enrollment

**When do I upload proof of enrollment?**

After completing the inquiry form, you will be invited to complete an application. Proof of enrollment is required with the application and must be uploaded in Slate.

**What are acceptable forms of proof of enrollment?**

1. **Official transcripts** confirming current enrollment
2. An unexpired Verification of Enrollment Form (VOE)
3. National Clearinghouse Verification Certificate
4. A letter from a school official such as the Registrar, Student Affairs Office, or Dean’s Office that includes the following:
  - a. Written on institutional letterhead;
  - b. Includes the date the document/verification was issued;
  - c. Includes an original signature, name, title, and contact information of the writer;
  - d. Includes an attestation that the applicant is currently a student at the institution;

- e. Identifies the academic program/academic level, and;
- f. Includes dates of enrollment (the dates must coincide with the Spring academic semester of the program year).

### What items are **not accepted** as proof of enrollment?

1. Computer print outs
2. Class schedules
3. Fee/Payment Receipts
4. Screenshot of documents

### May I upload an unofficial transcript as proof of enrollment?

No. Please either have the requested official transcript emailed to you or your guardian, print, scan, and upload the official transcript to Slate.

### May I email the CPRTP official transcript?

No. Please upload your official transcript in Slate.

### What happens if I upload an unofficial transcript to Slate?

If you are selected as a finalist and the CPRTP notices that you uploaded an unofficial transcript vs. an official transcript, a fellowship offer will not be made until an official transcript is submitted to the CPRTP. Furthermore, you cannot be appointed at MD Anderson without an official transcript or acceptable proof of enrollment. In short, **instead of uploading an *unofficial transcript*, upload another form of acceptable proof of enrollment.**

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## Letter of Recommendation

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

Two (2) letters of recommendation are required for the Summer Research Experience.

### 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 to the Slate system directly** from faculty, mentors, or others who are in a position to comment on the ability and qualifications relevant to the type of position sought. Applicants may not personally forward the recommendation letters.
3. Letters must be on institutional letterhead.
4. Letters must be ***addressed (not emailed)*** to Dr. Shine Chang, Director or the CPRTP.
5. Must be manually or digitally signed by the referee.

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

No. Letters must be specific to the CPRTP Summer Research Experience.

### 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
- 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 several backup recommenders.

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

Logon to your Slate account and from the LEFT menu select **Recommendations**. You will see a list of recommenders: name and status. If you need to change the recommender email or contact information, click the Edit hyperlink.

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

Follow up with the recommender. After entering your recommender's information, the recommender will receive an email with a 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 Slate. If you entered the wrong email address, from your Slate account, go to **Recommendations** (LEFT menu) and select **Edit** next to the recommenders name, re-enter the information and submit another request.
- 2) Login to your Slate 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 [trainee@mdanderson.org](mailto:trainee@mdanderson.org), subject line "Recommendation Request from **YOUR NAME** for MD Anderson Cancer Center".
- 4) Inform the recommender that the link was emailed from [trainee@mdanderson.org](mailto:trainee@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 uploaded by the referee through the Slate system.

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

Yes, the application and ALL documents INCLUDING the required two (2) letters of recommendation are due by application deadline.

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

1. First Name
2. Last Name
3. E-mail (**MAKE SURE THIS IS VALID AND CORRECT**)
4. Phone
5. Country
6. Professional Title
7. Institution
8. 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 Slate? What should the letter say?**

*Dear Recommender,*

*Recently, you should have received an email from [trainee@mdanderson.org](mailto:trainee@mdanderson.org) 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) - Summer Research Experience** ([www.cancerpreventiontraining.org/summer](http://www.cancerpreventiontraining.org/summer)).*

*Please check your email and your bulk/spam folder, as it contains instructions for providing a letter of recommendation directly to the Slate application system. The email will include instructions and a link to log in to Slate and upload a recommendation letter.*

*As an applicant to this program, I need your letter in the Slate system as soon as you are able and no later than January 1. 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 Slate system in order to be reviewed.*

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

**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 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 he or she resubmit the document.

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

1. Verify the recommender's email address and check your Slate account to make sure the email address was entered correctly.
2. Direct the recommender to their BULK, SPAM, QUARANTINE or JUNK mail folder, as many mail servers automatically mark e-mails from the Slate system spam.
3. If you the problems persist, contact the CPRTP at [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org). We will respond to all emails within one (1) business day. **Please do not wait until the last minute to request and confirm upload of letters of recommendation.**

**I believe my application was denied because I was missing one letter of recommendation, may I have an extension?**

Application extensions are typically not granted for those missing letters of recommendation. It is your responsibility to check the status of your letters using the instructions outlined in this document.

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## How Submit the Application

**How do I submit my application?**

**1. Launch the Application:** Click the 'apply here' link at the top of this web page after December 1 to launch the Summer Experience Inquiry Form.

**2. Read the required three (3) sections before completing the inquiry form:** 1) Please Read Before You Apply, 2) Additional Documents Required If Selected As A Final Candidate, and 3) Onboarding Contingencies That Require Early Action.

**3. Complete the Inquiry Form** and upload the required documentation:

1. Personal Information (e.g., name, email, etc.)
2. Current Enrollment (i.e., your current school and enrollment dates)
3. Upload Resume/CV
4. Upload Proof of Enrollment
5. Statement of Research Experience and Interest (i.e., Personal Statement). Character limit: 700 words.
6. Select the SUBMIT button.

**4. Create your Slate Account.** After clicking the SUBMIT button, you will receive an email from MD Anderson Education & Training (trainee@mdanderson.org), subject line: "Complete your Trainee Position Inquiry Request". Follow the instructions and click the hyperlink in the email to create a Slate account and request your letters of recommendation.

**5. Complete the Application:**

1. Read the Application Instructions
2. In the Recommendations screen, enter the contact information for both individuals who will write your letters of recommendation. The recommender will receive an email notification from trainee@mdanderson.org, subject line "Recommendation Request from YOUR NAME for MD Anderson Cancer Center" and a link to upload the letter of recommendation to your account. You will receive an email when the letter has been successfully uploaded.
3. Complete the Additional Demographics and Future Plans form
4. Complete the Internship or Graduation Requirement form
5. Complete the Academic Awards and Honors form
6. NOTE: There is no submit button in the application stage. To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

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## Application Status

**Will the CPRTP contact me with my application status?**

No. Applicants will receive automated emails when the inquiry form has been completed with instructions for completing the application.

The Slate system will recognize if a required document has not been uploaded. If a required document is not uploaded, the application is considered incomplete. All incomplete applications will be purged from the Slate system and the Slate accounts will be disabled. The CPRTP will send a decline email to applicants with incomplete applications on or before the **Notification to Awardees** date per the **Deadlines & Important Dates** section of the CPRTP summer webpage at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer).

**Will the CPRTP notify me if I am missing any documents or if my application is incomplete?**

No. It is the applicant's responsibility to make sure their application is complete and properly submitted through the Slate portal, as well as all supporting documents (e.g. letters of recommendation).

### **If my application is declined, will a reason be provided?**

No. Applications are declined for a number of reasons including preset criteria established by the program. If an application is declined, we encourage you to re-apply next year or e-mail [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org). See [How to Submit a Successful Summer Application](#).

### **When will I be notified about my application status?**

An e-mail will be sent within two (2) business days following the application deadline with the application status. Applicants will receive an "Application not accepted" or "Application Pending Review" email. Refer to the schedule under **Deadlines and Important Dates** on the CPRTP Summer Program page.

### **What does "pending final review" mean?**

It means the application has been selected to be reviewed by the CPRTP Review Committee.

### **What happens after my application is accepted?**

[Read the FAQs of awardees](#) for details of what happens from application acceptance to the end of the internship.

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## **Application Review and Selection Process**

### **Do I automatically get the fellowship after I submit my application?**

No. The CPRTP NCI-funded Summer Program, like many other programs participating in the MD Anderson Summer Experience ([www.mdanderson.org/summer](http://www.mdanderson.org/summer)) is **competitive**. Many programs receive as many as 500 applications and will award fellowships after conducting several rounds of review to arrive at a final amount based on funding eligibility.

### **How many positions are available in the CPRTP Summer Program?**

Per the terms of our NCI grant award, 25 positions are funded each summer. **Note:** Due to the cancellation of the 2020 CPRTP Summer Program, the would-be 25 positions in 2020 were spread out over the next three years, meaning we will award more than 25 fellowships (up to 34) in 2021, 2022, and 2023. We will return to 25 fellowship awards/positions in 2024.

### **What happens after I submit my application?**

Within 2 **business** days (Monday through Friday, not counting weekends or holidays) of the application deadline, the CPRTP will conduct a pre-review of all applications to check for completeness. Incomplete applications will be purged from the Slate system and those with incomplete applications will receive a decline email. Supporting documents are not accepted after the application deadline. See the **Deadlines & Important Dates** section of our webpage at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer).

### **What is the application review process?**

There are five rounds/stages of reviews:

1. [Pre-Review Stage 1](#)
2. [Pre-Review Stage 2](#)



3. Full Review by the Review Committee
4. Post-Review by the CPRTP Director and Program Manager
5. Final Review: Phone Interviews by the CPRTP Program Manager

### **When will I receive notification that I made it to the next round or stage?**

Email notifications will be sent to applicants at each stage of decline or acceptance to the next stage. If your application was selected for the next stage, your email will also include the decision date of that stage. These dates are not published on the website since they are frequently subject to change.

### **Can you tell me what happens at each round of application reviews?**

Applicants will be notified via email of advancement or decline at each level of review:

1. **Pre-Review:**
  - Stage 1: The applications are checked only for completeness. Applications with missing items will be purged from the Slate system and the accounts will be disabled. It is at the discretion of the CPRTP to allow additional time to submit any missing documents, but this is not a guaranteed option.
  - Stage 2: Each application is reviewed against pre-set criteria, including previous participation in another MD Anderson program.
2. During the **Full-Review**, applications are sent to a committee of MD Anderson faculty. Each application will be reviewed by two (2) committee members, subject to evaluation criteria, ranked, and receive comments.
3. The **Post-Review** is conducted by the CPRTP Director and Program Manager and involves evaluating the rankings and comments of the review committee resulting in the top 40+ candidates.
4. If time permits, the **Final Review** will consist of a brief phone or Zoom interviews with the top 40+ candidates which results in the selection of the 25 awardees, alternates and declines. This step will only take place if the CPRTP has time, otherwise, final awardees and alternates will be notified after post-review.

### **What are the review committee members looking for when reviewing my application?**

The committee will evaluate three (3) major areas: 1) a demonstrated interest in cancer prevention. Applicants can be selected from any major or discipline, but the statement should reflect that the applicant has considered *cancer prevention* thoughtfully and is drawn to exploring it; 2) personal qualities of initiative, commitment, academic curiosity, and a strong work ethic as reflected in personal statement and letters of recommendation; and 3) the level of opportunities afforded to the applicant and how the applicant has responded to those opportunities.

### **If I am not selected, may I apply again next year? Will your program be available the next year?**

Absolutely! In fact, we recommend that you re-apply the next year. As of 2023, the CPRTP NCI Summer Program is in its 30<sup>th</sup> year of continuous funding from the NCI. If funding for the CPRTP Summer Program changes, the information will be posted on our web site at [www.cancerpreventiontraining.org](http://www.cancerpreventiontraining.org).

### **If I am awarded a CPRTP NCI summer fellowship, may I apply again next year?**

No. If awarded a CPRTP NCI R25 summer fellowship, it is a one-time award. However, you are welcome to apply to other MD Anderson Summer Experience programs at [www.mdanderson.org/summer](http://www.mdanderson.org/summer) as long as you meet the eligibility requirements on the fellowship web page of interest.

### **Do I receive any compensation for referring students to the CPRTP Summer Program?**

No, just our sincere appreciation for sharing our opportunity with others like you.

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## Alternates and Awardees who decline the fellowship

### If I am selected as an alternate, how likely am I to be awarded a summer internship?

The likelihood of alternate award depends on the number of awardees who decline positions. The CPRTP NCI Summer Program is competitive, meaning applicants are competing for a funded position.

### Why would an awardee decline a CPRTP NCI summer internship?

Many applicants apply to multiple programs at MD Anderson and across the country. Awardees may accept and later decline a fellowship for personal reasons or because they received another fellowship offer, in which case, we will offer the position to an alternate.

### How many applicants will be designated alternates?

We aim for 10-15 alternates each year.

### How many alternates are usually offered a fellowships? (i.e., how many awardees decline?)

The number of alternates depend on the number of awardees who decline our fellowship offer and varies each year. Historically, half of our alternates are awarded fellowships. For example, if we designate 15 alternates, it is likely that seven (7) will be offered an internship, **but there is no guarantee.**

### Why am I an alternate? Wasn't my application good enough?

Please do not be discouraged if you are selected as an alternate. 'Alternate' status means the CPRTP received more high-scoring applications than positions available. Per the terms of our grant award, 25 positions are funded each summer. **Note:** Due to the cancellation of the 2020 CPRTP Summer Program, the would-be 25 positions in 2020 were spread out over the next three years, meaning we will award more than 25 fellowships (up to 34) in 2021, 2022, and 2023. We will return to 25 fellowship awards/positions in 2024.

### If I am an alternate and do not get selected this year and I am eligible for the fellowship next year, can I be automatically placed on the next year's alternate list?

Unfortunately, no. You will need to re-apply.

### If I am an **awardee**, but have to decline due to personal reasons, can I be automatically placed on the next year's awardee or alternate list?

Unfortunately, no. You will need to re-apply.

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## Grades/ GPA / Test Scores

### Will the review committee evaluate my GPA or test scores?

GPA, test scores, and the prestige of the institution are considered, **but not over-weighted.** Our program gives fellowship opportunities to students from diverse backgrounds and academic standings. The GPAs for CPRTP summer interns have ranged from 2.0 to 4.0. We believe everyone should have an opportunity and understand that

extenuating circumstances can sometimes result in a lower GPA and is not indicative of a student's performance during the fellowship.

### **My program does not provide grades, only a pass/fail, so I do not have a GPA. What should I do?**

Enter N/A on the application when prompted to enter a GPA. After uploading the proof of enrollment, we will review the document accordingly to determine whether your provided record is satisfactory.

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## Frequently Asked Questions of **awardees** of the CPRTP Summer Research Experience.

### **Application Phase 2: Recommendation**

#### **What happens after I am awarded this summer internship?**

Within one week of acceptance confirmation, trainees will receive an email notification from both Slate and the CPRTP with instructions for completing the recommendation for internship appointment paperwork, known as **Phase 2**. These documents will be submitted to the Office of Research Trainee Programs (RTP) for approval.

#### **Who is the RTP?**

From this point forward, you will be interacting with 3 additional entities during this process:

- 1) **The Office of Research Trainee Programs-RTP** is similar to a Registrar's Office and serves as the institutional resource for processing educational appointments for trainees & students. RTP 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) **MD Anderson Employee Health and Well Being** processes mandatory health procedures for trainees and employees.
- 3) **Castle Branch** is a compliance management company that has partnered with MD Anderson Cancer Center to provide a secure account to manage time-sensitive immunization requirements. There is a \$20 non-refundable, non-reimbursable, processing fee required to use this system.

#### **What documents are required in Phase 2?**

1. [Proof of Enrollment](#) for the spring semester of the program year must be uploaded into Slate.
2. [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).
3. [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.
4. [Release of Liability Form](#): Completed by the CPRTP, not the applicant.
5. [Summer Experience Immunization Compliance Form](#). This must be uploaded after all health documents are uploaded and approved in the Castle Branch system. See [Immunizations](#).

#### **How can I prevent my documents from being returned?**

Make sure: 1) all pages of the documents are uploaded, not just the signature page, 2) signatures are handwritten, not typed in a cursive font or entered electronically, and 3) handwritten data is clear and legible.

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### **Immunizations**

## **I'm not sure if I am working on-campus (in-person) or virtual (100% remotely), should I complete immunization steps in Slate?**

The appointment location is determined by the matched mentor. If you are opposed to working on-campus/in-person, make sure the top-ranked mentors on the submitted **Ranking Form** are complementary. In other words, do not select/top-ranked a mentor who requires their students to be on-campus (in-person), when you want to be virtual (i.e., work 100% remotely).

## **Why do I need to provide health records?**

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

## **When should I get a TB test and gather my shot records?**

As soon as you are accepted into the program, schedule an appointment with your family physician/school/community clinic to receive your TB test **and** contact your parents/guardians for shot records. You will receive an email from the CPRTP Program Manager with detailed Phase 2 instructions and the deadline. All MD Anderson employees are required to have a TB test performed before starting work and upload proof of COVID vaccination or exemption.

## **How do I submit immunization records?**

After notification of award, you will be invited to submit Immunizations in Castle Branch. You must create an account in the Castle Branch system, after paying the \$20 processing fee, and upload the required documents into the Castle Branch system (not Slate).

## **What health documents will I need to upload to Castle Branch?**

1. **Demographics and Health Questionnaire form** (4 pages)
2. **Minor Consent Form** (if trainee is 18 years or younger)
3. **Privacy Practices**
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 Castle Branch'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 Castle Branch's account initiation.
  - **Tetanus, Diphtheria & Pertussis (Tdap):**
    - Must be documentation of a Tdap booster within the past 10 years

## **Who should I contact if I need a waiver or have issues with my health records?**

Contact MD Anderson Employee Health at [EHOccHealth@MDAnderson.org](mailto:EHOccHealth@MDAnderson.org). In most cases, EHOCC can override Castle Branch and grant waivers or exceptions.

## What happens if I am unable to upload the immunizations by the deadline?

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.

## How do I check the status of my immunizations in Castle Branch?

Check the Castle Branch account daily for health document status. The system will not automatically send notifications of missing documents. *Rejected* items must be addressed and *Compliant* are accepted with no further action required.

## Why were my health documents rejected?

All health documents must be legible and signed by a licensed physician or healthcare provider. Screen prints are not acceptable. If any of these requirements are not met, the document will be returned.

## At what point can I upload the *Immunization Compliance Report*?

After all documents are marked compliant, see the *To Do List Summary* in the left menu, save and upload the *Immunization Compliance Report* to your Slate account. The Immunization Compliance Report must be labeled **Compliant** in green letters. If the report is not identified as compliant, your immunizations are incomplete. Do not upload an incomplete compliance report to Slate. The CPRTP cannot submit the paperwork for employment until the immunization compliance document has been uploaded.

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## Phase 3 Appointment

### What happens after Phase 2 documents are submitted?

The CPRTP will submit phase 2 documents to the MD Anderson Office of Research Trainee Programs (RTP) to process the employment paperwork. Once these items are approved, Phase 3 documents will become available.

### What documents are required in Phase 3 (Pre-Onboarding and Pre-Check)?

Due to the new Slate system effective 2023, these documents are subject to change:

#### For on-campus students (in-person/hybrid students):

- 1) **Appointment Letter Signature Requested for your Appointment** will be the subject line of an email arriving from MD Anderson Slate. Once you receive this email, logon to your Slate account and select GET FORM next to appointment letter and download these (3) items:
  - 1a) **Applicant's Contract/Letter**: 1) Download and read this letter in its entirety, 2) sign and date the 2<sup>nd</sup> page, and 3) upload both pages into your Slate account. Bring a printed copy with you on your first day.
  - 1b) **Campus Map**: Review these maps to familiarize yourself with MD Anderson campus before arrival.
  - 1c) **SEE-verify**: This document explains the process to verify employment eligibility.
- 2) **Media Release Form**
- 3) **Photograph**: Follow the instructions to upload a photograph used for your MD Anderson ID badge.  
**You will receive an email to complete these additional tasks outside the Slate system:**
- 4) **Background check via Pre-Check system**
- 5) **Online orientation**
- 6) **Electronic I-9 form**

#### For virtual (100% remote students):

- 1) **Appointment Letter Signature Requested for your Appointment** will be the subject line of an email arriving from MD Anderson Slate. Once you receive this email, logon to your Slate account and select GET FORM next to appointment letter and download these (3) items:
  - 1a) **Applicant's Contract/Letter**: 1) Download and read this letter in its entirety, 2) sign and date the 2<sup>nd</sup> page, and 3) upload both pages into your Slate account. Bring a printed copy with you on your first day.
  - 1b) **Campus Map**: Review these maps to familiarize yourself with MD Anderson campus before arrival.
  - 1c) **SE E-verify**: This document explains the process to verify employment eligibility.
- 2) **Media Release Form**
- 3) **Background check via Pre-Check system**
- 4) **Online orientation**
- 5) **Electronic I-9 form**

## **I am a permanent resident and received an email from the MD Anderson Visa Dept. What should I do?**

Follow the instructions provided to schedule a check-in with the MD Anderson Visa Administration prior to RTP check-in. Direct all questions to the Visa department at 713-792-1112.

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## **Parking**

**(FOR ON-CAMPUS/IN-PERSON STUDENTS ONLY)**

### **Where will I park during my first day?**

During the onboarding process (I-9 clearance, COVID-19 testing, and ID badge pickup), **on-campus/in-person** students will park in the Mid-Campus (1MC) Garage located at 1400 South Braeswood, Houston, TX 77030. The cost is \$12 per day and payable via debit or credit card using the cash machine upon exit. Parking costs accrue each hour and you must pay anytime you exit the garage. Lost tickets will result in paying the full fare of \$12 upon exit.

### **How do I sign up for a parking contract?**

**On-campus/in-person** students must visit 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](mailto:parking@mdanderson.org) and initiate a parking contract. Most summer students will park at the Armory Lot and take the bus or shuttle to MD Anderson campus.

### **How much does it cost to initiate a parking contract with MD Anderson?**

It varies by parking lot and ranges from \$30 to \$120 per month. The 1st month's parking fees are pro-rated and must be paid up front via personal check or debit card, while future monthly fees will be deducted from each paycheck. To avoid parking fees, students are encouraged to car pool or utilize public transportation.

### **Can I park somewhere else on or near MD Anderson Campus?**

Yes. Visit the Texas Medical Center (non-MD Anderson) contract parking <http://www.texasmedicalcenter.org/parking/contract-parking/>.

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## **Public Transportation**

### **Can I ride the bus or rail to MD Anderson campus?**

Yes. Many faculty and staff utilize the Metro Bus. We recommend using Google maps to track your trip from your home address to the address of your MD Anderson office, and google will tell you which bus to take.

- METRO bus and rail is \$1.25 each way. Drivers cannot provide change.
- Fares are deducted from a Metro Q card or must be paid in cash in exact change.
- The METRO Q Fare Card acts like a “digital wallet” and fares are automatically deducted each time you ‘tap’ the card to ride.

### How can I obtain a Q-Card?

- **Download the Metro Q Card app (from Google Play or the App Store) and purchase a digital single or full pass.** <https://www.ridemetro.org/Pages/MobileTicketing.aspx>
- Q Cards can also be obtained at any grocery store (e.g. HEB, Randalls, or Kroger) or tickets can be purchased from your smartphone. Visit the Ride Metro website for more information.

### Can I purchase a metro card on the bus or rail?

- No. Cash not accepted on the rail. Fares must be paid prior to boarding the rail.
- Metro tickets can be purchased at self-serve TVM on the metro rail platform via debit, credit or cash.
- Metro Q Cards can be reloaded at the TVM on the metro rail platform using debit, credit or cash.
- *Metro Q Cards* and *Single Ride Rail Tickets* provide FREE transfers up to 3 hours after purchase in the same direction. The expiration time is printed on the single ride rail ticket. Bus transfers are not available when paying with cash.

### What cab or taxi services are available in the Texas Medical Center?

- Uber (visit your mobile application store to download these free apps). A major credit or debit card or PayPal account is required.
- Fiesta Cab Company (713) 225-2666
- Liberty Cab Company (713) 695-6700
- Square Deal Cab Company (713) 659-7236
- United Cab Company (713) 699-0000
- Yellow Cab Company (713) 236-1111, Request a yellow cab: [www.yellowcabhouston.com/order.aspx](http://www.yellowcabhouston.com/order.aspx)

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## MD Anderson Shuttle

### When and how can I use the MD Anderson shuttle?

The shuttles run between 7:30am and 6:30pm. Access the shuttle schedule by visiting [www.mdabus.com](http://www.mdabus.com).

### Do I need to pay to use the shuttle?

No. The shuttle is free to all MD Anderson students and employees. Passengers must show their MD Anderson ID badge when boarding.

### My building is not on the shuttle route. What should I do?

Call a “By-Request” MD Anderson shuttle at (713) 792-2338 or walk to the nearest building on the shuttle route.

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## Dress Code, Event Attire & What to Pack

### What is the dress code?

MD Anderson daily dress code is business casual. Clothing does not need to be formal.

#### **Acceptable**

- 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

#### **Can I wear scrubs?**

MD Anderson attire is business casual and scrubs are permitted in clinical and patient areas. Consult your primary mentor to determine if scrubs are appropriate.

#### **What is the temperature inside MD Anderson buildings? Will I need a sweater or jacket indoors?**

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. 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).

#### **Can I wear jeans to Grand Rounds?**

No. Business casual attire is preferred.

#### **What should I wear to the presentations during the last week of the fellowship?**

Wear 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).

#### **What should I pack for the duration of the summer?**

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.

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## **Houston Weather**

#### **How is the weather in Houston during the summer?**

Typical Houston summers are hot, humid, rainy and range from 91 to 95 degrees (see chart on the next page courtesy of [www.VisitHoustonTexas.com](http://www.VisitHoustonTexas.com)). The summer program takes place during hurricane season which means there may be frequent rain storms and flash floods.

#### **What should I do if there is a flood or severe weather?**

In the event of severe weather, always check MD Anderson's operational status at [www3.mdanderson.org/emergencyalert](http://www3.mdanderson.org/emergencyalert) or call 2-RING (713-792-7464). In the event of extreme flooding or other weather events, do not travel to MD Anderson campus and stay home. Your safety is our top priority.



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# About MD Anderson Campus

## What is MD Anderson culture?

MD Anderson Cancer Center is located in the Texas Medical Center with over 20,000 employees. Our institution is a uniquely diverse and inclusive community of clinical, research, academic, and workforce professionals from diverse backgrounds. Our campus is comprised of over 17 buildings over several miles. Some buildings are not within walking distance and will require transportation.

## Why do some buildings have more than one name?

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 CPRTP orientation.

**Example:** The **Cancer Prevention Building (CPB)** which is home to the CPRTP and The Division of Cancer Prevention & Population Sciences (DCPPS) at 1155 Pressler, Houston, TX 77030, is also known as the **Duncan Building** due to the 2008 donation of \$35 million by the Dan L. Duncan Family Foundation, 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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## Beginning the Summer Program (COVID Testing, RTP Check-in, Onboarding, Day 1 of the program)

I am confused about what happens before the start of the program. I want to make sure that I don't miss any steps. What happens between February and June?

Effective, January 2023, the timeline between application submission and program start are as noted in the table below. These deadlines are subject to change and cannot be modified under any circumstances. Please keep this timeline in mind when discussing any hybrid appointment arrangements with your mentor.

MANDATORY TASK(S)	RESPONSIBLE PARTY <i>(e.g., CPRTP, ON-CAMPUS INTERNS, REMOTE INTERNS, ALL INTERNS)</i>	DEADLINE
Application submission	Potential interns	Dec. 1 – (mid) Jan.
Application reviews: Rounds 1-5	CPRTP, Faculty Committee	Jan – (mid) Feb.
Fellowship offers to awardees and alternates	CPRTP	Feb. 14
Mentor matching interviews	All CPRTP Interns	Mar. 31
Appointment paperwork processing	CPRTP, RTP, Human Resources	Apr. 1 – May 1
Upload Castle Branch Immunization Compliance into Slate	All CPRTP Interns	Apr. 1
Submit Proof of COVID-19 Vaccine or Medical Exemption	All CPRTP Interns	TBD
<b>Pre-Check/eOnboarding</b> 1) Accept official offer of appointment (i.e., Fellowship appointment letter in Slate) 2) Online orientation modules 3) Other required Pre-Check forms (e.g., Media Release)	All CPRTP Interns	May 10
<b>Onboarding Contingencies:</b> 1) Complete Section 1 of the I-9 form <b>electronically</b> 2) Complete IMT and all applicable contingencies 3) Submit ID badge photos 4) Confirm COVID testing date on MDA campus	On-campus Interns ONLY	May 10
COVID testing on MD Anderson campus	On-campus Interns ONLY	June 1 - 6
Virtual Onboarding	All CPRTP Interns	June 2 (10am, ZOOM)
<b>RTP Check-In:</b>	On-campus CPRTP Interns ONLY	June 5

1) Complete Section 2 of the I-9 form <b>on MDA Campus</b> 2) Pick up MDA ID badge		
CP RTP Two-day orientation on ZOOM	All CP RTP Interns	June 5, June 6
MD Anderson email address, computer logon, and network access activated by RTP ( <i>as long as all aforementioned contingencies are met</i> )	All CP RTP Interns	June 7
Self- schedule laptop pick-up appointment from the CPPS IT department. ( <i>At pickup, interns will receive SWAG bag, laptop, power supply, computer logon &amp; password, MDA email address</i> )	On-campus CP RTP Interns ONLY	June 7- June 14
MDA Laptops shipped to home address ( <i>shipment will include laptop, power supply, computer logon &amp; password, MDA email address</i> )	100% Remote CP RTP Interns ONLY	June 7- June 14
Sign up for Direct Deposit in myHR/PeopleSoft <u>using MDA computer ONLY</u>	On-campus CP RTP Interns ONLY	June 8

### What happens after RTP check-in/onboarding?

Students working on-campus must complete all onboarding and check-in contingencies prior to the start of the program (see table on previous page). If any items are incomplete, you will be notified. Following RTP check-in, log on to Zoom for CP RTP orientation.

CP RTP orientation will begin around 10 or 11 am on Day one and 9am to 5pm on Day two. The CP RTP Program Manager will send calendar invitations for all summer events, including orientation.

### I am working on-campus/in-person, what should I bring to RTP check-in and onboarding?

1. Social Security Card: This is a MANDATORY document and must be the original, not a photocopy.
2. An original, unexpired photo ID or any document in List A or List B of the I-9 document list (emailed from RTP) that establishes identity. The most common are a U.S. Passport, Permanent Resident Card, State issued photo identification (I.D.), or Driver's License. Certified copies are not accepted. [Read more about I-9 verification](#).

### What else will I need on the first day of the program (if I am working on campus)?

All students working on campus will be required to set up direct deposit. This must be completed on an MD Anderson computer (or your MD Anderson laptop) and completed no later than Friday of week 1. You will need your bank routing number and bank account number

### Where can I park during the first week until I figure out my parking situation during the remainder of the summer?

Interns may have access to various parking garages including Pressler, Mays Clinic, and 1MC and must pay \$12 per day. Most garages utilize the SPACES system which allows visitors to pay for their parking using their cell phone. Other garages may have a parking machine or attendant. See [Parking](#) for more information.

### How do I get to my department from RTP check-in at 1MC?

If you have arranged to report to your department following RTP check-in, take the escalator to the 1<sup>st</sup> floor lobby of the 1MC building and take the MD Anderson shuttle to the appropriate building where your department is located. The shuttle schedule is on the monitor and on [www.mdabus.com](http://www.mdabus.com). Please notify your primary mentor, mentor's Administrative Assistant, Supervisor, or other staff person **in advance of your visit**. Confirm the exact office location, recommended parking lot, recommended shuttle, and how to gain access to the office suite, with your department (check your project description form for contact information). For the MD Anderson campus map, google 'MD Anderson campus map'. See [Parking](#) for more information.

## **What is the I-9 Employment Eligibility Verification?**

In-person/On-campus CPRTP summer interns must present unexpired original documentation that shows the employer their identity and employment authorization. The documentation to present is decided by the employee and trainee and they must choose from one document on List A or one document on List B in combination with one document on List C.

- List A contains documents that show both identity and employment authorization
- List B documents only show identity only
- List C documents only show employment authorization only

For more information visit the United States Citizenship and Immigration Services (USCIS) web page at <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-2-employer-review-and-attestation> or Google "I9 section 2".

## **Is it okay if I go to my department after I check in with RTP and pick up my ID badge on Day 1?**

Yes---we highly recommend it! Coordinate your arrival time and location with your department because you will need badge access. If you are driving, you will need to know what garage to park and may need to initiate a Parking contract once you determine your on- campus work schedule with your mentor.

## **Will my mentor know about CPRTP orientation?**

The CPRTP will email your mentor frequently and remind them about orientation, **but you must also remind them** that the first two days of the program are reserved for CPRTP orientation. You will need to work some place quiet, preferably with earbuds, and away from distractions. You may also go home to attend your orientation (the choice is yours, but make sure you communicate with your mentor).

## **What if I prefer to go home after RTP check in and report to my mentor on Wednesday?**

That's fine. Since CPRTP orientation is on Zoom on days 1 and 2, you can log on anywhere provided that you are free from noise or distractions. **Please do not go to a coffee shop, park or other noisy area.** You may go to your department (if you are an in-person student), go home, or to the hotel room (applicable to students who were approved to receive CPRTP housing assistance). We expect all CPRTP summer interns to be logged on to Zoom at the start time of CPRPT orientation.

## **What if my RTP check in takes longer and I'm late for CPRTP orientation?**

As long as you check your email and complete all contingencies before the start of the program, there is no reason for you to be late to CPRTP orientation. We understand that mishaps happen, in which case you will need to email the CPRTP Program Manager. We factor in RTP check in and travel time back home when scheduling the Zoom CPRPT orientation on Day one of the program.

## **May I collaborate with my mentor if I am not yet in the MD Anderson system as a trainee and employee?**

Yes. Ask your mentor or supervisor to invite you to their MS Teams folder to communicate, read files, and exchange files. The MD Anderson MS Teams folder are open to MD Anderson employees and external collaborators.

## **When will I receive my MD Anderson email address and have access to the MD Anderson network?**

You will not receive your MD Anderson email address or access the MD Anderson network until all RTP appointment and onboarding contingencies have been met (usually around the middle or end of week 1). See [Laptops and Accessing the MD Anderson network](#).

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# Laptops and Accessing the MD Anderson network

## When will I receive my laptop?

Our goal is to have your laptop available by Wednesday of Week 1 (for in-person students) and Friday or Saturday (for remote interns). **During this time, please be patient and use your personal laptop.** You will not be able to access the MD Anderson network until you receive notification from the CPRTP Program Manager that you have been “hired” into the PeopleSoft system and assigned an MD Anderson email address, username and password. In the meantime, please bring your personal or school laptop and relay this timeframe to your mentor.

## Who will give me my laptop?

MD Anderson Central Information Technology (IT) will issue leased laptops to all Summer Experience programs and initiate an OFFSITE AGREEMENT.

**For in-person/on-campus/hybrid students:** The CPRTP will provide a sign-up sheet after June 1 in MS Teams, to book an appointment with the Division of Cancer Prevention IT department to pick up their laptop. The CPRTP Program Manager will notify students when this sheet is available and send a calendar invitation within 24 hours or 1 business day of sign up.

**For 100% remote interns:** The CPRTP Program Manager will obtain a mailing address and ship a laptop to each student. Within 3 business days after onboarding contingencies have been met (the CPRTP Program Manager will notify you of the shipment date and tracking information).

## What is an OFFSITE AGREEMENT?

All interns, regardless of location, will be required to complete a legal, electronic offsite agreement granting permission to take the MD Anderson laptop off campus. The agreement will be initiated by the CPPS IT Tech or CPRTP Program Manager. The intern will receive an ‘offsite agreement’ email confirmation in their MD Anderson email and will be required to click the link within the email to initiate the agreement. The electronic form will be routed automatically to the CPPS IT Manager for signature. When the agreement is ready, the intern will be notified via email and required to save a copy as a pdf file for their records and route a copy of the pdf file to the CPRTP Program Manager.

## What is included in the laptop shipment or when I pick up the laptop?

- **In-person students** will go to the DCPSS IT department and log on using their username and temporary password, establish a new password, and ask the IT technician any questions. They will receive their laptop (no box or bag) and a power supply. Be sure to bring your backpack for proper transport.
- **Remote students:** The UPS laptop shipment will include a pre-paid UPS return label, a power supply cord, login username and temporary password, email address, and login instructions. If the laptop is shipped in the original Dell box, the original Dell box must be returned.
- NOTE: The CPRTP Program Manager will have a keep a list of all CPRTP summer interns and their assigned MD Anderson email address in MS Teams. You will be alerted when this list is available. If the email address is blank, it means your paperwork is still being processed.

## What happens if all contingencies have not been met? Can I still get my laptop?

No. You may still participate in CPRTP summer activities, but laptops cannot be shipped or picked up until all contingencies have been met, including: *appointment, Castle Branch immunization compliance, proof of COVID-19 vaccination or COVID-19 medical exemption, onboarding, check-in, identity verification (for in-person students only), and any Permanent Residents processing (if applicable).*

After **all required** contingencies have been met, the paperwork will be processed by the *Office of Research Trainee Programs (RTP) – Education and Training*, the intern will be “hired” in the MD Anderson PeopleSoft system, and considered an ‘MD Anderson employee.’ The “hiring” process takes **up to** five (5) business days after contingencies have been met. **The CPRTP Program Manager will alert you when you have been “hired” into the PeopleSoft system and will receive your laptop. Please be patient while waiting for notification.**

### **What should I do when I receive my laptop?**

**Do not throw anything away!** Keep the original shipping box, the UPS prepaid return label, the Dell computer box (if included), and power supply cord. Follow the instructions provided to log on and set your new password.

### **When will I receive my MD Anderson Outlook email address?**

You will not receive an MD Anderson Outlook email address until you receive your laptop (after you are hired into the PeopleSoft system (see ‘When will I receive my laptop’ above). The CPRTP will provide you with your email address when they issue your laptop OR you can call 4INFO to receive your email address (you will need your **MDA EID**—see below). If you are able to use your personal laptop to access the MD Anderson network, please notify the CPRTP Program Manager and they will send you your MD Anderson email.

### **When will I gain access to the MD Anderson network?**

You will not be able to access MD Anderson network, complete MD Anderson systems training or complete any tasks related to MD Anderson programs **until you complete onboarding.** **Typically, students will not have full access to the MD Anderson network until Day 4 of the summer program as it takes a few days for the hiring process to be complete.** The CPRTP will begin shipping laptops at the end of the first week of the summer program.

### **How do I obtain my MD Anderson employee ID number (EID)?**

During Phase 3 of the Slate application process, you will receive an appointment letter. You must read, sign page 2 and upload ALL pages of the appointment letter into your Slate account. The employee ID number is the last item in the carbon copy (cc) section of the appointment letter on page 2 (under Dr. Diane Bodurka’s signature block). **The six-digit number next to EID is your employee ID number.** Memorize the EID and save it in your mobile device. You must frequently reference this number any time you are on MDA campus or calling an MDA department (e.g., Human Resources, 4INFO).

### **Can I use my personal laptop to access MD Anderson network?**

*Possibly.* Contact the MD Anderson 4INFO helpdesk at 713-794-4636 (you will be asked for your EID) and select the ‘working remotely’ option for assistance. You will be instructed to enroll in the *Duo Two-Factor Authentication* and have the application installed on your mobile device. Visit the App Store or Google Play to install the **Duo Mobile** App prior to calling 4INFO. Visit [MD Anderson Working Remotely](#) for more information. Save the 4INFO number to your mobile phone.

### **When do I need to send back the laptop?**

**All students must return the laptop within 72 hours of the conclusion of the summer program..** The laptop must be physically clean (no stains), include the original power supply, and returned in the original Dell box provided by the CPRTP. Use the prepaid shipping label provided by the CPRTP. If you misplaced the label, contact the CPRTP. Students should drop off the box at the nearest Kinkos/FedEx or UPS store and obtain a shipping receipt as confirmation.

### **Can I go to my department even if I don’t have my MD Anderson laptop yet? I’m confused about when to pick up my laptop?**

Yes. We encourage all interns to bring their personal laptops to campus during the first week of the program as we cannot schedule you for laptop pick up from CPPS IT (Cancer Prevention and Population Sciences, Information Technology) until we receive confirmation from RTP that you are “hired” in the PeopleSoft system. We anticipate receiving this confirmation between day one and day four of the program.

### **What happens after I am “hired” in the PeopleSoft system?**

- Once you are “hired” in the PeopleSoft system, the Central IT department will receive your computer logon and generate a temporary password. The CPRTP Program Manager will check PeopleSoft frequently and will update a ***‘New Hire Tracking Sheet’*** in MS Teams which will include:
  - Your name
  - Employee ID number (EID)
  - Assigned MD Anderson email address
  - MD Anderson network username
  - MD Anderson temporary password format
- It is your responsibility to check the tracking sheet in MS Teams frequently during week one to check the status of your “employment hire” (*the link to the ‘New Hire Tracking Sheet’ will be shared with all interns*).

### **Will the CPRPT Program Manager notify me when my login info has been added to MS Teams?**

As a courtesy, and ONLY if time permits, the CPRTP Program Manager may email you at your personal email address to let you know that your name has been added to the ***‘New Hire Tracking Sheet’*** in MS Teams. However, it is your responsibility to check the ***‘New Hire Tracking Sheet’*** frequently.

### **What if I receive my username and temporary password BEFORE picking up my laptop? Can I log on to a random computer in my department, change my temporary password and set up my direct deposit.**

Yes, you may but PLEASE alert the CPPS IT technician, when you pick up your laptop, that you already changed your temporary password. Be sure to make note of your changed MD Anderson password.

### **What if I prefer to go home after RTP check in and report to my mentor on Wednesday during Week 1 of the program?**

That’s fine. Since CPRTP orientation is on Zoom on days 1 and 2, you can log on anywhere provided that you are free from noise or distractions. **Please do not go to a coffee house, park or other noisy area.**

You may go to your department (if you are an in-person student), go home, or to the hotel room (applicable to students who were approved to receive CPRTP housing assistance). We expect all CPRTP summer interns to be logged on to Zoom at the start time of CPRPT orientation. See [Laptops and Accessing the MD Anderson network](#) for additional information.

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## **Summer Program Activities (*Post CPRTP-Orientation, Week 1 and beyond, a “typical” work day*)**

### **What happens after CPRTP Orientation and during the remainder of the first week?**

Ideally, you should have already been communicating with your mentor 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 CPRTP. You may be invited to a ***Summer Experience Welcome Event*** with all other MD Anderson interns (over 200) or department seminars. In short, week one will be busy!

## **Will I get the opportunity to see other MD Anderson Summer Experience students?**

Yes. You will see other students during Zoom calls and on-campus if you are appointed in-person/hybrid. Refer to the MS Outlook calendar for events. All events will take place on Zoom, unless otherwise specified.

## **Will I get an MD Anderson T-Shirt?**

Yes. Details will be provided by the CPRTP Program Manager.

## **What is a typical work day for summer interns?**

Busy! Most work days will begin at 8am and end at 5pm. Students will report directly to a supervisor (virtually or in-person) which could be the faculty mentor, a postdoctoral fellow, research manager, or other team member designated by the 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 CPRTP summer student will divide their time between the department of the primary mentor, the lab (if applicable), and the CPRTP for mandatory virtual activities.

## **How will I balance the work between my summer research project and CPRTP activities?**

Students will manage their daily schedule using MS Outlook. Be sure to meet with your mentor within the first few days of your internship to discuss expectations and scheduling frequent check-in meetings with your supervisor and/or mentor. You are expected to schedule your research project activities around the CPRTP career development activities and prioritize accordingly. Students are free to form journal clubs and initiate shadowing opportunities resulting from informational interviews or in other departments of interest.

## **Where can I find resources, handouts and other documents regarding my internship?**

All CPRTP summer students will receive an invitation to our MS Teams folder at both their personal and MD Anderson email address. Access to the MS teams will expire at the end of the summer program.

## **What are the required activities and assignments of CPRTP Summer Interns?**

This NCI-funded summer program is a robust experience. Activities are front-loaded, meaning they will occur more frequently during the first half of the program and less often during the remaining weeks to allow time to work on the final presentation and poster. All items below are mandatory and 100% virtual and subject to change.

### **Activities (Seminars, Workshops, Events)**

- CPRPT Orientation (Days 1 and 2 of the internship)
- CPRTP Career Conversation (Tuesdays, Noon-1pm)
- CPRTP Career Development Sessions (Thursdays, 4-5pm)
- Small Group Meetings with CPRTP Director
- Small Group Meetings with Dr. Yates (optional)
- Cancer Prevention and Control Grand Rounds (CPCGR)
- CPCGR Trainee and Speaker Brown Bags
- Check-in Zoom Lounges with CPRTP Program Manager

### **Assignments**

- SE Evaluations in Redcap (Week 1, Week 5, and Week 10)
- Informational Interview Names (submit names only during week 1)
- Educational Abstract
- CPCGR Brown Bag Host or Career Conversation Host (*Selected interns will introduce a speaker*)
- Halfway Report in Qualtrics (*will include synopsis about informational interviews and other activities*)
- Final Report in Qualtrics (*will include synopsis about informational interviews and other activities*)



## When will I be required to *virtually* attend CPRTP Summer Program Activities?

Immediately. During the first week of the summer program, students will begin receiving calendar invitations via MS Outlook of each scheduled mandatory activity. **For up-to-date event information, refer to MS Outlook.** Activities are subject to change.

## Is attendance mandatory at all events?

CP RTP events are all mandatory, while SE events are usually optional. Check the Outlook calendar for details. Interns are expected to attend all mandatory activities and complete assignments/projects by the due date. Some activities are open to other MD Anderson students, while others are open only CPRTP students.

## What if I have a conflict and cannot attend an event?

Follow the [attendance policy](#) & notify the CPRTP of your absence. *It is your responsibility to retrieve handouts and notes.*

## When will I receive instructions for how to complete assignments, such as abstracts and my poster?

- The CPRTP Program Manager will grant access to MS Teams by June 1. Instructions for all assignments will be in MS Teams. Submissions for assignments and other tasks must be uploaded to MS Teams.
- The CPRTP Program Manager will email an Activities Calendar, which includes the due dates for assignments, at the start of the program. It is the intern's responsibility to manage all activities and assignments using the MS Outlook calendar.
- The CPRTP Director will also provide a training on educational abstracts during CPRTP orientation, as well as an overview of assignments.

## When will I receive training for creating a scientific poster and Elevator Pitch/Elevator Speech?

All SE interns will be invited to workshops for creating a scientific poster and elevator speech **in mid-July**.

## Can I access the MD Anderson MS Outlook calendar on my phone or sync it with my Google Calendar?

Interns will receive a link to the CPRTP Summer Google Calendar which is automatically synced with the MD Anderson CPRTP Summer Activities Calendar. Access to any MD Anderson application (e.g., Outlook, intranet pages) requires Duo-Factor, as the MD Anderson network has a network firewall.

## What does each activity and assignment entail?

- **CP RTP Orientation (The first two days of the program):** During orientation, interns will receive an overview of cancer prevention, activities, assignments, and events which will take place during the 10-week program. Dr. Chang will provide a 1-hour overview of the burden of cancer, from trends in incidence and mortality, to disparities by race, gender, income, and education, to growth in cancer survivors, and the small improvement in cancer mortality relative to death rates of other major causes of death in the US. Students will also watch, "**Why Prevention is a Hard Sell**", an adapted a recorded presentation by Harvey Fineberg, MD, former president of the Institute of Medicine, speaking at MD Anderson in 2010 about the challenges to progress in prevention of chronic health conditions like cancer.
- **Impostor Phenomenon (IP) Workshop (during day 2 of orientation):** *Impostor Phenomenon* (IP) is characterized by feelings of self-doubt, with beliefs that #1) other people have over-estimated one's abilities, #2) personal success is attributable to external rather than internal (e.g., intelligence, ability) factors, and #3) one will soon be "found out" or exposed to be the incompetent individual they perceive themselves to be. During the 90-minute interactive workshop, students will identify values, write

short-essays, and participate in group exercises. Students will receive structured coaching on both identifying the barriers and resources available to help address imposter feelings.

- **Parachute (flower exercise):** Prior to the start of the program, CPRTP summer interns will receive hardcover book, *What Color is Your Parachute?* Dr. Chang will coach interns on “Values and Priorities,” “Using Transferable Skills,” “Special Knowledge”, and the “flower” chart, and how to include elements within informational interviews and final presentations.
- **Small Group Meetings with CPRTP Director:** Dr. Chang meets in small groups with students shortly after appointment, which has helped students feel more connected to the Program and its goals.
- **CPRTP Career Conversations with Cancer Prevention Scientists and Practitioners (Tuesdays, Noon-1pm)** are informal discussions conducted with a wide range of cancer prevention faculty, researchers, and staff, including many women scientists and practitioners, behavioral scientists, and statisticians. **A student will be assigned to host each event by introducing the invited speaker and closing out the event.**
- **Cancer Prevention and Control Grand Rounds (CPCGR):** Students are required to attend the 1-hour CPCGR which includes local and out-of-town speakers who are leaders in cancer prevention research and control.
- **CPCGR Speaker-Trainee Brown Bag Lunch:** Immediately following the CPCGR seminar, MD Anderson CPRTP summer interns and other division interns will attend an informal trainee-facilitated interactive session. The purpose of the brown bag is to allow students and fellows to discuss research and career developments with the speaker on a more intimate level.
- **Introducing a Speaker (Career Conversation & CPCGR Brown Bag):**A Selected CPRTP summer interns will be assigned to HOST a Career Conversation or CPCGR Brown Bag. During the event, two selected rotating students (one primary, one backup) are designated as discussion facilitators for each presentation and are responsible for eliciting aspects of cancer prevention research in the speaker’s message. Instruction for leading & facilitating discussions will be emailed to assigned hosts and posted in MS Teams.
- **Redcap Evaluations (Pre-Summer, Mid-Summer, Final-Summer):** The MD Anderson Summer Experience will collect specific metrics to assess impact of proposed innovative activities on increasing persistence in cancer research and specifically cancer prevention research careers.
- **(Assignment) Informational Interview NAMES ONLY** Interns will create a list of researchers of various ranks (faculty, postdoctoral fellow, etc.) in cancer prevention as well as clinicians in prevention and survivorship (more if desired) and conduct formal interviews by phone, Zoom, Skype, or in-person. Students will search for these individuals using the same methods utilized for potential mentor interviews. During week one, students will upload a list of individuals names in MS Teams and the CPRTP Director will review those names and provide feedback only to those students who need it.
- **(Assignment) Educational Abstracts:** Students will confer with their mentors to write an Educational Abstract describing their specific project in cancer prevention. The abstract will be uploaded into OpenWorks and published by the MD Anderson Research Medical Library, and included in the annual summer ‘book of abstracts’ for all Summer Experience interns.
- **CPRTP Professional Development Workshops (Thursdays):** CPRTP Summer Interns will attend a 1-hour workshop dedicated to developing professional skills (e.g., CVs/Resumes, Personal Statements).
- **Future Careers Workshops: This 2-day workshop will provide students with** strategies to extend their motivation and persistence after the end of the Program in careers that ideally include research and cancer prevention. Students will participate in exercises to link scientist identity with strategies to manage challenges and distractions during training and use values affirmations to extend interest in research and cancer prevention beyond the Program.

- **Final Presentations (Week 10):** *CP RTP Summer Trainee Summer Exposition* will feature 90-second elevator speeches given by CP RTP summer interns discussing the findings of their summer research project.
- **Halfway and Final Reports:** During week 5 (halfway) and week 10 (final), students will receive a Qualtrics link to rate activities and describe what they have learned about cancer prevention, personal growth, and career development.

### Can 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/>.

### How will we communicate during the program?

The primary method of communication will be email. Interns will be invited to the CP RTP Summer Program MS Teams and may use Teams to post questions.

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## MD Anderson Signature Block

### How do I create a signature in MS Outlook?

Open Microsoft Outlook, Select File -> Options -> Mail -> Signatures, add the text below and select OK. The MD Anderson graphic is optional. The format should be:

**Jane Doe, M.P.H.**  
 NCI R25E Summer Graduate Research Assistant  
 Department of Epidemiology  
 Cancer Prevention Research Training Program  
 Phone: 713-555-0000  
 Email: [JDoe@mdanderson.org](mailto:JDoe@mdanderson.org)



### I prefer to use my name and my school, along with my major in the signature block, is this okay?

No. Please use only the format listed above. It is important to use a professional and concise signature block that properly explains who you are, when communicating with MD Anderson faculty and staff. **During the internship, you are considered an MD Anderson employee, and must behave as such.**

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## Surveys and Evaluations

### How often will I have to complete a survey (evaluation) during the summer program and why?

The success of our program is measured by trainee feedback and subsequent career choices of alumni. We collect data to conduct research in areas including, but not limited to imposter syndrome, self-efficacy, career interest, scientist identity, and scientific communication. We evaluate the trainee's experiences with mentor(s) and our program to make program improvements. **Trainees are required to complete up to 7 surveys during the summer experience and 1 survey annually thereafter.** We provide annual progress reports and competitive grant renewals (every 5 years) to the National Cancer Institute. Alumni will be contacted to complete a survey, provide an updated CV/Resume, and provide a synopsis of recent awards, accomplishments, and publications.

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## Final Summer Presentation Events

### CP RTP Summer Trainee Exposition & Poster Awards

#### When do we get to present the results of our research?

As of 2022, three (3) events (two virtual, one in-person event) will take place during week 10 of the program:

- 4) CP RTP Trainee Exposition on ZOOM (Tuesday of week 10)
- 5) Summer Experience Elevator Speech Competition on ZOOM (Wednesday of week 10)
- 6) Summer Experience Poster Session (FOR IN-PERSON STUDENTS ONLY) at the MD Anderson Cancer Prevention Duncan Building, 1155 Pressler St., Floor 8, Rooms 1-8, Houston, TX 77030 (Thursday of week 10).

#### Do I need final results before I present?

No. You only need to report your findings during the summer.

#### What happens at the CP RTP Trainee Exposition?

The *CP RTP Trainee Exposition* is a 90-minute event on the last Tuesday of the Summer Experience from 11am to 12:30pm on ZOOM. During the first hour, CP RTP trainees will present a 90-second elevator speech (in alphabetical order by last name, with 2 intermissions), and during the half hour, the CP RTP will issue poster awards.

#### Is the Trainee Exposition virtual or in-person?

Virtual on Zoom.

#### How many people will attend the exposition?

Around 150 virtual guests, including mentors, faculty and Division of Cancer Prevention and Population Sciences (DCPPS) staff.

#### Can we invite family and friends?

Yes. The CP RTP will provide the Zoom link in the calendar invitation. You may forward the invitation to family and friends.

#### What are the order of events of the CP RTP Trainee Exposition?

Elevator Speeches are delivered in alphabetical order by speaker/trainee last name, followed by the Poster awards.

#### Will I be required to present a poster on Zoom?

No. The CP RTP will provide details to interns about the poster contest and the deadline to upload posters to MS Teams. The CP RTP will select a panel of experts comprised of faculty, summer trainee alumni, and postdocs to review and score posters. Cash awards will be presented during the CP RTP Summer Trainee Exposition on Zoom.

## How are the Poster Awards organized?

CP RTP interns will receive a link to upload their posters to Qualtrics. Each student must assign one category to their uploaded poster: 1) Intervention Study, 2) Laboratory Study, 3) Literature Review, 4) Secondary Data Analysis, and 5) Other. The CP RTP will distribute posters to each judge to review and score posters in their assigned category.

## What are the poster awards criteria?

Judges will provide a score (5-Excellent to 1-Poor) in six areas: 1) Clear statement of relevance of their specific summer research project to cancer prevention; 2) Inclusion of some aspect of responsible conduct of research relevant to their summer project and how they address it; 3) Clear description of research questions/problem and objectives, 4) Clear description of methods, project design/framework; 5) Clear description of data, analysis, results/other findings; and 6) Clear description of interpretation and conclusions and significance;

## When is the poster judging period?

August 1-8, but this timeline is subject to change.

## How will I know if I am a poster winner?

The CP RTP Program Manager will email poster winners, their mentors, and relevant support staff before the Exposition. Poster winners will be asked to prepare a 30-second acceptance speech and to keep their award confidential (i.e., do not tell other members of the CP RTP summer program cohort) until the CP RTP Exposition.

## What time will poster awards be given?

Around 12:10pm, after all Elevator Speeches are given, the poster winners will be announced (by category), the awardees Zoom screen will be highlighted, and each poster awardee will be invited to make a few remarks (not to exceed 30 seconds). The acceptance speech should not exceed 60 seconds. Again, awardees will not be required to “present” their poster!

## What are the poster prize amounts?

The prize amounts vary. In 2021, poster award amounts were \$100 per category.

## How do poster awardees receive the cash prize?

The CP RTP Program Manager will submit I will submit a check request for the poster awards.

- **100% remote students:** Will receive the cash prize via direct deposit by August 20.
- **In-person students:** Check requests will be submitted through MDA [myHR/Peoplesoft](#) and funds will arrive via direct deposit in the next pay cycle (likely August 20). In case there are issues, checks will be mailed via U.S. mail. In-person students must make sure their **[myHR/PeopleSoft account has the correct mailing address.](#)**

## What are the requirements for the poster?

Poster templates are available for download in MS Teams. CP RTP summer interns must include the required [NCI R25E grant funding acknowledgement](#) on the poster.

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# MD Anderson Summer Experience - Elevator Speech (ES) Competition

## **When is the Elevator Speech (ES) Competition?**

*MD Anderson Summer Experience Elevator Speech Competition* is held during Week 10 on Wednesday on ZOOM. Check MS Outlook for details.

## **Who hosts the ES competition?**

The Cancer Prevention Research Training Program (CP RTP) serves as host/facilitator and cash prizes are awarded by the MD Anderson Summer Experience (Dept. of Education and Training).

## **How long is this the ES Competition?**

This event is roughly 30 to 45 minutes.

## **Is the ES Competition in-person or virtual?**

The ES Competition will take place on ZOOM.

## **Are CP RTP summer students required to enter the Elevator Speech competition?**

No. Competition entry is voluntary and registration details will be provided during the summer.

## **How can I enter the Elevator Speech competition?**

All SE students will receive an email with instructions for registering for the competition via a Qualtrics survey link. Within 2 business days of registration, students will receive a confirmation email.

## **How are ES finalists selected?**

After registration, students will receive a link to the cloud folder to upload their 90-second audition video and a deadline. The CP RTP will identify a panel of preliminary judges to review and score audition videos. Preliminary judges are usually CP RTP summer and postdoc alumni, and MDA Trainee Research Day Elevator Speech finalists and/or winners. Nine (9) to 12 individuals with the highest scores are considered finalists and will compete LIVE in the competition on Zoom.

## **Is there a poster competition too?**

The CP RTP will host a poster competition and distribute awards during the *CP RTP Summer Trainee Exposition*. In 2022, MD Anderson will host an in-person poster session ONLY for summer interns appointed as in-person/on-campus. No poster awards will be given during the *Elevator Speech Competition* on Zoom or the *SE Poster Exhibition* on campus.

## **What is the Elevator Speech competition prize?**

Prize amounts vary each year. Best Speech prize may be up to \$600 and People's Choice may be up to \$400. The Best Speech is determined by a panel of judges and the People's Choice award is selected by the attendees (utilizing an electronic voting system). Finalists will also receive a certificate of participation via email.

## **Can I invite my family and friends to this event?**

Yes. You may forward the Zoom invitation to family and friends. The Elevator Speech competition is open to the entire MD Anderson campus, as well as family and friends of the summer students. [Visit the MD Anderson SE Final Event web page.](#)

## **How should I dress for this event?**

Dress in professional attire (as if you were going on a job interview). See [Dress Code](#).

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# MD Anderson Summer Experience Poster Exhibition (Poster Presentations)

## When is the Poster Exhibition?

Week 10 on Thursday at Cancer Prevention (Duncan) Building, 1155 Pressler St., Floor 8, Rooms 1-8, Houston, TX 77030. Check MS Outlook for details.

## Who hosts the Poster Exhibition?

The MD Anderson Summer Experience (Dept. of Education and Training).

## How long is this the Poster Exhibition?

Two hours. Due to the COVID-19 pandemic, programs will not present at the same time. One group will present posters from 9-11am, and the next group will present Noon-2pm. Check your Outlook calendar for details.

## Is Poster Exhibition in-person or virtual?

For 2022, the exhibition will be in-person/on-campus. Cancer Prevention (Duncan) Building, 1155 Pressler St., Floor 8, Rooms 1-8, Houston, TX 77030.

## Are CP RTP in-person summer students required to present posters?

Yes. If you are unable to present, email the CP RTP Program Manager and Director immediately.

## I am confused. I saw on the website that we have to upload posters to OpenWorks, but the CP RTP is telling me to upload my poster to Qualtrics.

All SE students must upload their posters to OpenWorks so that the MD Anderson Research Medical Library can publish their posters online and provide a DOI (digital object identifier) number to the poster. This will allow interns to share their published poster digitally on their CV/Resumes, ORCID, social media and other digital spaces.

The CP RTP requires a copy of the poster in Qualtrics, so that: 1) The CP RTP will have a copy of the poster, and 2) The CP RTP can provide the poster judges with your poster to review and score for the poster awards.

is will receive an email with instructions for registering for the competition via a Qualtrics survey link. Within 2 business days of registration, students will receive a confirmation email.

## Is there a poster competition too?

The CP RTP will host a poster competition and distribute awards during the *CP RTP Summer Trainee Exposition*. In 2022, MD Anderson will host an in-person poster session ONLY for summer interns appointed as in-person/on-campus. No poster awards will be given during the *Elevator Speech Competition* on Zoom or the *SE Poster Exhibition* on campus.

## Can I invite my family and friends to the poster exhibition?

Due to the COVID-19 campus restrictions, outside visitors may not be allowed on campus. Refer to the institutional policies.

## How should I dress for this event?

Dress in professional attire (as if you were going on a job interview). See [Dress Code](#).

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# Grant Funding Acknowledgement

## Why do I need to acknowledge the grant?

The Cancer Prevention Research Training Program – Summer Research Experience is funded by a grant award from the National Cancer Institute. It is imperative to acknowledge fellowship funding so that your paper can be reported to the sponsor as a product of the award/gift we received from them. This will help us immensely when we submit grant progress reports and grant renewal applications. In addition, trainees and alumni are encouraged to acknowledge this fellowship award on their resume/CV.

## What text do I need to add to my publication to acknowledge the grant?

Include either of the following citations in the *Acknowledgments* section or the *Funding* section of any product resulting from this **CP RTP Summer Research Experience** including, oral presentations, posters, abstracts, and research publications.

- *This work was supported by: NIH/NCI R25CA056452 (insert your name here).*
- *The research described was supported in part by a cancer prevention fellowship for (insert your name here) supported by the National Cancer Institute grant R25E (CA056452, Shine Chang, Ph.D., Principal Investigator).*
- *\*Your Name) was supported by a training grant from the National Cancer Institute (R25CA056452, Dr. Shine Chang, Principal Investigator).*

## My mentor says that her research is supported by the MD Anderson core grant, what does this mean and what should I do?

Your summer project is a collaboration between you and your primary mentor. This project is usually related to the 'parent' project of the primary mentor. If this parent project is supported by the MD Anderson Cancer Center Support Grant (CCSG) or any of the core services listed at <http://inside.mdanderson.org/departments/ccsg/ccsg-core-resources.html> (intranet only), add either of the following text blocks to the NCI R5E citation in above:

- *...and by the NIH/NCI under award number P30 CA016672 and used the (insert name of the CCSG shared resource(s))*
- *...and supported in part by the University of Texas MD Anderson Cancer Center Support Grant (CA016672, Peter WT Pisters, M.D., Principal Investigator) funded by the National Cancer Institute and used the (insert name of the CCSG shared resource(s))*

## Where do I put this citation?

Include the citation in the *Acknowledgments* section or the *Funding* section of any product resulting from this **CP RTP Summer Research Experience** including, oral presentations, posters, abstracts, and research publications.

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# How do I list the CP RTP Summer Research Experience on my resume/CV?

If using the standard MD Anderson Curriculum Vitae form, designed for careers in academia, list your *CP RTP NCI R25E Summer Research Experience* in both the **Education** and **Honors and Awards** section (see below).

## Education Section

Jane Doe, PhD

**EDUCATION**

**Degree-Granting Education**

2005, Bachelor of Science  
University of Houston, Houston, TX  
Major: Biology (Chemistry minor)

2009, Master in Public health  
The University of Texas School of Public Health, Houston, TX  
Major: Community Health Practice

2013, Doctor of Public Health  
The University of Texas School of Public Health, Houston, TX  
Major: Community Health Practice (Biostatistics minor, Leadership Studies concentration)

**Undgraduate/Graduate Training**

2008, Graduate Research Assistant, Summer Research Experience  
Department of Health Disparities Research, Cancer Prevention Research Training Program (National Cancer Institute R25E CA056452 Cancer Prevention Education: Student Research Experiences, Dr. Shine Chang, Principal Investigator), The University of Texas MD Anderson Cancer Center, Houston, TX  
Mentor: Lorna H. McNeill, PhD

**Post-Graduate Training**

2015-present, Postdoctoral Fellowship  
Department of Health Disparities Research, Cancer Prevention Research Training Program (National Cancer Institute R25T CA57730, Postdoctoral Fellowship in Cancer Prevention, Dr. Shine Chang, Principal Investigator), The University of Texas MD Anderson Cancer Center, Houston, TX  
Mentors: Lorna H. McNeill, PhD (primary), Karen Basen-Engquist, PhD, David W. Wetter, PhD, Deborah I. Thompson, and Rebecca E. Lee

**EXPERIENCE/SERVICE**

**Academic Appointments**

N/A

## Honors & Awards Section

**HONORS AND AWARDS**

NCI R25E Summer Research Experience Competitive Award (CA056452, Dr. Shine Chang, PI) | Cancer Prevention Research Training Program, The University of Texas at MD Anderson Cancer Center, Houston, TX, 2008

2<sup>nd</sup> Place Abstract Award, 2009 Texas Obesity Research Center Conference, Houston, TX, 2009

Staff Tuition Scholarship, College of Education, University of Houston, Houston, TX, 2009

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## Exit Procedures

### What happens at the conclusion of the internship?

Students will receive a link via email to begin the exit check-out process. This process is entirely online.

### What is the exit process?

Students must complete all exit clearance steps as instructions, as well as provide the permanent mailing address (this is where MD Anderson Human Resources will mail your IRS W2 tax form).

## **Can I continue working with my mentor after the summer program ends?**

Yes. Mentors may extend the trainee's fellowship uncompensated or compensated (paid through the mentor's funding sources). The CPRTP is unable to compensate any trainees on the NCI grant beyond the program end date.

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## **Post Internship**

### **I was awarded an NCI-funded fellowship in the CPRTP summer program in 2015, can I reapply for another CPRTP NCI-funded summer fellowship in 2019?**

No. Fellowships funded by our NCI grant award R25 CA56452 are a one-time award however, CPRTP trainees are welcome to apply for other CPRPT fellowships available such as Donor-Funded Postdoctoral Fellowship, as long as they met the eligibility requirements.

### **I was awarded an NCI-funded fellowship in the CPRTP summer program in 2015, can I reapply for another CPRTP NCI-funded summer fellowship in 2019?**

No. However, CPRTP NCI R25 summer alumni are welcome to apply during future cycles for other MD Anderson summer internships (except the CPRTP summer fellowship) at [www.mdanderson.org/summer](http://www.mdanderson.org/summer) as long as they meet the eligibility requirements outlined on the unique program page.

### **I was awarded an NCI-funded fellowship in the CPRTP summer program, I just received my doctoral degree, can I apply for a CPRTP postdoc fellowship?**

Absolutely! Please visit our website at [www.cancerpreventiontraining.org](http://www.cancerpreventiontraining.org) for fellowship announcements. CPRTP alum will automatically receive fellowship announcements.

### **As a CPRTP alumni, can I apply to another MD Anderson Summer Experience program using my previous application?**

No. Each cycle requires a new application and letters of recommendation. Most letters of recommendation must be recently dated (within the last 90 days of submission). Consult the unique MD Anderson Summer Experience program web page for details.

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

We report career status, publications (resulting from this fellowship award), presentations, and awards to The National Cancer Institute. This data is reported annually and during grant competitive renewals (every 5 years). Alumni will be asked to provide updates via [this trainee update form](#).

### **How do I request a letter of recommendation from the CPRTP?**

Complete [this letter of recommendation request form](#), also available for download from our website at [www.cancerpreventiontraining.org](http://www.cancerpreventiontraining.org). Direct any questions to [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org).

### **Are we allowed to attend CPRTP seminars and workshops at MD Anderson (e.g., Cancer Prevention and Control Grand Rounds-CPCGR, Trainee Forum) after the fellowship ends?**

Of course! As of 2021, we continue to invite recent CPRTP summer alumni to CPCGR and CPCGR Meet-the-Speaker brown bag since these events are virtual. If events are held on campus, alumni are welcome to attend as long as

they comply with MD Anderson COVID-19 campus guidelines. Campus visitation guidelines are always subject to change. Read these current [MD Anderson Coronavirus guidelines](#).

### 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.

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### (IRS Tax Return) How do I file my tax return?

1. **100% Remote Interns will NOT receive any statement of earnings from MD Anderson** (e.g., 1099 form or W2 form). Remote interns will be paid as contingent workers (i.e., independent contractors). When filing your tax return, you may either report these earnings under the section **‘other income received’** on your tax form OR opt out of reporting this as income altogether. Consult the IRS or your tax preparer for guidance. Per the MD Anderson Accounting and Tax Compliance office, remote students do not need to report the funds from this program as income and there is no special form required to file.
2. **On-Campus Interns:** If you do not receive your W2 form via U.S. mail by January 31 of the filing year, contact MD Anderson myHR at (713) 745-6947 ([myHR@mdanderson.org](mailto:myHR@mdanderson.org)) or Payroll at (713) 745-9530. **Reference your MD Anderson Employee ID number (save it in your phone or email).**

### I have not received my W2 tax form. Who should I contact?

Contact MD Anderson Payroll at 713-745-9530.

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## MD Anderson Buildings

Most MD Anderson buildings are connected by an indoor Skybridge which is about a one-half mile each way from the main hospital to the cancer prevention building. Other MD Anderson buildings (e.g. ,1MC or South Campus-SCRB) require an MD Anderson shuttle or driving.

Most buildings are referenced by more than one name due to dedication to distinguished donors. Example: The **Cancer Prevention Building** was named in honor of the [Dan L. Duncan Family Institute](#) and is commonly referred to as “Duncan”, “CPB” or “The Cancer Prevention Building”. The CPRTP office is located in the CPB.

Scroll down for a [complete list of MD Anderson buildings and addresses](#).

Facility/Donor Name	Wayfinding Name	Room #/Prefix	Physical Address
North Campus - Main Building, 1515 Holcombe Blvd., Houston, TX 77030			
Albert B. and Margaret M. Alkek Hospital	Main Building (near Elevator F)	G	1515 Holcombe Blvd, Houston, TX 77030
Anderson Central	Main Building (near Elevator BB)	B and Y	1515 Holcombe Blvd, Houston, TX 77030
Anderson East	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Anderson West	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Bates-Freeman	Main Building (near Elevator YC)	Y	1515 Holcombe Blvd, Houston, TX 77030
Charles A. LeMaistre Clinic	Main Building (near Elevator A)	R	1515 Holcombe Blvd, Houston, TX 77030
Clinical Research Building (CRB)	Main Building (near Elevator TB)	T	1515 Holcombe Blvd, Houston, TX 77030
Freeman-Dunn Chapel	Chapel - Main Building	R	1515 Holcombe Blvd, Houston, TX 77030
Gimbel	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Integrative Medicine Center	Integrative Medicine Center - Main	R	1515 Holcombe Blvd, Houston, TX 77030
Lutheran Hospital Pavilion	Main Building (near Elevator E)	P	1515 Holcombe Blvd, Houston, TX 77030
Margaret and Ben Love Clinic	Main Building (near Elevator B)	R	1515 Holcombe Blvd, Houston, TX 77030
Percy and Ruth Legget Jones Research	Main Building (near Elevator YC)	Y	1515 Holcombe Blvd, Houston, TX 77030
R. Lee Clark Clinic	Main Building (near Elevator C)	R	1515 Holcombe Blvd, Houston, TX 77030

Radiation Treatment Center	Main Building (near Elevator G)	B	1515 Holcombe Blvd, Houston, TX 77030
<b>North Campus</b>			
Braeswood Garage	Braeswood Garage		1650 S. Braeswood Blvd., Houston, TX 77030
Dan L. Duncan Building	Duncan Building (CPB)	CPB	1155 Pressler St., Houston, TX 77030-3721
George and Cynthia Mitchell Basic	Mitchell Building (BSRB)	BSRB	6767 Bertner Ave., Houston, TX 77030-2603
Jesse H. Jones Rotary House	Rotary House	RHI	1600 Holcombe Blvd., Houston, Texas 77030-
John Mendelsohn Faculty Center	Faculty Center	FC	1400 Holcombe Blvd., Houston, TX 77030-4008
Lowry and Peggy Mays Clinic	Mays Clinic	ACB	1220 Holcombe Blvd., Houston, TX 77030-4004
Pressler Garage	Pressler Garage	PGA	1180 Pressler St., Houston, TX 77030-3715
Radiology Outpatient Center	ROC	ROC	1700 Holcombe Blvd., Houston, TX 77030
T. Boone Pickens Academic Tower	Pickens Tower	FCT	1400 Pressler St., Houston, TX 77030
Sheikh Zayed Bin Sultan Al Nahyan	Zayed	ZRB	6565 MD Anderson Blvd., Houston, TX 77030
<b>Mid Campus</b>			
Mid Campus Building 1	Mid Campus Building 1	1MC	7007 Bertner Ave., Houston, TX 77030
Mid Campus Garage A	Mid Campus Garage A	MGA	1400 Braeswood Blvd., Houston, TX 77030
<b>South Campus</b>			
Modular Labs	Modular Labs	MOD	7777 Knight Rd., Houston, TX 77054-3005
Operations and Maintenance Building	Operations and Maintenance	---	7510 Bertner Ave., Houston, TX 77030
Physical Plant and Police Building	UTPD	PPB	7777 Knight Rd., Houston, TX 77054-3005
Proton Therapy Center	Proton Therapy Center	PTC	1840 Old Spanish Trail, Houston, TX 77054-
Smith Mitchell Research Building	SRB or S	SRB or S	7777 Knight Rd., Houston, TX 77054-3005
South Campus Garage	South Campus Garage	SCG	7555 Fannin St., Houston, TX 77054
South Campus Research Building 1	SCRB1	SCR	7455 Fannin St., Houston, TX 77054-1901
South Campus Research Building 2	SCRB2	2SCR	7435 Fannin St., Houston, TX 77054-1901
South Campus Research Building 3	SCRB3	3SCR	1881 East Rd., Houston, TX 77054-1901
South Campus Research Building 4	SCRB4	4SCR	1901 East Rd., Houston, TX 77054-1901
<b>Off Campus</b>			
El Rio St. Lab	El Rio Lab	ER	8000 El Rio St., Houston, TX 77054-4104
Fannin Bank Building	FBB	FBB	1020 Holcombe Blvd., Houston, TX 77030-2213
Fannin Holcombe Building	FHB	FHB	6900 Fannin St., Houston, TX 77030-3800
Houston Medical Center Professional	Houston Medical Center	HMC	6655 Travis St., Houston, TX 77030
Institute of Bioscience and Technology	Institute of Bioscience & Technology	IBT	2121 Holcombe Blvd., Houston, TX 77030-3303
Life Sciences Plaza	Life Sciences Plaza	LSP	2130 West Holcombe Blvd., Houston, TX 77030
Naomi St. Facility	Naomi Facility	NAO	8515 Fannin St., Houston, TX 77054-4819
Warehouse Complex - Corder	Corder Warehouse	WCS	3115 Corder St., Houston, TX 77054-3403
Warehouse Complex - Pawnee Street	Pawnee Building and Warehouse	WPS	3000 Pawnee St., Houston, TX 77054-3301

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