The Halliburton Employees Contribution Fund
Postdoctoral Fellowship in Cancer Prevention Research

Open to Visa Holders, U. S. Citizens and Permanent Residents.

Program Description

The Cancer Prevention Research Training Program at the University of Texas MD Anderson Cancer Center prepares scientists and clinicians to achieve leadership roles as research investigators in the field of cancer prevention and control. The Program is designed to expand the perspective of the trainees by moving them from their base of strength in a particular specialty and to equip them with additional knowledge of the other cancer prevention and control disciplines.

This cross-disciplinary training is accomplished by attending seminars and by participating in ongoing peer-reviewed, mentored research. Fellows are expected to present their research at scientific meetings and publish in peer-reviewed journals. Fellows will also participate in professional development seminars, such as time management and grant writing. Trainees are immersed in the type of cross-disciplinary research environment typical of cancer prevention and control research, with the objective of launching the trainee in the scientific research role of principal investigator relatively early in his or her career.

Eligibility

Applicants must meet the following requirements:

• Have earned or be within 5 months from the date of application submission of completing their doctorate in health science or related disciplines.
• May be from backgrounds in the basic biomedical sciences, medicine, biomedical statistics, epidemiology, behavioral and social sciences, nursing and related public health disciplines.
• This fellowship is available without regard to the applicant’s U.S. citizenship status. Foreign nationals must be in the U.S. on a valid and appropriate visa.

Terms of the Award

• Postdoctoral fellowships are funded for two years.
• During this term, all awardees will be required to participate in CPRTP Educational and career activities as outlined on the Fellowship Requirement Memo and listed in the table below.
• Required trainee activities include, but are not limited to:
- Enroll in the 2-credit hour Cancer Prevention course cross-listed at the UT Graduate School of Biomedical Sciences (GSBS) and the UT School of Public Health (SPH). **Tuition will not be paid by CPRTP. Please consult your mentor for payment.**
- Four (4) mandatory meetings with CPRTP directors during the course of the fellowship.
- Two (2) Trainee Research Symposium Presentations annually.
- Additional mandatory activities: Cancer Prevention and Control Grand Rounds, Trainee Forum, Summer Exposition, Responsible Conduct of Research seminars, and any additional career development activities advertised.

- **Mandatory Review Meeting:** It is the responsibility of the trainee to contact CPRTP to schedule the review meetings with either one or both CPRTP directors, as outlined in the fellowship requirements memo.

### Stipend and Benefits

- **Stipends are $50,000 per year** and *may* be increased by $1,500, after completion of the first appointment year. This increase is paid by the primary mentor and subject to mentor evaluation and approval.

- Fringe benefits include health insurance, paid institutional holidays, paid vacation, and sick leave. Fellows must consult their primary mentor regarding scheduling of vacation. Vacation is not subject to CPRTP approval. Vacation carryover is not automatic it is based upon primary mentor approval.

- **Research support is not provided by this fellowship award.** Support for limited additional costs such as travel, tuition, research supplies, etc. *may* be provided by the mentor. Trainees must consult their mentor for approval of these expenses.

### How to Find a Mentor

- This program requires a **minimum of two mentors with complementary expertise in different disciplines.** More than two mentors are allowed.

- **At least one mentor** must be a faculty appointment at the Assistant Professor level or higher within the Division of Cancer Prevention & Population Sciences at MD Anderson. Faculty conducting cancer prevention research are concentrated within the following departments:
  - Behavioral Science
  - Health Disparities Research
  - Clinical Cancer Prevention
  - Epidemiology
  - Health Services Research

- Identify potential mentors from the How to Find a Mentor page on our website and contact them directly concerning the possibility of mentorship.

- Other qualified mentors can have appointments in other MD Anderson departments or in institutions elsewhere.
Application Components

**FORMAT**
- **Margins:** 0.5 or 1 inch
- **Font Color:** Black
- **Font Size:** 11 or 12 point font
- **Preferred Font Types:** Arial, Times New Roman, or Georgia
- **Standard Paper Size:** 8.5 x 11
- **FORMAT**
  - Top right corner of each page of the application must include applicant name & degree (current or future).
  - If using future degree, indicate this accordingly (Example: PhD Candidate).

NOTE: Your application will not be accepted if any of the following items are missing, unclear or incomplete. Please read these instructions carefully.

1) Your application is to be submitted in the order listed on the **Application Checklist & Coversheet**. The Application Checklist must be signed and dated and placed on top.

2) **Brief research & career statement:** A 2-page description of your research background, interests and career goals. Discuss education and research which has prepared you for this fellowship; what research questions you’re interested in for the short and long term; and your educational and professional goals. Explain how this fellowship will help you meet your goals. References are not included in 2-page limit.

3) **Letters of support from each prospective mentor must meet all of the following requirements, or the application could be rejected:**
   - Must be on letterhead.
   - Must be manually or electronically/digitally signed.
   - Must be dated within the last 90 days of application submission.
   - Must be addressed to Dr. Shine Chang.
   - Original letters of support must be submitted directly by mentor or mentor’s support staff to apply@cancerpreventiontraining.org.
   - Copies of these letters of support can be included with the stitched application (but we must also receive the original letter, as indicated above).
   - Must include mentors’ Other Support, with pending grants listed. Your mentor will be able to provide this (see item #6 below).
   - All Letters of recommendation and all additional application components are due at the application deadline.

4) **Mentor’s Profile Form**
5) Mentor’s **NIH Biosketch** (from each mentor listed).
6) Mentor’s **Other Support** (from each mentor listed).
7) **Letters of recommendation must meet all of the following requirements, or the application could be rejected:**
   - Three letters from external recommenders are mandatory. External recommenders are defined as someone other than proposed mentors.
• Fewer than 3 letters of recommendation will **not** be accepted.
• More than 3 letters of recommendation are not necessary and will not improve the chances of acceptance.
• Must be on letterhead.
• Must be manually or electronically/digitally signed.
• Must be dated within the last 90 days of application submission.
• Must be addressed to Dr. Shine Chang.
• Must reference this fellowship within the letter. Example: “Re: Letter of Recommendation for Jane Doe – Donor Postdoctoral Fellowship Applicant”.
• Recommendations from a professor who has taught or supervised you for at least one year are ideal.
• Original letters must be submitted directly by recommender or recommender’s support staff to apply@cancerpreventiontraining.org.
• Copies of these **letters of recommendation** can be included with the stitched application (but we must also receive the original letter, as indicated above).
• **All letters of recommendation are due at the application deadline.**

8) **Letter from your dissertation chair (for applicants who have not yet completed their doctoral degree):**
   a. Must be on letterhead.
   b. Must be manually or electronically/digitally signed.
   c. Must be dated within the last 90 days of application submission.
   d. Must be from dissertation chair and not the applicant.
   e. Must list the anticipated dissertation completion date. This date must be within 5 months of the date of application.

9) **Resume or Curriculum Vitae (CV);** be sure to include GPA, title of thesis and/or dissertation.

10) **GRE scores** (or MCAT scores, if applicable). If you do not have GRE scores, please indicate the reason why these scores are not included on the application coversheet.

11) **All academic transcripts:**
    • Transcripts must be legible and must also include the institution name, grade point average and any appropriate test scores. **Failure to submit a legible transcript could result in the rejection of the application.**
    • Screen shots of a class schedule or grades are **not acceptable.**
    • Submit all academic transcripts of all institutions attended after high school, including undergraduate and graduate transcripts.
    • High school transcripts or diplomas are not required.
    • Unofficial transcript copies are acceptable for application purposes; official transcripts must be submitted if you are invited to submit a full proposal.

12) **VISA copy** is required for all foreign national applicants.

13) **Credential evaluation copy.** This is applicable only if the qualifying degree was obtained from an institution outside of the U.S.

14) **Fellowship Requirements Memo (signed and dated by applicant and primary mentor)**

15) **Mentor Requirements Memo (signed and dated by Primary Mentor ONLY).**
Application Review Process

Application Process: The application process consists of two phases:

Phase 1  **Initial Application.**

- Applicants will receive confirmation of receipt of their documents within two (2) business days.
- Applications are reviewed by the Cancer Prevention Research Training Program’s Advisory Committee. Applicants will receive a decision via email.
- Successful applicants will be invited to Phase 2.

Phase 2  **Invitation to Submit Research and Career Proposal.**

- Successful applicants from Phase I are considered to be accepted to the fellowship program and will be invited to submit a Research and Career Proposal, educational objectives, and career development plan.
- Proposals will be due on the date specified in the email (usually four weeks from date of notification.)
- The proposal will be reviewed by the CPRTP Advisory Committee, and suggestions may be provided for its improvement.
- Fellowship appointment and funding will begin 3 weeks after approval of the proposal by the review committee.

Application Review Criteria

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

1. **Relevance:** Are the research interests clearly in the area of cancer prevention?
2. **Academic merit:** Does the applicant’s past academic performance suggest future success? Do the letters of recommendation indicate author’s knowledge of the applicant’s capabilities?
3. **Promise and educational benefit to the applicant’s career development:** Will the traineeship accelerate the applicant’s career development toward becoming an independent cancer prevention investigator? Does the applicant indicate strong commitment to a career in cancer prevention research? Does the applicant have the intellectual capabilities and work ethic to benefit from the traineeship?
4. Do the **sponsoring mentors** have sufficient experience and research funding to support the projects that will be developed?
5. Do they indicate active and specific involvement in the educational research and career development?
Important Information

- **General Questions**: Read the FAQ page on our website before contacting our office. If your answer is not found in the FAQs, email apply@cancerpreventiontraining.org.
- **Immunizations, tobacco and drug testing** are required of all fellowship awardees. Testing positive will result in the forfeit of our fellowship award. **Immunizations must be current within one year of your fellowship start date**. Since immunizations can delay the fellowship start date, it is recommended that all applicants get immunizations and TB skin tests as soon as their application is submitted.

Submitting the Application

1. Submit the application in one single pdf file using one of the options below.
2. NOTE: Many of the application documents are fillable PDF files and cannot be completed using the Read-Only version of Adobe.
3. Email the single pdf file to apply@cancerpreventiontraining.org.
4. Both the subject line and filename are to be named Last Name, First Name - Donor Postdoctoral Application.

**Option 1:**
Using a document scanner, scan all documents in the order listed above in Assemble the Application into one single pdf file.

**Option 2:**
- Download the preferred Adobe software (select one below):
  - Adobe Reader for Windows
  - Adobe Reader for MAC
  - Adobe Pro – Trial Version for Windows or MAC users
- Follow these instructions (scroll down to the “Combining Files” section) to merge the application documents into single pdf file using the preferred Adobe software selected above.
Contact

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Email: Apply@CancerPreventionTraining.org