

Frequently Asked Questions of CP RTP Postdoctoral Fellowship **Applicants & Trainees**

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About our Postdoctoral Fellowships

How many fellowships does your program, The Cancer Prevention Research Training Program-CP RTP, offer?

As of January, 2017, the CP RTP has four (4) fellowships:

1. The CP RTP Postdoctoral Fellowship in Cancer Prevention
2. The Halliburton Employees Foundation Postdoctoral Fellowship in Cancer Prevention
3. The Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention
4. The CP RTP Summer Research Experience: open to undergraduates, graduates and health profession students (including doctoral, dental, nursing, 1st year medical, and 1st year PharmD students).

What agency funds your postdoctoral fellowships?

- The CP RTP Postdoctoral Fellowship in Cancer Prevention is funded by a research training grant from the Cancer Prevention and Research Institute of Texas – CPRIT (Award# RP170259, Dr. Shine Chang, Principal Investigator).
- The following two (2) fellowships are funded by donor-sponsored awards to MD Anderson Cancer Center:
 - The Halliburton Employees Foundation Postdoctoral Fellowship in Cancer Prevention
 - The Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention

Isn't there another CPRIT-funded fellowship program at MD Anderson? What is the difference between the programs?

Yes. There are several CPRIT-funded programs within the University of Texas system. Although we all have working relationships, each of the three (3) groups listed below are operated independently.

- 1) The following two (2) CPRIT-funded programs are directed by Principal Investigators (PI's): [Khandan Keyomarsi, Ph.D.](#), (Professor of Experimental Radiation Oncology) and [Stephanie S. Watowich, Ph.D.](#) (Professor of Immunology) at UT MD Anderson Cancer Center.
 - [The CPRIT Graduate Scholar Program \(learn more\)](#) is open to **predoctoral** students in cancer-related fields.
 - [The CPRIT-CURE Summer Undergraduate Program \(learn more\)](#) is a 10-week summer research program for **undergraduate students** interested in careers in cancer research.
- 2) [The Cancer Prevention Research Training Program \(CP RTP\) Postdoctoral Fellowship in Cancer Prevention](#) is CPRIT-funded and managed by the Principal Investigators (PI's): Drs. [Shine Chang, Ph.D.](#) (Professor of Epidemiology & Director of the Cancer Prevention Research Training Program) and [Sanjay Shete, Ph.D.](#) (Professor and Chair ad interim of Epidemiology).
- 3) [The CPRIT Predoctoral and Postdoctoral Fellowship program of the University of Texas Health Science Center \(read more\)](#) is managed by [Patricia Dolan Mullen, DrPH](#).

Is MD Anderson Cancer Center a degree granting institution?

The University of Texas MD Anderson Cancer Center is a part of the University of Texas system which is comprised of the School of Health Professions and MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences.

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Eligibility Questions

What are the eligibility requirements for a postdoctoral fellowship within the CP RTP?

Please visit www.CancerPreventionTraining.org, scroll down to Fellowships and select the appropriate fellowship to be routed the fellowship web page which details specific eligibility requirements, application instructions, forms and other information.

Will you consider applicants for postdoc who are mid-career (who have graduated with a doctoral degree a few years ago and have been out and working for a while)?

Yes. Please indicate your intentions in the research and career statement.

Will you consider applications from those with a doctoral degree is not in a biomedical or behavioral science field?

Yes, as long as the applicant has an interest in cancer prevention. Postdoc applicants must make a viable application.

Will you consider applications from those whose doctoral degree is not a Ph.D., such as a J.D., PharmD, or M.D.?

Yes, as long as the applicant has an interest in cancer prevention. Postdoctoral applicants must make a viable application.

I will not receive my Ph.D. until 6 months after the application deadline, am I still eligible to apply?

The qualifying advanced degree must be received by the application deadline.

Our department within MD Anderson has a trainee who was an Adjunct Faculty at another institution and wants to return to MD Anderson as a postdoctoral fellow while waiting for his NCI K07 award. Can this trainee revert from Adjunct Faculty to postdoctoral fellow?

Yes. As long as the department supports it.

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Appointment Length

What is the maximum amount of time that a postdoctoral trainee can be appointed to the CPRTP?

The maximum is two years (2) and is renewed annually pending research progress and availability of funds.

I'm a full time MD Anderson employee and also a part-time doctoral student at UT School of Public Health. Am I still eligible to apply for the postdoctoral fellowship or would I have to reduce my time at MD ANDERSON CANCER CENTER to PT status?

Unfortunately, if you apply to our postdoctoral fellowship and get awarded, you will have to leave your employment status. Per UT MD Anderson Cancer Center policy, you cannot have both trainee position and full or part-time employment.

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Application Process and Phases

How do I apply for a fellowship?

Visit www.CancerPreventionTraining.org and select **CPRTP Postdoctoral Fellowship in Cancer Prevention** from the fellowship list.

When are the deadlines?

The deadlines are listed on the web page of the **CPRTP Postdoctoral Fellowship in Cancer Prevention** webpage at www.CancerPreventionTraining.org.

How many phases make up the application process to the postdoctoral fellowship?

Application Process: The application process consists of two (2) phases:

Phase 1: Initial Application

- All items on the application checklist & coversheet must be emailed by or before the application deadline, including letters from prospective mentors and referees.
- Confirmation of receipt and application decision date will be e-mailed within 2 business days of submission.
- The application decision will be e-mailed once the review by the Advisory Committee is complete.
- Successful applicants are deemed **finalists** and will be invited to submit a research and career proposal.

Phase 2: Invitation to Submit Research and Career Proposal

- Finalists will be invited to submit a "Research and Career Proposal," that describes the research proposed, educational objectives, career development plan, a publication plan, and timeline. The Proposal should describe a rigorous plan that will successfully launch the finalist into an independent research career in cancer prevention and control.
- 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, external experts, and suggestions may be provided for its improvement.
- **Finalists are considered selected for the Program; however funding is contingent upon proposal approval by the Advisory Committee and Program Directors.**

If I have already accepted another federally funded fellowship at my university, can I also receive funding from a CPRTP fellowship?

No. Trainees are not allowed to receive any additional federal funding, from any other institution or mechanism during their fellowship. If you have any questions regarding additional concurrent funding received during your fellowship, you must immediately contact the CPRTP Director, Dr. Shine Chang or Co-Director, Dr. Carrie Cameron.

Do applicants who are currently employed at MD Anderson Cancer Center need to submit their **GRE scores and transcripts with the application?**

Yes.

GRE test scores, 5 years or older, are purged from the GRE system---Can I submit my application without GRE scores?

Yes. Please provide the reason why you are submitting your application without the GRE test scores in the space provided (next to GRE scores) on the application checklist and coversheet.

Do the transcripts need to be official copies, or can the applicant provide copies that they have?

Copies are allowed through the application phase. Once the trainee is appointed, we will need an official transcript.

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Application Format and Submission

What is the application format?

The following format applies to the **Research & Career Statement (Phase 1)** and all components in the **Research and Career Proposal (Phase 2 - by invitation only)**.

- **Margins:** 0.5 or 1 inch
- **Format:** Single-Spaced
- **Page-numbered format:** Lower center or Lower right corner of page.
- **Name & Current or Future Degree:** Top right corner of each page. Example: **Jane Doe, MD** or **John Doe, PhD Candidate**
- **Standard Paper Size:** 8.5 x 11
- **Font Color:** Black
- **Font Size:** 11 or 12 point font
- **Preferred Font Types:** Arial, Times New Roman, or Georgia

Why do I need to include my name and degree on the entire application?

This helps the CPRTP staff readily identify your document in the event that your application has pages that are out of order or misplaced.

What happens if I submit my postdoctoral fellowship application before the deadline?

If the application is received more than 24 hours prior to the application deadline, our office will conduct and pre-review and contact you if any items are missing. Once your application has been received at the time of the application deadline, we will only notify you that your application was received.

What happens after I submit my application?

Applicants will receive confirmation of receipt of their documents within two (2) business days of the deadline. Applications are reviewed by our Advisory Committee. Applicants will receive a decision via e-mail on the date posted on the fellowship web page (usually within 4 weeks of the application deadline). Successful applicants will be invited (via e-mail) to prepare and submit a full research and career proposal.

Why do I need to submit my application to apply@cancerpreventiontraining.org and not an individual or mail/deliver the application to your office?

The apply@cancerpreventiontraining.org is our program's main e-mail address and serves as a central location. Your application and letters of support are less likely to be lost when sent to this e-mail address. Electronic submission ensures that your application is submitted and provides a receipt. If you were to hand deliver your application, or send your application in the U.S. mail, you will not have any record of sending your application, nor will we have record of receiving the application. This increases the likelihood of the application being lost. For your protection, we recommend electronic submission only.

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Application Review

What criteria will be used by the Advisory Committee to review my application?

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

1. **Relevance:** Are the career and research interests of the applicant clearly in the area of cancer prevention? Is the proposed research project original and independent from the aims of a parent project? (Applications for research not relevant to cancer prevention, such as those focusing on cancer treatment, are not accepted.)
2. **Academic merit:** Does the applicant's past academic performance suggest future success? Do the letters of recommendation indicate the author's knowledge of the applicant's capabilities? Are there specific areas or skills that the applicant needs to strengthen to achieve career success?
3. **Promise and educational benefit to the applicant's career development:** Will the fellowship accelerate the applicant's career 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 fellowship? Does the applicant have a strong interest in applying novel quantitative methods?

4. Are the **sponsoring mentors** well-funded? Can they provide adequate staff and lab assistants, ensuring that the trainees can devote their time to scientific and career development? Do they describe a robust plan for collaborative research? Is there an integrated plan for mentoring? Given how many other trainees supervised, do mentors describe a plan to provide sufficient time for mentoring?

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Research and Career Proposal

NOTE: 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. Funding will not become available until the proposal is approved by the Advisory Committee and the appointment paperwork is processed accordingly by the AVA.

What happens after I am invited to submit a full research and career proposal?

If you are selected after Phase I, you will receive a formal invitation (via email) to submit a full research and career proposal. The email will include a checklist, detailed instructions and a deadline. The proposal deadline is usually four weeks. At this point, you have been accepted into the program and now you just have to work with your mentors to describe the work you'll do together. MD Anderson faculty know how to help you design the proposals.

My e-mail says I have been accepted into the program, does this mean I will now start to receive a paycheck?

No. Applicants who are invited to submit a proposal are considered officially accepted into the program however, **your fellowship will not begin until three weeks after your research and career proposal is approved.**

How long does it take CPRTP to approve my proposal?

It depends. The proposal will be reviewed by a selected panel of subject matter experts. These experts will either raise questions regarding your proposal, or accept the proposal, as is. If there are questions, you will be notified via email and provided with a certain length of time to respond to the questions and/or submit proposal revisions. This process can take up to two months. Funding for your fellowship will not begin until the proposal is approved.

What happens after I submit my research and career proposal?

The CPRTP Advisory Committee and external subject matter experts will evaluate your research proposal and provide comments to CPRTP. You will receive a summary statement with verbatim evaluation comments attached to an e-mail and you will be asked to review the comments, discuss the evaluators' comments with your mentors, consult with your mentoring team and prepare a response of no more than 4 pages, single-spaced, detailing how you will address any issues raised in the summary statement.

Do you have to have a specific research question for this prior to starting the fellowship?

Our postdoc fellowships are only 2 years and the time goes FAST, so we want you to have the research questions pretty clear before your funding starts so you spend most of the time working on the research and not on figuring out what research to do.

Will I need to re-write my proposal?

It will not be necessary to re-write the proposal itself unless you and your mentors believe this is the best strategy for you. Your response to the evaluation will be due back to the CPRTP on the date specified in the e-mail.

NOTE: If we receive your response earlier, we will process it immediately, moving you towards appointment sooner. The Advisory Committee will consider your response and either recommend additional refinements or approve the proposal.

How many pages are required for the research and career proposal of the Postdoctoral fellowship application?

Please refer to the application instructions. **Note: The proposal cover page and references are NOT included in the page limit.**

When can I start my fellowship?

Your fellowship will begin on the date specified in your appointment letter. Usually this is up to 4 weeks after your Discover application is submitted and all employment paperwork has been approved by the Academic and Visa Administration-AVA. The AVA office is similar to a Registrar's Office. **PLEASE NOTE: Research funds will not become available until the proposal is approved. In other words, you cannot submit requests to use your research support funds for tuition, books, travel, registration, supplies or any other supplies or services until your proposal is approved (this does not apply to donor-funded postdocs, as donor postdoc fellows (e.g. Gordon, Halliburton) do not receive research support funds, as part of their fellowship award).**

I am currently an MD Anderson postdoctoral fellow in another department and I am concerned about a break in my appointment, can my fellowship start date be modified so there is no appointment gap?

Please contact the Education Coordinator.

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Letters of Support and Letters of Recommendation

What is the difference between a Letter of Support and a Letter of Recommendation?

- A **Letter of Support** is provided by the prospective mentor(s) affirming that they are committed to supporting your proposed training.

- A **Letter of Recommendation** is a letter from external recommenders (not including those provided by your mentors) and are preferably from a professor who has taught or supervised the applicant for at least one year. We require three letters from these external recommenders.

How are Letters of Recommendation and Letters of Support to be addressed and submitted?

1. All letters should be addressed to:

Dr. Shine Chang, Director
UT MD Anderson Cancer Center
Cancer Prevention Research Training Program

2. All letters should be signed and on letterhead. **Electronic signatures are acceptable.**
3. **Original** Letters of Recommendation and Letters of Support **must** be emailed by the recommender or their support staff (not the applicant) directly to apply@cancerpreventiontraining.org.
4. **Descriptive subject line:** Since we often have multiple fellowships running concurrently, the subject line should include applicant name, fellowship and letter type. Example: Jane Doe, Cancer Prevention Postdoc Fellowship - Letter of Recommendation.
5. Letters submitted without these features may result in your application being considered incomplete and any incomplete applications will not be reviewed.

Why must the original Letters of Recommendation and Letters of Support be sent via e-mail to apply@cancerpreventiontraining.org and not via e-mail directly to Dr. Shine Chang?

Letters of Recommendation are to be sent to the CP RTP central electronic mailbox, apply@cancerpreventiontraining.org, to prevent the document from getting lost or misfiled. If your Letter of Recommendation is sent directly to Dr. Chang and she is out of the office, we will be unable to confirm receipt in a timely manner and that could result in the denial of your application.

I am a postdoc applicant, how many letters of recommendation are required?

Applicants of any CP RTP postdoctoral fellowship must have three (3) letters of recommendation. Please visit the individual CP RTP fellowship web page and download the appropriate application instructions and forms.

Can I have fewer than 2 letters of recommendation OR more than 3 letters?

Fewer than 3 letters will render your application incomplete and your application will not be reviewed. More than 3 letters will not improve the chances of acceptance, however it is acceptable to request more than 3 letters of recommendation in case one of your recommenders fails to submit the letter by the application deadline. As a reminder, all documents must be submitted by the application deadline including letters of support and letters of recommendation.

Can I submit copies of my letters of support and letters of recommendation with the application?

All letters of support and letters of recommendation must be submitted via email to apply@cancerpreventiontraining.org. This lets us know the letter is authentic. Typically, recommenders (which are usually faculty) and mentors do not like to provide letters to the applicant.

Is it better to have 3 letters from the same institution or 2 letters from the same institution and one letter from another institution but from a junior faculty (i.e., one of her PhD colleagues that now have a faculty position somewhere else)?

It doesn't matter if all the letters come from the same place as long as they are the strongest letters from people who know the applicant and know whether he/she is well suited for the opportunity he/she seeks. We suggest that the recommenders talk to each other (if possible) about what aspects they focus on so that they don't all sound the same, except for singing his/her praises.

I am a former CP RTP postdoctoral fellow, how can I request a letter of recommendation from Dr. Chang or Dr. Cameron?

To request a letter of recommendation: 1) Visit our website at www.CancerPreventionTraining.org, 2) Select Trainee Resources from the menu on the left, 3) Click **Request a Letter of Recommendation** under **General Resources** to download the request form, and 4) Submit the completed request form to apply@cancerpreventiontraining.org.

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Immunizations

Why do I have to get an immunization?

The University of Texas MD Anderson Cancer Center department of Employee Health and Well-being requires all educational trainees (excluding GSBS GRA) to provide documentation of immunizations or serological proof of immunity.

How long will it take to submit my immunization forms?

It is highly recommended that you start getting your immunizations completed once your application is approved and you have been invited to submit a research and career proposal, as lack of immunizations or failure to upload your health records can either delay your fellowship start date or forfeit your fellowship. Depending on your health care benefits, you may be required to schedule an appointment with your family physician and you cannot assume your physician will be available when it comes time to submit your immunizations.

What immunizations are required?

All immunizations (MMR, Chicken Pox, TB Skin Test, Tdap) must be current. The TB Skin Test must be current within one year of the application submission date. See [What are the required documents and immunizations](#) for more information.

How do I submit my immunizations?

Your immunizations will be submitted using CertifiedBackground.com, an online, secured screening service, which will collect, review, and manage immunization records for all trainee applicants. This platform will also allow you to track your progress online.

How to do setup an account with Certified Background?

Login to your Discover account and select Get Form under the Immunization Compliance Report. Follow the instructions provided.

Is there a cost to use www.CertifiedBackground.com?

Yes, there is a \$30 processing fee for all users, including previous users such as University of Texas students. After set-up is complete, you will be prompted to enter your debit or credit card information for payment of the \$30 processing fee. Money orders are also accepted but will result in an additional \$10 fee and additional turn-around time in processing. **This processing fee is subject to change.**

Will I need to pay \$30 every time I apply for a fellowship at MD Anderson?

No. This is a one-time fee that allows the new user unlimited access to their health documents.

What are the required documents and immunizations?

As of October, 2014, the required documents are noted below. **PLEASE NOTE: This information below is subject to change, all applicants are responsible for logging on to their account to view the required documents for upload.**

1. **Demographics and Health Questionnaire form** (4 pages)
2. **Minor Consent Form** (if trainee is 18yrs or younger)
3. **Privacy Practice Form**
4. **Required immunization vaccination records:**

Measles, Mumps & Rubella (MMR):

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

Varicella (Chicken Pox):

- 2 vaccinations
- Positive antibody titer (lab report required)
- Medical documentation of history of Chicken Pox

TB Skin Test:

- A negative PPD skin test AND Respiratory Query within 3 months of Certified Background's account initiation.
- If PPD skin test is Positive, submit positive PPD skin test AND a Negative Chest X-Ray dated on or after the positive PPD skin test result, but within the past 10 years AND Respiratory Query within 3 months of Certified Background's account initiation.

Tetanus, Diphtheria & Pertussis (Tdap):

- Must be documentation of a Tdap booster within the past 10 years

Can I upload my required health documents if they are double-sided?

No. Double sided documents will not be accepted. When uploading the required documents, make sure they are NOT double sided. You must upload each side separately. Make a copy of your double sided document and select the option on the copier to change the document from a double sided document, to a single sided document.

Can I upload the health documents into Discover instead?

No. Follow the instructions provided within the Discover system to upload the required health documents into your Certified Background account.

I have submitted my immunization forms and I am going on vacation, but I will be back before the fellowship start date.

It is the applicant's responsibility to logon to Certified Background **daily** to check the status of their documents. In other words, do not upload documents and go on vacation. Documents may require modification, resubmission or they may be rejected. Applicants must monitor their status on a daily basis to ensure that the required immunization forms are received and approved.

Will CPRTP contact me if I am missing any immunization documents?

No. CPRTP will not have access to your account. It is your responsibility to check the status of your immunization documents. Any delay could forfeit your fellowship. To prevent delays in your appointment start date or the forfeiture of your fellowship, please keep in mind that CPRTP cannot submit your Recommendation for Educational Appointment until the "Compliant" document has been received by AVA (Academic and Visa Administration) a few weeks before your fellowship start date. Please abide by the immunization deadline provided by CPRTP.

Will the system send me an e-mail if I am missing documents?

No. Again, it is your responsibility to logon to your account and check the status of your documents daily.

I had a TB test performed in January of last year, do I have to get it updated?

Yes, your TB test must be current within one year of your appointment start date. For example, if your appointment start date is January 7, 2014, your TB test must have been taken and read between January 7, 2013 and January 7, 2014.

My immunizations are already listed on the transcript, do I still need to complete the immunization form?

Yes.

Is it necessary to get the Hepatitis B vaccine series?

If you will be handling blood and human fluids, then yes, you will need to have to take the series.

What happens when all of my immunization documents have been accepted and approved?

Once Certified Background confirms that all institutional immunization requirements have been met, a pdf document indicating a status of "Compliant" will be provided for uploading into the Discover system, if applicable.

How do I upload the immunization compliance report?

In your certified background account, go to the Documents Center and view the To Do List Summary. You should see your certificate of compliance report. Save this form to your pc or tablet and upload this form into your Discover account. If you need assistance see the FAQ below.

Who do I contact with questions about www.CertifiedBackground.com?

If you need assistance or have questions about your immunization requirements, please contact Certified Profile at 888-666-7788 or studentservices@certifiedprofile.com. A Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST. **NOTE: CPRTP does not have access to your www.certifiedbackground.com account.**

Who do I contact with questions about my immunizations or other health documents?

Please contact MD Anderson Employee Health at EHOccHealth@mdanderson.org.

I'm confused. The website is certified background, but I am contacting certified profile----is this the same company?

Yes. To access your account, per the instructions, go to Certified Background.com NOT certified profile.com. Certified Background and Certified Profile are the same company

What happens after I upload all of my immunization forms?

When you successfully upload the required immunization documents, you will be required to upload your certificate of completion. When you go into document center, you should see the to-do list summary. If you have any questions, please call the certified hotline, as I do not have access to your account.

Is the \$20 cost to certifiedbackground.com reimbursed by CPRTP or MD Anderson?

No.

What if I am unable to pay the \$20 to www.CertifiedBackground.com?

If you are unable to pay the \$20 registration fee to certifiedbackground.com you will be unable to participate in the program.

When is the information from www.CertifiedBackground.com due?

The information on www.CertifiedBackground.com is also due by the deadline specified by the program. As a general rule of thumb and to prevent any delays in your appointment start date, **your immunization documents must be received and identified as Compliant by www.CertifiedBackground.com at least 10 days prior to the start date of your appointment.**

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Drug and Tobacco Screening

Who is required to complete a tobacco screening?

All educational appointees who are benefits-eligible (trainees appointed for longer than 4.5 months) from MD Anderson and are considered "covered" by this policy will be required to complete a tobacco screening.

Who is required to complete a drug screening?

All educational appointees who are benefits-eligible from MD Anderson and are considered "covered" by this policy will be required to complete a drug test screening.

What happens if I fail the drug test?

Individuals who do not meet this contingency will not be eligible for educational appointment at MD Anderson, and the offer of appointment will be withdrawn. Educational appointees must have a signed Drug Test Consent & Release Form as well as a signed appointment letter on file before they are able to complete the drug screening.

How do I receive details about the drug screening?

Educational appointees living within the United States will receive an e-mail confirmation that lab test screening orders have been created; they will be required to choose a testing site near their mailing address to schedule an appointment for the drug test.

How long will I have to complete the drug test?

Screening orders will expire within five (5) days of the date on the lab test e-mail.

I am a postdoctoral fellow with a visa, how do I complete a drug test?

International appointees will be tested on site by MD Anderson Employee Health after AVA clearance is confirmed.

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Visa Information

Do I need to already have a VISA to apply for the CPRTP postdoctoral fellowship?

Ideally, yes. For more information, contact the MD Anderson VISA and Immigration Services Administration (VISA) Office at 713-792-1112 or by e-mail at Visa@MDAnderson.org.

I am currently on a J-1 visa and I want to apply for a Cancer Prevention Postdoctoral Fellowship. Can I apply?

Yes. As of November 30, 2017, all CP RTP postdoctoral fellowships are open to foreign nationals holding valid and appropriate visas, as well as U.S. Citizens and Permanent Residents. For VISA information contact Visa@MDAnderson.org.

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Discover General Questions

What is Discover?

The Discover system is a web-based electronic records system used by MD Anderson Cancer Center to initiate the appointment hiring process for new research experience students and fellows here at MD Anderson.

I received an e-mail saying that a Discover account has been created for me. What do I do next?

Follow the instructions in the e-mail to logon to your Discover account via the [Discover system](#). You should have received a Discover ID and temporary password via e-mail. Use this to logon to your account.

Do I need to complete all of the documents listed in the Discover system?

Yes. Depending on your fellowship or program, the following documents may be required:

- CV
- English Proficiency Form
- Immunization Compliance Report (downloaded from certified profile)
- Notification of Personal and Criminal History Background Check Form
- Proof of Enrollment
- Proof of Selective Service Registration form (you must complete this form AND upload proof of selective service, so you will upload 2 forms)

When will the Discover forms need to be uploaded?

You will receive an e-mail from the program coordinator with the deadline.

How do I download a form from Discover?

From your Discover account, select Get Form and download. Most Discover forms are fillable forms and require a signature. Be sure to sign the document or have the mentor sign (if required) and upload the signed document into your Discover account. If you attempt to sign your form using a cursive font, your form will be rejected.

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Proof of Enrollment

What is proof of enrollment?

Proof of enrollment is a statement verifying that a student is enrolled in classes during a given term.

Who must provide proof of enrollment?

Proof of enrollment is required for all trainee titles other than postdoctoral fellows. Dates of enrollment must cover the trainee's period appointment.

What documentation will AVA accept as confirmation of enrollment?

AVA will accept the following documents:

1. A signed letter on institution letterhead sent directly from the Registrar, Student Affairs Office, or the Dean's Office
2. Transcripts that confirm enrollment during the trainee's period of appointment. Must be an official copy and accompanied by a certified translation if in a language other than English. ***NOTE:** Official transcripts are submitted to show proof of enrollment. Official transcripts are not required during the application process.*
3. Verification of Enrollment Form (VOE)
4. National Student Clearinghouse Verification Certificate

What documents are NOT accepted by AVA?

The following are not accepted by AVA:

- Letter from faculty member or committee member
- Computer print-outs
- Admission letter

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Credential Evaluation

I am applying for a donor-funded postdoctoral fellowship which is open to foreign nationals holding visas. Your application checklist states that I must submit a credential evaluation if one of my degrees was obtained outside of the United States. Do I need to submit this evaluation with the application or later after I am accepted?

Per the fellowship application checklist and coversheet, a credential evaluation is required for each degree obtained outside of the United States. This is required by MD Anderson Cancer Center.

For more information, visit www.MDAnderson.org and perform a keyword search for Credential Evaluation and select the “Evaluation of education obtained outside the U.S.” link within the search results.

Will the CPRTP reimburse me for the fees associated with obtaining an evaluation?

Unfortunately, no. All expenses to obtain the evaluation will be the responsibility of the applicant.

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Questions about Mentors

Do I need a mentor to apply?

Yes. If you are having problems locating a mentor, contact our office (preferably no less than 30 days of the application deadline) and our CPRTP directors will be able to suggest mentors based on your research interests and goals.

Why are mentors from UT Health School of Public Health and Baylor College of Medicine not allowed to serve as mentors for applicants of the CPRIT-funded CPRTP Postdoctoral Fellowship in Cancer Prevention?

Both UT Health School of Public Health and Baylor College of Medicine have CPRIT-funded Research Training Programs that support postdoctoral fellows in cancer prevention. To prevent overlap of resources, the trainees and mentors supported by the CPRIT-funded research training program based at MD Anderson, has partnered with other institutions that do not already have such funding.

What are the mentor selection requirements for the CPRTP Postdoctoral Fellowship applicant?

Applicants must apply with the support of faculty who have agreed to serve as mentors. If you need help or are unable to identify suitable mentors, contact the CPRTP office immediately for suggestions. Applicants are responsible for contacting faculty directly for discussions about mutual interests and securing their support as mentors. Requests for faculty mentor suggestions need to be made, no later than 10 business days prior to the application deadline, although earlier is better.

- **Fellows are required to work with a minimum of two mentors of complementary research expertise.** Additional mentors may be included as appropriate.
- **Mentors must meet the following requirements:**
 - **At least one mentor** must be from the UT MD Anderson Cancer Center, Division of Cancer Prevention and Population Sciences (DCPPS), with faculty rank at the level of Assistant Professor or higher. DCPPS is comprised of five (5) departments: 1) Behavioral Science, 2) Health Disparities Research, 3) Clinical Cancer Prevention, 4) Epidemiology, and 5) Health Services Research.
 - **At least one mentor** must be conducting cancer prevention and control research.
 - **At least one mentor's** expertise must be based in quantitative methodology.
 - Mentors proposing to sponsor trainees at their home institution may be appointed at the following institutions: UT MD Anderson Cancer Center, Rice University, Texas A&M University, University of Houston, and UT Health (not School of Public Health).

How can I search for a mentor at MD Anderson?

We recommend that you search for mentors using a keyword search at <http://faculty.mdanderson.org/FacProfile.asp>

Can I add mentors after submitting the application?

Yes.

Do the mentors have to be from different departments or just different disciplines?

Mentors can be from the same department. The idea is that they offer you different perspectives, expertise, opportunities. **At least one mentor must be conducting cancer prevention research and at least one mentor must be from the MD Anderson DCPPS, and at least one mentor's research must be based in quantitative methodology.** We want you to benefit by the input and advice of multiple people. **See requirements above.**

Are instructors eligible to serve as primary mentors?

No. The primary mentor must have a faculty appointment at the Assistant Professor level or higher. See the CPRTP fellowship web page at www.CancerPreventionTraining.org for mentor requirements.

Can we use the same letters of recommendation from a previous review?

Only if they are updated and the referee has given permission to use the (updated) letter for a new submission.

Can we submit new letters of recommendation during the second phase of the application reviews?

No. Letters of recommendation are not required during Phase 2: Research and Career Proposal submission. Letters of recommendation are only required during Phase 1: The Application.

If mentors send their letter of support via e-mail, does it still need to be on official letterhead and signed?

Yes it must be on official letterhead and signed with an electronic signature or manual signature.

I am having difficulty locating potential mentors, many that I've contacted have not responded or have stated that they're not interested in a postdoc fellow at this time. What should I do?

Please e-mail the complete list of faculty members that you have contacted & the contact results to apply@cancerpreventiontraining.org and we will forward your information to our training program directors to assist. **Be sure to do this no less than 30 days prior to the application deadline.**

Do all mentors have to submit letters of support?

Yes. ALL Mentors must submit a letter of support, NIH Biosketch and Other Support.

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Mentor's Biosketch and Other Support

The application asks for a Biosketch and Other Support. What is this and where do I find it?

The Biosketch and Other Support are two separate documents serving two separate purposes. The intent of a **Biosketch (or Biographical Sketch)** is to provide information on the credentials and qualifications of participants and must be in [this format](#) per the National Institutes of Health (NIH). The **Other Support** document is intended to show any potential overlap in effort, funding, or research plans. Although sometimes similar, they are **not** interchangeable.

Where do I find my mentor's other support?

Your selected mentor will provide this to you. Other Support includes all financial resources, whether Federal, non-Federal, commercial, or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts are not included. If the participant has no active or pending support, indicate "None."

If the support is provided under a consortium/contractual arrangement or is part of a multi-project award, indicate the project number, PD/PI, and source for the overall project, and provide all other information for the subproject only.

Is it mandatory that all mentors provide other support?

Yes. All mentors must provide other support. [See this example of other support](#) per the NIH. It is the applicant's responsibility to obtain this directly from **each mentor**.

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Stipend (Salary), Direct Deposit and Other Benefits

What is a STIPEND?

The word "Stipend" is the same as "Salary" or "Pay", within MD Anderson. These terms are synonymous and are commonly used interchangeably. According to MD Anderson's Payroll Department, whether you are an Employee or Student who gets paid a "Stipend", taxes will be withheld.

How much are CPRTP postdoctoral fellows paid?

Postdoctoral fellowships are funded for **two years** and paid at the NIH NRSA stipend level.

How often are CPRTP postdoc fellows paid?

Once a month (the first of the month).

Will my first paycheck be direct deposited or a paper check?

If you turned in your direct deposit form to AVA during orientation, your first paycheck will be a paper check and it will be sent to the address you entered on your W4 tax form.

Can I view copies of my paycheck?

Copies of your paycheck stub are available several days before your pay date via the Peoplesoft/myHR system

- Username = Employee Identification Number.
- Password = MD ANDERSON CANCER CENTER system password

How do I sign up for direct deposit?

From the MD Anderson intranet page at inside.mdanderson.org, select myHR/PeopleSoft from the top menu, and select PeopleSoft myHR to access your personal information, including W-4 tax information, emergency contacts and direct deposit information. Logon instructions are available by selecting the "More Information" link from the PeopleSoft page.

I am currently a trainee, and I changed banks. Can I edit my banking information?

Yes. Logon to the myHR PeopleSoft system via the MD Anderson Intranet at inside.mdanderson.org and select myHR for Employees from the main menu, and select Payroll Compensation.

Are taxes withheld from my paycheck?

Yes, however, the amount taxed depends on the allowances you designate on your W-4 form. New MD Anderson employees will be asked to complete a W-4 at AVA check-in or prior to their arrival at MD Anderson via email.

For assistance with tax withholding calculations, perform an internet search for the IRS Withholding Calculator.

Do trainees work full time or part-time?

All postdoctoral fellows will work full-time, 40 hours per week, 5 days a week.

Do trainees receive holiday pay?

Yes.

Are research and travel expenses covered by my fellowship?

Donor funded fellows do not receive additional funds for support and must contact their mentors to cover these expenses. Awardees of the **CP RTP Postdoctoral Fellowship in Cancer Prevention** will receive detailed information regarding research expenses during CP RTP orientation which is usually scheduled after the fellowship start date.

Can I work out at the MD Anderson fitness center?

Yes. Postdoctoral fellows may work out at the fitness center, since they have benefits. Per the MD Anderson institutional policy:

The following employees and trainees are eligible for membership to the Fitness Center:

- Full-time and part-time classified employees
- Administrative Staff
- MD Anderson Faculty: Instructor, Assistant Professor, Associate Professor and Professor, also includes Visiting faculty and School of Health Profession faculty
- MD Anderson based full-time residents, fellows and research postdoctoral fellows (i.e. MD Anderson is the parent institution)
- Students of the School of Health Professions

The following are not eligible for membership to the Fitness Center:

- Contractors; External temporary employees; Faculty: Adjunct and Clinical Specialists
- Retirees; Student and Trainees with appointments less than full-time or with terms of 6 months or less; Students and Trainees who do not have a primary appointment at MD Anderson; For example, rotating and visiting students and trainees, etc.; Volunteers

Signature Block

What is the recommended e-mail signature block for postdoctoral fellows?

Students may add a customized signature block via MS Outlook (from Top menu select File, Options, Mail, and Signatures) using the following format:

Jane Doe, Ph.D.

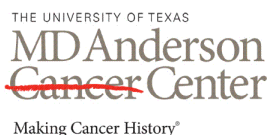
Postdoctoral Fellow, Department Name

Cancer Prevention Research Training Program

Division of Cancer Prevention & Population Sciences

Phone: 713-555-0000

Email: JaneDoe@MDAnderson.org



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CV (Curriculum Vitae) or Biosketch (Biographical Sketch) Format

How should I format my Curriculum Vitae (CV)?

Postdoctoral fellows are encouraged to use [this NIH Biosketch format](#).

How do I list the CPRTP fellowship on my CV? Is there a particular format?

There are many ways trainees list their CPRTP fellowship on their CV. Although many variations are used, we recommend that trainees list their fellowship under **EDUCATION** and **HONORS AND AWARDS** as follows:

(YYYY-current) Cancer Prevention and Research Institute of Texas Fellow in Cancer Prevention Research (R25T CA057730 MD Anderson Education Program in Cancer Prevention, Dr. Shine Chang, Principal Investigator), The University of Texas MD Anderson Cancer Center, Houston, TX, Mentor: Dr. XXXX

Other fellows have used this more detailed format:

Role: Postdoctoral Research Fellow

Funding Agency: Cancer Prevention and Research Institute of Texas – CPRIT research training grant award, RP170259.

Institution/Program: The Cancer Prevention Research Training Program, University of Texas MD Anderson Cancer Center

Title: Postdoctoral Fellowship in Cancer Prevention Research

Project: “Brief Mindfulness Intervention for Anxiety Management in Stereotactic Breast Biopsy Patients: Effects on Patient Self-Report, EEG Activity and Physiological Measures”

Description: This award supports 2 years of research and training through the Cancer Prevention Research Training Program at MD Anderson. The proposed project will investigate the effect of brief guided mindfulness-meditation compared to guided breathing and standard care on patient anxiety during stereotactic breast biopsy.

Mentors: Lorenzo Cohen, Ph.D., Alejandro Chaoul, Ph.D., Peter Norton, Ph.D.

Grant Number: RP170259; Shine Chang, Ph.D., Principal Investigator

Term: 09/1/17-8/30/19

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Appointment Process

What is the appointment process?

The appointment process is the process of which the CPRTP or primary mentor's department staff, submit your paperwork to the Academic and Visa Administration (AVA) to process your appointment to MD Anderson Cancer Center as a postdoctoral fellow. The appointment process consists of 3 phases within the Discover system: 1) Discover Application, 2) Recommendation, and 3) Pre-Appointment. During the appointment process you will interact with 3 separate entities:

- 1) **Academic & Visa Administration (AVA)**, which is similar to a Registrar's Office;
- 2) The **CPRTP**, which coordinates the content of your research experience;
- 3) **Employee Health**, which processes mandatory health procedures. These may be more complex than you are accustomed to since we are a hospital as well as a research institution.

What is the AVA?

The Academic and VISA Administration (AVA) is similar to a registrar's office. At MD Anderson, the AVA serves as an institutional resource for the processing of educational appointments for graduate medical education, clinical non-physician, and research and observer trainees.

Can you explain the appointment process phases?

There are three (3) phases of the application process. These phases take place primarily through the Discover system, with a few items requiring electronic submission via email. The immunization health records must be uploaded to Certified Profile (see Immunizations below). Instructions are available in the Discover system.

Phase 1 (Application):

- Discover Application
- Additional Demographics and Future Plans Form
- Curriculum Vitae (CV or Resume)
- Personal Statement
- Letters of Recommendation (Quantity: 2)
- Tobacco Policy Acknowledgement
- Unofficial Transcript of Highest Degree

The following two phases are completed after the items in Phase 1 have been reviewed and approved by the CPRTP or the department of the primary mentor.

Phase 2: (Recommendation):

- Notification of Personal and Criminal History Background Check Form (This is an electronic form. Awardees will receive a link and instructions to complete & submit this form electronically).
- Proof of Selective Service (both males and females will need to sign this form. Eligible males will need to upload proof in addition to completing this form)
- Release of Liability
- Immunization Compliance Form (this must be uploaded after all health documents are uploaded and approved in the Certified Profile system)

Phase 3: (Pre-Appointment):

- Appointment Letter (this includes the 1) Letter 2) Campus Map and 3) Summer Experience E Verify instructions. The actual link to complete the verification will arrive in a separate email. NOTE: MD Anderson uses the secure PreCheck system and you must enter your social security number.
- Photograph

Once the awardee has uploaded all required paperwork fulfilled all AVA appointment procedures and completed all institutional documents, the CPRTP or your home department (the department of your primary mentor) will submit your paperwork to the AVA department to initiate the educational fellowship appointment.

Will I have to go through Discover even though I am already a graduate research assistant at MD Anderson?

If there will be a title change (Graduate Research Assistant-GRA to Postdoctoral Fellow), you will need to go through the Discover system.

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AVA Check-In

My appointment letter says I must check-in with the Academic and Visa Administration, what does this entail?

The first day of your fellowship will begin with the AVA check-in. All students must report to the MD Anderson AVA orientation on their first day of employment (usually the fellowship start date). Refer to your MD Anderson appointment letter (either sent via e-mail from AVA or available in Discover) for the check-in date time and location. Appointment letters generated within the Discover system must be signed, dated and uploaded (all pages) into your Discover account by the deadline specified.

What will I need to bring to AVA check-in?

1. Social Security Card: This is a MANDATORY document to establish employment authorization at MD Anderson and must be the original, not a photocopy.
2. Any document in List A or List B of the I-9 document list that establishes identity. The most common identification used to establish identity is a U.S. Passport, Permanent Resident Card, State issued photo

identification (I.D.) or Driver's License. This item must be original and unexpired. Certified copies are not accepted.

3. Checkbook with routing number, account number and mailing address. If you do not have your checkbook, be sure you know your routing, account and bank information in order to setup your direct deposit online in the MD Anderson myHR/PeopleSoft system.
4. \$15 on a debit or credit card for parking. This parking fee is for the entire day at the 1MC lot and you are not allowed to exit and re-enter during the day. You may park there until you sign a parking contract or determine your commute and parking routine during your fellowship.

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Parking

Where do I park and how much does it cost?

During your first day of employment, parking is available in the lot behind the 1MC building for \$15.00 per day payable with cash, credit or debit card. Students may sign a parking contract for the remainder of their fellowship. The 1st month's parking fees must be paid up front via personal check. The remaining monthly parking fees will be deducted from each paycheck. To avoid parking fees, CPRTP trainees are encouraged to car pool or utilize public transportation.

How do I sign up for parking at MD Anderson?

To initiate a parking contract with MD Anderson, visit the parking department located at Pressler Garage, PGA4.2000. Their phone number is 713-563-7275 and email address is parking@mdanderson.org. Office hours are 6 a.m. to 5 p.m., Monday through Friday.

Are there other places to park at MD Anderson for a daily rate?

Visit the MD Anderson Parking web page for parking resources located at <https://www.mdanderson.org/about-md-anderson/our-locations/texas-medical-center/parking.html>.

Will the CPRTP reimburse me for parking?

No. Parking fees are not covered by the grant or our program. Parking expenses are the responsibility of the CPRTP trainee.

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Dress Code

What is the dress code for CPRTP trainees?

MD Anderson dress code is business casual. Clothing does not need to be formal. Most thermostats within the buildings are set at 75 degrees, but will seem much cooler. Sweaters, pashminas or jackets can be kept at your desk.

in case you are cold while indoors. 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).

Acceptable attire

- Trousers/Slacks/Khakis
- Knee-Length Skirts
- Casual Dresses
- Polo or Button-down shirts/Blouses
- Blazers/Sweaters, Pashminas, Jackets

Unacceptable attire

- Shorts, Torn or Frayed Jeans
- T-shirts with slogans or advertising
- Flip-Flops, Hats
- Mini-skirts
- Revealing or bare midriff tops

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Trainee Research Expenses and Reimbursement

What are my research expense allowances as a postdoctoral fellow?

CP RTP postdoctoral fellows will receive detailed information about their research expense allowances including travel guidelines, reimbursement procedures, tuition, statistical expenses, benefits and other research support during **CP RTP orientation**.

Can a trainee be reimbursed for using local public transportation (i. e., the Metro Rail or Metro Buses) when traveling from the institution and back again for business purposes (attending a course / class / workshop / conference, etc. in Houston, TX)?

Please consult the CP RTP Education Coordinator. Generally, these types of fees are not covered by the grant.

How long does a trainee need to be appointed to be eligible for benefits?

Trainees appointed for 1.5 years or more are eligible for benefits.

Can students or trainee's vacation and sick leave be transferred to classified positions?

No, vacation and sick leave does not transfer to a classified position. However, for postdoctoral fellows, years as a postdoc are counted as years of service.

What is the policy to get the out-of-state tuition waived?

To be eligible for a tuition waiver, the "fellow" must be enrolled in a degree program and pursuing a degree related to the research performed. Please consult the CPRTP Education Coordinator for more information.

How do I calculate per diem for travel?

Use the [US General Services Administration Website Per Diem Rates page](#) to calculate your per diem rate based on the state of travel.

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Progress Meetings

How often will I meet with CPRTP Directors during my fellowship?

Ideally, postdoctoral fellows should meet six (6) times, with the CPRTP directors, during the 2-year fellowship: 1) check-in meeting during first 30-60 days of the fellowship; 2) and at month: 9, 12, 15, 18, 21 and 24. Each meeting is 30-minutes or longer, if the trainee has additional items to discuss with directors. To schedule a meeting, please contact Kava Lewis at KLLewis2@mdanderson.org.

Will my mentors need to be present during my meetings?

No.

What do I need to bring to my meetings?

1. **Individual Development Plan (IDP):** Include the progress made on the educational and training activities outlined in the submitted research and career proposal. <http://myidp.sciencecareers.org/>
2. **Curriculum Vitae (CV):** Include recent publications or manuscripts in-progress or completed, and accomplishments, accolades or awards.
3. **Halfway Report (month 12 only):** Download the halfway report form from box, complete, print and bring a hard copy to the progress meeting.
4. **Annual Performance and Appraisal (month 12 only):** Instructions available on box.com.
5. **Final Report (month 24 only):** Download the final report form from box, complete, email to the EC and bring a hard copy to the scheduled meeting.
6. **Exit survey (month 24 only):** This survey is completed online and the link is available on box.com.
7. **Drafts of manuscripts** or other soon-to-be-published works which require editing.

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Trainee Presentations

What types of presentations must I give during my fellowship?

During the postdoctoral fellowship, trainees will acquire a repertoire of five (5) speaking skills **within four (4) required oral presentation**, appropriate to the various professional occasions they will encounter:

1. Scientific Elevator Speech (90 seconds)
2. 10-minute Research Presentation and Practice Job talk (for a diverse audience)
3. 10-minute TED style talk (suitable for educated public)
4. "Speaking up" (Asking questions and explaining scientific reasoning, in a professional environment)
5. 1-hour formal job talk

Type of Presentation Skill	Rationale/benefit to trainee	Method of learning	Program year acquired/ delivered
1. Scientific elevator speech (90 seconds)	Think critically about own research; learn to summarize; develop poise in on-the-spot speaking	Existing Scientific Elevator Speech workshops	Year 1 (Summer), Audience: CP RTP Summer Research Experience Program
2. 10-min research presentation and 10-min Practice Job talk	<u>Research Presentation:</u> Formally present research results to interdisciplinary audience. <u>Practice Job Talk:</u> Formally tell an intriguing story about your research to diverse audience. The methodology should be explained in such a way that everyone can follow along.	Through mentors, with assistance from program directors and the postdoc office as needed	Year 1 and Year 2 (Fall or Winter), Audience: Department Faculty Meeting
3. 10-min TED style talk suitable for educated public	Describe research goals and activities to an educated lay audience; learn advocacy and persuasion skills	Workshop, based on activity develop and offered in Bio-behavioral course	Year 1 and Year 2 (Spring), Audience: Department Faculty Meeting
4. "Speaking up" (Asking questions and explaining scientific reasoning, in a professional environment)	Develop Advocacy & Inquiry skills; help gain inclusion into community of practice	Existing activity in required Bio-Behavioral and Topics courses	Throughout
5. 1-hour formal job talk	Present body of research and describe professional goals in an external setting	Through mentor, with assistance from program directors and the postdoc office as needed	Final year or on demand. To be determined.

What are the benefits of giving different types of presentations?

- Trainees will obtain exposure to one another, to colleagues outside their departments, and to research from various disciplines in cancer prevention.
- Trainee have the opportunity to include an invited talk on CV
- Trainees acquire job talk experience including feedback
- Robust attendance at events is stimulated

Will there be any other opportunities (outside of this schedule) for me to give a research presentation?

Sure! Trainees will be encouraged to register their 10-minute research presentations for the Trainee Research Day or GSBS Research Day, and to compete in the MDACC or GSBS Scientific Elevator Speech competition. Please check the MD Anderson institutional calendar to search for these events.

How are Trainee Presentations advertised?

Up to 5 e-mail announcements will be sent leading up to the event date.

How can I be added to the Trainee Presentation distribution list?

If you are a CPRTP trainee, you will automatically receive advertisements for any trainee presentations or events via e-mail. For all others, please send an e-mail request to apply@cancerpreventiontraining.org to be added to the CPRPT trainee presentation listserv.

Presentation details will be provided in the fellowship requirement memo (e-mail to finalists invited to submit a Research and Career Proposal during Phase 2 of the application process, and during CPRTP orientation.

Are my mentors required to attend?

Yes. If you have more than one mentor, please make sure at least one mentor is present.

My research isn't completed & I have no results, do I still need to give my presentation?

Yes. You do not need to wait until you have significant results. Present your **progress-to-date** during your presentation.

How often do I need to attend the trainee presentations?

Since attendance at all CPRTP trainee presentations is a part of your training, you need at least 70% attendance during your fellowship. Contact Kava Lewis at KLLewis2@mdanderson.org with the reason you cannot attend.

Is there anything I need to include in my presentation?

Yes. You must include the two (2) required [Funding Acknowledgements](#) (the 1st for your funding source and the 2nd for the MD Anderson core grant), and at least one slide discussing issues of [Responsible Conduct of Research \(RCR\)](#) relevant to your research project. See [Acknowledgement of Support](#).

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Acknowledgement of Support

How do I acknowledge my grant funding in my presentation, poster, manuscript, etc?

The following are examples of acknowledgement wording for posters, manuscripts and other presentations which must include both the funding source acknowledgement and the MD Anderson core grant acknowledgement.

CP RTP Postdoctoral Fellowship in Cancer Prevention Acknowledgement (funded by the Cancer Prevention & Research Institute of Texas grant award, must include both the CPRIT grant and the MD Anderson Cancer Center's core grant):

- (Insert your name here) and the research were supported in part, by **the Cancer Prevention and Research Institute of Texas (CPRIT) grant award ID RP170259, Shine Chang, Ph.D., Principal Investigator**), and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

Donor-Funded: Halliburton Postdoctoral Acknowledgement:

- This research (or project) was supported in part by a fellowship for (insert your name here) supported by a fellowship award from **The University of Texas MD Anderson Cancer Center, Halliburton Employees Fellowship in Cancer Prevention Fund**, and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

Gordon Colorectal Postdoctoral Acknowledgement:

- This research (or project) was supported in part by a fellowship for (insert your name here) supported by a fellowship award from **The University of Texas MD Anderson Cancer Center, Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention**, and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

The following acknowledgements are typical of CP RTP alumni, presenting research related to their CP RTP fellowship and new research via a different grant.

- (Insert your name here) was supported in part by a fellowship supported by a grant from (select the bolded text for the appropriate grant listed above), and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.
- This research was supported by (insert funding institution) for (insert your name here) through (insert grant or funding mechanism).

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Responsible Conduct of Research (RCR)

What is Responsible Conduct of Research (RCR)?

Responsible Conduct of Research (RCR) is defined by the National Institute of Health (NIH) as "the practice of scientific investigation with integrity." It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

Why is RCR required?

NIH policy requires participation in and successful completion of instruction in **Responsible Conduct of Research (RCR)** by individuals supported by any NIH training/research education/fellowship/career award (NOT-OD-10-019). However, the MD Anderson Cancer Center's Postdoctoral Association has initiated the RCR Seminar Series to fulfill this requirement for postdoctoral fellows and graduate students, and the scope has expanded to include all MD Anderson employees.

What are basic principles and best practices of RCR?

According to the NIH, the following principles are based on several key concepts about responsible conduct of research and best practices that have evolved over the past two decades' experiences:

1. Responsible conduct of research is an essential component of research training. Therefore, instruction in responsible conduct of research is an integral part of all research training programs, and its evaluation will impact funding decisions.
2. Active involvement in the issues of responsible conduct of research should occur throughout a scientist's career. Instruction in responsible conduct of research should therefore be appropriate to the career stage of the individuals receiving training.
3. Individuals supported by individual funding opportunities such as fellowships and career development awards are encouraged to assume individual and personal responsibility for their instruction in responsible conduct of research.
4. Research faculty of the institution should participate in instruction in responsible conduct of research in ways that allow them to serve as effective role models for their trainees, fellows, and scholars.
5. Instruction should include face-to-face discussions by course participants and faculty; i.e., on-line instruction may be a component of instruction in responsible conduct of research but is not sufficient to meet the NIH requirement for such instruction, except in special or unusual circumstances.
6. Instruction in responsible conduct of research must be carefully evaluated in all NIH grant applications for which it is a required component.

Where can I find detailed information about research integrity and research misconduct?

NIH has information available on their [Grants Policy web page](#).

Where can I find examples of Responsible Conduct of Research (RCR)?

See your CPRTP orientation binder for examples.

Does MD Anderson host RCR seminars?

Yes. Go to www.MDAnderson.org and perform a keyword search for RCR Seminars.

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Publications

What format should I list my publication?

Typically, publications should be in the following basic format: Authors (**with your name in bold**), Article Title, Journal Name, Year, Issue (Number): First Page - Last Page. PMCID or NIHMSID

An example of a citation of CPRTP Director and PI, Dr. Shine Chang:

Niu J, Huang YJ, Wei S, Liu Z, Wang LE, **Chang S**, Chamberlain RM, El-Naggar AK, Sturgis EM, Wei Q. Association between a functional polymorphism (-1195T>C) in the IGFBP5 promoter and head and neck cancer risk. Head Neck 33(5):650-60, 5/2011. e-Pub 10/2010. PMCID: PMC3023825.

What is a PMCID?

A PMCID is a PubMed Central Identifier or reference number which is a unique number assigned to a work that is posted to [PubMed Central](#), a free digital archive of biomedical and life sciences journal literature at the [U.S. National Institutes of Health \(NIH\)](#) developed and managed by NIH's National Center for Biotechnology Information (NCBI) in the National Library of Medicine (NLM). All works applicable under the NIH Public Access Policy are posted to [PubMed Central](#).

What is an NIHMSID?

An NIHMSID is a NIH Manuscript Submission Reference Number in lieu of a PMCID at the end of a full citation. The NIHMSID is a temporary substitute for a PMCID when using either [Submission Methods C or D](#) under the NIH Public Access Policy. It is intended to be used only in cases where an awardee needs to cite a paper soon after its acceptance by a journal, when there is not enough time to complete every step of the NIH manuscript submission process.

Why is a PMCID required and important?

A PMCID is required for demonstration of compliance with the NIH Public Access Policy for applicable works, three months post publication and beyond, noted in NIH applications, proposals and progress reports. If you are writing an NIH application, proposal, or progress report and you cite an article that is:

1. Authored or Co-authored by you, or, arose from your NIH award, and
2. Is covered by the NIH Public Access Policy you must include the PubMed Central reference number (PMCID) on those articles.

What is the difference between a PMCID and PMID?

PubMed Central is an index of full-text papers, while PubMed is an index of abstracts. The PMCID links to full-text papers in PubMed Central, while the PMID links to abstracts in PubMed. PMIDs have nothing to do with the NIH Public Access Policy.

How do you locate a PMCID?

The PMCID is posted in PubMed as soon as an article has been successfully processed by PMC, which usually occurs around the time of publication. For detailed information on how to locate a PMCID and how to cite, visit the [Locating the PMCID page of the NIH Public Access Policy page](#).

How do I acknowledge the funding of my training grant in my manuscript?

See [Acknowledgement of Support](#).

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Topics in Cancer Prevention Course

How many credit hours are Topics in Cancer Prevention?

2.0 Elective credit hours

What is the course number for Topics in Cancer Prevention?

Generally, the GSBS course number listing is GS21 1621. For more information about this course visit <https://gsbs.uth.edu> and perform a keyword search of the course name.

What is the cross listed course number for UT School of Public Health?

Generally, the UT School of Public Health cross listed course number is usually PH 1498 100, but you will need to confirm this with UTSPH.

When is the Topics course offered?

Topics in Cancer Prevention will be offered the Spring semester of every odd-numbered ending year. (Spring 2017, Spring 2019, etc.) Topics in Cancer Prevention will alternate with **Bio-Behavioral Research Methods in Cancer Prevention and Addiction course** which will be offered the Spring semester of every even-ending year (Spring 2014, Spring 2016, Spring 2018, etc.)

What time and day of the week will Topics in Cancer Prevention take place?

Topics will begin every Friday during the spring semester from 10am to Noon at different locations throughout MD Anderson. All enrollees will receive a syllabus via e-mail from CPRTP.

When can I receive or view a copy of the syllabus?

The syllabus will be emailed one to two weeks prior to the 1st day of class. After the 1st day of class, the syllabus (including any revisions) and all course materials will be posted to our Box.com account to registered students ONLY.

How long is the class?

Two hours.

What time of the year is Topics usually offered?

The Spring semester of every odd-ending year. (Spring 2015, Spring 2017, Spring 2019, etc.) Announcements are sent via e-mail and posted on our [social media sites](#).

Is there a prerequisite?

No

Does it require instructor approval?

No

What are the objectives of Topics in Cancer Prevention?

1. Students will describe conceptual models used for cancer prevention research and practice.
2. Students will identify the principal approaches used in areas of promising research in cancer prevention, both topical and methodological.
3. Students will give examples of applications of cancer prevention research and practice.
4. Students will discuss the research and implementation challenges for future cancer prevention and control activities.

Are CPRTP fellows required to take the Topics in Cancer Prevention course?

Yes. Topics in Cancer Prevention is a required course. The CPRTP offers one **required course** per year during the Spring semester. Each CPRTP trainee must enroll in one course during the spring semesters in which they are appointed as CPRTP fellows. Thus, postdoctoral fellows who spend two years in the program will be taking only one semester of Topics and one semester of Bio-Behavioral. The **recommended** courses are available to assist trainees in developing their educational curriculum.

How do I register for Topics in Cancer Prevention?

See [How to Register for Courses](#).

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Bio-Behavioral Research Methods in Cancer Prevention and Addiction Course

When is Bio-Behavioral Research Methods in Cancer Prevention and Addiction offered?

Bio-Behavioral Research Methods in Cancer Prevention and Addiction course is offered the Spring semester of every even-numbered ending year (Spring 2014, Spring 2016, Spring 2018, etc.) through the University of Texas Graduate School of Biomedical Sciences (UTGSBS). For more information about this course visit <https://gsbs.uth.edu> and perform a keyword search of the course name.

How many credit hours?

2.0 Elective credit hours

Is there a prerequisite?

No

Does it require instructor approval?

No.

What are the objectives of Bio-Behavioral Research Methods in Cancer Prevention and Addiction?

1. Define Bio-behavioral research and identify issues that help and hinder success conducting such research
2. Indicate the areas of intersection between behavioral and basic science research
3. Provide examples of successful applications of Bio-behavioral Research Methods in Cancer Prevention and Addiction
4. Suggest health conditions and research topics in Health Science that might benefit from Bio-behavioral research approaches

Is Bio-Behavioral Research Methods in Cancer Prevention and Addiction required or recommended?

Bio-Behavioral is a required course. As of 2014, CPRTP will offer one **required course** per year during the Spring semester. Each CPRTP trainee must enroll in one course during the spring semesters in which they are appointed as CPRTP fellows. Thus, fellows who spend two years in the program will be taking only one semester of Topics and one semester or Bio-Behavioral. The **recommended** courses are available to assist trainees in developing their educational curriculum.

How do I register for Bio-Behavioral Research Methods in Cancer Prevention and Addiction?

See [How to Register for Courses](#).

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How to Register for Courses

(All information below relates to BOTH courses)

How do I register for Topics in Cancer Prevention or Bio-Behavioral Research Methods in Cancer Prevention and Addiction course?

Undergraduate students OR Postdoctoral students (who want to receive credit):

- Visit the <https://www.uth.edu/registrar/forms.htm> to complete the **GSBS Employee Enrollment form** and submit all documentation listed at the top of this document (Residency Questionnaire, Transcript, Immunizations, Criminal Background Check Form) to the address provided (in-person) along with the application fee. **Be sure to have a member of the CPRTP staff sign the form and provide the course information.**

Undergraduate students OR Postdoctoral students (who do NOT want to receive credit):

- Visit the <https://www.uth.edu/registrar/forms.htm> to complete the **GSBS Employee Audit form** (you will register as an MD Anderson employee and you must have an active MD Anderson Employee ID to complete this form)
- OR
- If you are a UT School of Public Health student and you do not want to receive credit, complete the SPH Non-Degree Audit Only Enrollment Form. Follow the instructions at the top of the form and submit the additional required documentation listed. **NOTE: You must have a member of the CPRTP staff sign the form and provide the course information.**

UT Health Graduate Students: who wish to enroll at one of the institutions listed on UT registrars page, must click the link of the institution and follow the instructions provided for enrollment. Be sure to obtain the UT cross listed course number from CPRTP.

NOTE: Do not apply to GSBS. Do not attempt to register online.

If I audit the course, will I receive credit?

No. Students auditing courses will receive a grade of “AD” which may not be changed at a later date to a letter grade for credit.

What is the difference between the SPH Audit Only Enrollment Form and the GSBS Employee Audit Form?

The **GSBS Employee Enrollment Audit Form** is for GSBS employees which also includes UT faculty, employees and fellows. There is an application fee to use this form (see top of the form). The **School of Public Health Non-Degree Audit Only Enrollment Form** is for regular, non-UT students and includes an application fee (see top of the form). Please go to the GSBS website to view the complete list of fees for auditing one course.

Will CPRTP cover fees for auditing a course?

CPRTP will cover fees only for CPRTP trainees funded by the CPRIT grant. Donor-funded fellows (Gordon or Halliburton) must consult their mentor for any course fees.

What is the course listing for each class?

The course listing is noted for current classes only.

See above for [Topics in Cancer Prevention](#)

See above for [Bio-behavioral Research Methods in Cancer Prevention and Addiction](#)

What is the cost for each course?

The application fee listed on the enrollment form is non-refundable and payable at the time of registration. Current Tuition and Fees are available on the UT Office of the Registrar website (visit <https://www.uth.edu>).

Will CPRTP pay my application fee and tuition?

- CPRTP will not cover application fees for any student.
- CPRTP will cover **tuition only** for trainees funded by the CPRIT grant. You will not need to pay your tuition up front. UT GSBS will send CPRTP a bill for your tuition, as this is covered by the grant.
- CPRTP will not pay tuition for **Donor-funded (Halliburton or Gordon)** fellows. Donor-funded fellows should contact the primary mentor to see if he/she has funds available to cover tuition and fees.

I am a Donor-funded Postdoctoral fellow, will CPRTP pay or reimburse me for my required courses?

No. Please consult your mentor to see if funds are available within your department.

Where can I obtain a sponsorship form?

- **CPRTP Postdoctoral fellows funded by CPRIT:** Your tuition and fees for the GSBS course can be reimbursed or billed. In order to get your fees billed, the CPRTP Education Coordinator, must submit a sponsorship form to the UT Registrar's office **one month prior** to the start of the course. Contact the CPRTP to begin the sponsorship process and provide her with your **Student ID#**. **Late registration and sponsorship form submissions are subject to a late fee. If you are past the one month window**, you will be responsible for any late fees or insurance, as all registrants should decline insurance.
- **Donor-funded fellows:** CPRTP is **not** responsible for paying your tuition or fees. You will need to contact your mentor to see if funds are available within your department for billing or reimbursement.

Can I pay my application and tuition fees online?

- **UT and GSBS students** can pay the application fee online and check the status of their application via the **myUTH system**. If you do not have myUTH logon, visit www.uth.edu/ and perform a keyword search for myUTH logon and complete the myUTH account request form.
- For additional instructions visit www.uth.edu and keyword search "Registrar FAQs".

- **NOTE: The UTLINK Faculty/Designee Authorization is discontinued.** Use the myUTH form above. All roster review and grade entry by faculty and/or designees should now be done using myUTH.
- Other students can contact the Registrar's Office at registrar@uth.tmc.edu.

I'm not a GSBS student, do I need to apply for admission to the school?

No. See How to Register for Courses above.

The registration form is approval of my "Immediate Supervisor", who is this?

CP RTP Directors, Drs. Shine Chang or Carrie Cameron.

Is there a final exam at the end of the course?

No. If you register for credit, the course is graded on a Pass/Fail system and no final exam is required. Make sure you register for the class as AUDIT if you do not need credit for this class. This prevents anyone who doesn't need this class as credit from having an F in their record. If you do require credit, you will need to show up for **every class** to pass the course.

Since this is during lunch hours, can we bring a lunch?

Students are welcome to eat lunch during class.

What happens if I miss a class?

You must make up every missed class or you will receive an "I" for incomplete.

How do I make up missed classes?

See your course syllabus for instructions or contact the CP RTP at Apply@CancerPreventionTraining.org and carbon copy Dr. Carrie Cameron at CCameron@MDAnderson.org.

Is there a maximum amount of classes that are allowed to be missed?

No. As long as you submit 3 questions with answers for every missed course, you are allowed to make them up.

Can I bring a laptop to take notes?

We encourage students to use their laptops, notebooks iPads or any electronic tablet, as long as it's being used for course work during class time.

Why do I need to give you my contact information?

We ask for your contact information so we can reach you in the case of an emergency, to let you know if a class has been cancelled, or any other situation where it is crucial to get in touch with you. Your information is kept confidential.

I am ill and cannot make it to today's class. Who do I contact?

See your course syllabus for instructions or e-mail Apply@CancerPreventionTraining.org.

Where can I obtain a copy of the syllabus, PowerPoint slides from a class that I missed or view videos from past courses?

All class materials are posted on Box.com, including syllabus, handouts, videos and presentation slides. If you have registered for a Topics or Bio-Behavioral course, we will grant you access to the Box.com account. You will receive instructions on the first day of class.

I am unable to register for courses this semester, but may be interested next year, how can I receive notification about courses?

If you are a current CPRTP fellow, you will receive an e-mail regarding course offerings, otherwise, we recommend you connect with our [CPRTP social media sites using the links on our website](#).

Who do I contact with Box.com problems or general questions about courses?

Contact Dr. Carrie Cameron at CCameron@manderson.org or Apply@CancerPreventionTraining.org.

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Trainee Forum

What is a Trainee Forum?

The Trainee Forum was created to help all Cancer Prevention Research Training Program trainees benefit from others' experiences. Everyone is so busy throughout the year that we may fail to take time we need to grow. It is a time when all can get together and see what we are all working on. It is also an opportunity to meet other trainees in Cancer Prevention.

When and where do Trainee Forums take place?

Trainee Forums are usually held twice a year at various conference rooms throughout MD Anderson Cancer Center. Formal announcements are sent to the Division of Cancer Prevention and Population Sciences and all trainees two weeks prior to the forum. All DCPPS fellows are welcome to attend.

Is attendance required of CPRTP fellows at the Trainee Forum?

Yes.

Cancer Prevention and Control Grand Rounds

What are Cancer Prevention and Control Grand Rounds?

To highlight the work of leaders in cancer prevention and control, the Cancer Prevention and Control Grand Rounds seminar series was formed in 2005 and its purpose is to inform the scientific and clinical faculty, trainees and staff at MD Anderson of emerging areas of research, new methods used in the field, and recent findings that inform the work conducted here.

Is Cancer Prevention and Control Grand Rounds accredited?

The Cancer Prevention and Control Grand Rounds are accredited for continuing medical education, which is an attractive feature to our clinical audience. However, the seminars are open to the public as well and are widely advertised throughout the Texas Medical Center.

How do I get credit for attending?

The Cancer Prevention and Control Grand Rounds are accredited for continuing medical education, which is an attractive feature to our clinical audience. However, the seminars are open to the public as well and are widely advertised throughout the Texas Medical Center. When you arrive, you will be asked to show your I.D. badge to be scanned. That information is uploaded and reported to CME where you will receive credit for attending.

What if I have forgotten my MD ANDERSON CANCER CENTER employee identification badge or I'm not a student, faculty or staff of MD Anderson?

If you have forgotten your ID badge, please provide your employee ID number to the CPGR attendant.

What if I'm not a student, faculty or staff of MD ANDERSON CANCER CENTER?

Manual sign in sheets are available for visitors from other institutions and guests not affiliated with MD Anderson Cancer Center.

When and where do Cancer Prevention and Control Grand Rounds take place?

Different locations within MD Anderson Cancer Center.

When and where do Cancer Prevention and Control Grand Rounds Speaker Meetings take place?

Trainees are invited to bring their lunch for an informal meeting with the visiting CPGR speaker following Grand Rounds. Invitations with date, time and room location are sent to DCPPS trainees via e-mail.

Where can I obtain a copy of the Cancer Prevention and Control Grand Rounds schedule?

The schedule can be found on the Division of Cancer Prevention & Population Sciences home page: [Cancer Prevention Grand Rounds](#) (MD ANDERSON CANCER CENTER intranet only). Otherwise, you may pick up a schedule at a Grand Rounds event.

Where can I find archived Cancer Prevention Grand Rounds presentations?

Go to www.MDAnderson.org and perform a keyword search for “Cancer Prevention Grand Rounds” to view the audio and slides of previous CPCGR presentations. Presentations will be

I am an MD Anderson trainee and would like to host a CPCGR Speaker Meeting, who do I contact?

Email CPCGR@MDAnderson.org.

My department would like to nominate a CPCGR speaker. Who do I contact?

Email CPCGR@MDAnderson.org.

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Trainee Exit Process

If my appointment ends early (because I'm offered a job or accept another opportunity), what is the exit procedure?

You must e-mail a formal letter of resignation to the individuals listed below, however we recommend that you speak to the CPRTP Director, Dr. Shine Chang prior to submitting your resignation.

1. All Mentors and their support staff,
2. Your Department Chair and their support staff,
3. Your Department Administrator,
4. Drs. Shine Chang and Carrie Cameron, CPRTP Directors and their support staff,
5. Zera Harden, Program Manager of the Academic and Visa Administration (AVA),
6. CPRTP Education Coordinator
7. CPRTP Operations Manager

Should my letter of resignation have a particular format?

Your letter of resignation may be on letterhead, but must be typed, signed, dated and **include your official departure date.**

Can my postdoctoral fellowship be extended?

The CPRTP postdoctoral fellowship cannot be extended, however, depending on the circumstances, your primary mentor may reappoint you (compensated or uncompensated), on their personal funds, which will require their office to submit the necessary paperwork to the AVA.

What documents will I need to complete at the conclusion of my fellowship?

The following steps must be completed at the conclusion of your fellowship

- 1) Exit clearance form from AVA (requires signatures from the CPRTP EC, Home Dept., & Parking Dept.-if applicable).
- 2) Schedule final progress meeting (exit meeting) with CPRTP Directors. Immediately following this meeting, fellows will be presented with their final CPRTP certificate of completion and take a photo with the directors. Be sure to arrive 'camera ready'.
- 3) Schedule asset return and check-out meeting with the EC.

- 4) E-mail final report and CV to EC.
- 5) Complete final online program completion survey.
- 6) Complete request for Certificate of Postdoc Training from MD Anderson.
- 7) CPRTP Certificate of completion and photo with CPRTP directors.
- 8) Send farewell email.

Are there any forms that my primary mentor must complete?

Yes. Your primary mentor must complete a CPRTP Trainee Evaluation form.

Will I receive a certificate of completion?

Yes. Postdoctoral fellows may contact the Academic and Visa Administration (AVA) to request a **Certificate of Postdoctoral Fellowship Training** form. Complete the form per the instructions provided by AVA.

I purchased a laptop and monitor with my research expenses. Why can't I keep this equipment? It was purchased with my research funds!

Any equipment purchased during your fellowship using grant funds are property of the Cancer Prevention Research Training Program and not the trainee. These items must be surrendered to Kava Lewis (CPRTP Asset Manager) at the conclusion of your fellowship.

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