

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: November 1, 2024

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, upload this signed document with your application.

Getting Started:

- ___ Schedule a 45 minute introduction meeting with CPRTP Director, by emailing Dr. Shine Chang ShineChang@mdanderson.org and cc: Kava Lewis KLLewis2@mdanderson.org
- ___ Schedule 45-minute check-in meetings, every 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 Apply@cancerpreventiontraining.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:

- ___ If applicable, 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 more information, www.CancerPreventionTraining.org > Seminars & Courses OR [CPRTP Postdoc FAQs](#).

Note: Postdoctoral fellows may audit the required, bi-annual GSBS courses if they choose. **To ensure sponsorship** all trainees must submit a class schedule & an itemized financial account statement for the institution to the CPRTP.

- ___ When required, receive 90-second Elevator Speech training Parts 1 and 2 during the summer. The CPRTP Program Manager will send you a calendar invitation.
- ___ Attend the **Cancer Prevention and Control Grand Rounds (CPCGR)** held weekly and **CPCGR Trainee Brown Bag (Meeting the Speaker)**, usually following CPCGR during the summers only (between June and August).
- ___ 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 CPRTP NCI Summer Program Career Conversations (July through July), MD Anderson Postdoc Appreciation Activities (in September), Project ECHO TeleClinics, Department Seminars, Summer Trainee Exposition, as well as your departmental seminars.

___ If required, serve as the Chairperson for select of the **Annual Leading Mentor in Cancer Prevention Award**, November – December annually. Instructions will be provided by the CPRTP.

___ If applicable, 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 director and program manager 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 any of these applicable items to the CPRTP within three (3) months of the fellowship conclusion:

- 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 the department of the primary mentor.
- Request a certificate of completion of postdoctoral training from MD Anderson Education & Training

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

Trainee’s Printed Name

Signature

Date

Mentor’s Printed Name

Signature

Date