MEMORANDUM

TO: All Cancer Prevention Fellows
FROM: Dr. Shine Chang, Director
      Cancer Prevention Research Training Program
cc: Mentors
SUBJECT: CPRTP Postdoctoral Fellowship Requirements

EFFECTIVE DATE: September 30, 2019

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

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

Getting Started:

___ Schedule an introduction meeting with CPRTP Director, Dr. Shine Chang by sending an email to Lotis Batan at LBBatan@MDAnderson.org.

___ Schedule 30-minute check-in meetings, every 3-6 months, with CPRTP Director, Dr. Shine Chang.

___ Create and update your Individual Development Plan (IDP), regularly consulting with your mentor. This must include plans to write a grant application. Send a copy of this plan to the CPRTP Postdoc Program Coordinator, Rana Banton at RBanton@MDAnderson.org.

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

Visa holders only (with very rare exceptions, we typically only sponsor J-1 visas):

___ Agree to consult with the proposed primary mentor regarding visa sponsorship before & during my fellowship.

___ Agree to consult the MD Anderson Visa Administration at Visa@MDAnderson.org regarding current visa status and comply with all U.S. and institutional visa guidelines.

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

Making the most of your training experience:

___ Enroll in the following required GSBS courses and consult mentor for sponsorship:
   • Bio-behavioral Research Methods in Cancer Prevention and Addiction (every even-numbered Spring semester).
   • Topics in Cancer Prevention (offered every odd-numbered Spring semester).
   • For course information, visit our website at: www.CancerPreventionTraining.org > Seminars & Courses OR the CPRTP Postdoc FAQs.

___ Present four (4) oral presentations in the form of a:
   1) 90-second elevator speech (given each June to the 25 CPRTP Summer Students during Summer Trainee Forum);
   2) 10-minute Ted-style talk (given during GSBS course listed above);
   3) 10-minute research talk;
   4) 1-hour formal job talk (given at the end of the fellowship).
   These various styles will be presented during various CPRTP events and department faculty meetings regarding the research project proposed in your application. Format, dates, times and locations will be communicated by the CPRTP.

___ Attend the Cancer Prevention and Control Grand Rounds (CPCGR) held weekly and CPCGR Trainee Brown Bag (Meeting the Speaker), usually following CPCGR.
___ To introduce and facilitate the speaker (as assigned) at the CPCGR Trainee Brown Bag (Meeting the Speaker), usually following CPCGR. Note: You will not introduce the speaker at the Grand Rounds Seminar, only the Brown Bag lunch that follows the seminar.

___ Complete a minimum of 8 hours of Responsible Conduct of Research (RCR) training during the fellowship. Please send attendance records for all attended RCR presentations to the CPRTP at Apply@CancerPreventionTraining.org.

___ Enroll in additional courses designed to fulfill your training plan with input from mentors that support a multidisciplinary training theme.

___ Attend other required trainee activities during this fellowship, including Career Conversations, Trainee Forum, Project ECHO TeleClinics, Department Seminars, Summer Trainee Exposition, as well as your departmental seminars.

___ Help facilitate or lead a career development activity during the CPRTP NCI Summer Research Experience including: Cancer Prevention Jeopardy, ‘How to Make a Poster’ Workshop, Poster and Elevator Speech Clinic, Private Elevator Speech Rehearsal, and other activities from June to August annually. Format, dates, times and locations will be communicated by the CPRTP.

___ Sign up for grant-writing seminars offered by the CPRTP and other departments. Begin writing grants during the 2nd year of fellowship appointment.

**Procedures and Practices:**

___ Cite your fellowship funding source and the MD Anderson core grant award for all products and publications completing during the fellowship and related to the research project, during and after the fellowship.

___ Register for a unique ID with ORCID. This identifier can be used by editors, funding agencies, publishers and institutions to reliably recognize you in the same way that ISBNs and DOIs identify books and articles.

___ Notify the CPRTP directors and education coordinator via e-mail of honors, awards, invited talks, and publications resulting from this award during and after the fellowship.

___ Notify CPRTP immediately if you receive an additional grant award during this fellowship that is funded by another entity, mechanism, institution, organization or the U.S. government. This includes NIDA, R25, T32, K07, NIDA, NCI, DOD, etc. **Trainees are not permitted to receive concurrent federal funding by more than one grant mechanism.**

**Finishing your Cancer Prevention Training Program traineeship:**

___ Submit the following items to the CPRTP within three (3) months of the fellowship conclusion:

- Assets (including laptops, monitors and other equipment)
- Gift cards, borrowed books, cameras, and any assets used for research projects (if applicable)
- Final Evaluation of Program & Mentor, Final Report and CV (Qualtrics link will be provided)
- Letter of Resignation (if ending the fellowship prior to the scheduled end date)
- Schedule final exit interview with Dr. Shine Chang
- Schedule practice job talk to be delivered in department

___ Complete exit procedures accordingly with the Office of Research Trainee Programs (ORTP), parking department, and home department of the primary mentor, upon conclusion of this fellowship.