

## Frequently Asked Questions (FAQ) of CP RTP Summer Research Experience **Applicants**

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### Eligibility & Requirements

#### How do I apply for the summer program?

Visit the [CP RTP Summer Research Experience](#) program page and select the “Click here to apply after Dec. 1<sup>st</sup>!” icon located within the blue box at the top of the page. Applicants will be routed to the Discover system to complete the application documents.

#### Who is eligible for the summer program?

Undergraduate, graduate, and health professional students are eligible for the summer program. **The applicant must be a US Citizen or Permanent Resident.** Undergraduate students at all levels are eligible, but *rising juniors and seniors are strongly preferred*. All applicants **MUST** be enrolled in a degree program for both the spring and fall semesters of the application year. Undergraduates who are transitioning to graduate or medical school in fall of the application year are eligible, **but must show proof of acceptance, or at least application to a graduate program, by the application deadline.**

**I have already graduated with my Bachelor's degree, do I need to apply to graduate school to participate in this program?**

As stated above, all applicants must be enrolled in a degree program for both the Spring and the Fall semesters of the application year. Students transitioning to graduate or medical school in the fall semester of the application year, must submit proof of application OR proof of enrollment into a graduate or medical school program with their summer program application by the deadline. The applicant must either plan to apply (and show proof of application) or already be accepted (and provide a letter of acceptance).

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

This fellowship program is supported by a National Cancer Institute R25E grant (R25-CA056452) that requires trainees to have US citizenship or permanent resident status. Applicants with visas are not eligible for the NCI-funded fellowships.

**I am a U.S. citizen, but I am attending a university in Japan, working on an undergraduate degree---am I eligible to apply?**

Yes, all U.S. citizens and permanent residents can apply, as long as they are enrolled in a degree granting institution during both the spring and fall semester of the application year. Be sure to submit a credential evaluation or an authorized English translation of the unofficial transcript. An untranslated transcript will not be accepted if we cannot read it, cannot verify its authenticity or whether the applicant meet the minimum requirements.

**Are high school students eligible for the CP RTP Summer Research Experience in Cancer Prevention?**

No. View the [MD Anderson Summer Experience program page](#) and apply to the summer program for graduating high school seniors.

**I'm graduating from college in May of the application year, but plan to take some classes in the fall of the application year, can I still apply to the summer program?**

No. Students must be enrolled in a degree-granting program for current Spring semester of the application year. Just taking additional classes does not qualify.

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

Yes, but please provide the program with a copy of the application to graduate school by the application deadline. If you are accepted, forward a copy of the acceptance letter to the CP RTP.

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

As a short term summer trainee at MD Anderson, students are not eligible for any time off during the 10 week appointment. In cases of illness or emergency, students may be eligible for unpaid leave. If students cannot to commit to the full-time, 10 week program, they should not apply.

**Are SAT/GRE/MCAT/ACT scores required for the Summer Program?**

No tests are required for this summer program, but we do request that test scores be listed on the appropriate places in the application documents.

**I am an international dentist and I do not have SAT, GRE, MCAT, nor ACT scores, however, I have a TOEFL (The Test of English as a Foreign Language) score. I don't see a space to enter the TOEFL score on the application. Is this score accepted? Where do I put it?**

There is a space on the application form for "additional information", provide this TOEFL score or any other test scores in this space.

**Why do I have to complete an immunization for and get a TB test?**

All MD Anderson employees are required to have a TB test performed before starting work. It is mandatory that ALL accepted applicants submit the required documents at CertifiedBackground.com as instructed.

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

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

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

The CPRTP Summer Research Experience is the only short-term fellowship (10 weeks) offered at this time.

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

2 pages. Mentor choices must be included on a separate page.

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**I am a current senior who will be graduating in May. I am hoping to pursue medical school. The only thing is I have yet to take my MCAT, so how would I provide proof of enrollment in a graduate program or medical school?**

Applicants who will receive a Bachelor's degree in the spring semester of the application year are considered *transitioning applicants* and must either: 1) be accepted or enrolled into a graduate or medical school program, **OR** 2) *intend* to apply to a graduate or medical school program in the Fall semester of the application year.

All applicants are required to provide both their spring and fall semester academic designations on the *Additional Demographics and Future Plans* form. In addition, transitioning applicants must upload either proof of application OR proof of enrollment into their Discover account.

**Note: The following items can be provided after the applicant is awarded a summer fellowship and is not required to be submitted during Phase 1 of the application process.**

- *Proof of application* is a copy of the application to medical or graduate school.
- *Proof of enrollment* can be any of the following documents:
  1. A signed *acceptance letter* on institution letterhead from the Registrar, Student Affairs Office, or the Dean's Office.
  2. Transcripts that confirm enrollment during the trainee's fellowship period. If the transcript is from a non-US institution, it must be accompanied by a certified translation if in a language other than English.
  3. Verification of Enrollment Form (VOE).
  4. National Student Clearinghouse Verification Certificate.

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

Yes, however the proof of application must be provided by March 1<sup>st</sup> or the fellowship offer will be withdrawn.

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## Program Duration

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

The program is a total of 10 weeks, from the dates indicated on the CP RTP Summer Research Experience program page. Students must arrive on the date, time and location provided on the appointment letter to check-in and will receive instructions from CP RTP about orientation.

### **I am unable to start work until mid-June, can I still participate in the summer program?**

No. The program dates are set and all applicants must be available for the entire length of the program.

### **The summer research experience is 10 weeks, but my family has planned a vacation during the entire month of August, can I still participate?**

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

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

No, the dates of the program are set and all applicants must be available on the dates indicated on the CP RTP Summer Research Experience program page. All students must be available for the entire length of the program, no exceptions.

### **I need to end a week earlier than the August appointment end date, can I still participate in the summer program?**

No, the dates of the program are set and all applicants must be available for the entire length of the program.

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

All students will work full-time, or 40 hours per week. This is based on a Monday-Friday, 8:00am – 5:00pm schedule.

### **Is my schedule flexible?**

Please consult the primary mentor during the first meeting, to determine the work schedule.

### **Who do I contact if I am running late?**

Consult the primary mentor during the first meeting regarding the office contact for tardiness and other emergencies. Typically, the department supervisor, office manager or mentor's

administrative assistant will be the point of contact. **Contact CPRTP only in the event of an absence. There is no need to contact CPRTP for tardiness unless it is tardiness to a required CPRTP activity.**

### **Will I need to clock in and clock out?**

No. The department timekeeper will keep record of all department employee's time via a computer based system.

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## **Other MD Anderson Summer Programs**

### **How many MD Anderson Summer Programs are available?**

As of 2015, there are six (6) summer programs participating in the MD Anderson SE (this information is subject to change):

1. High School Summer Program
2. Cancer Prevention Research Training Program (CPRTP)
3. Cancer Prevention and Research Institute of Texas (CPRIT-CURE)
4. U54 Partnership for Excellence in Cancer Research Summer Training Program
5. 1st Year Medical School Student Program
6. Summer Undergraduate Research Program.

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

Yes, as long as eligibility requirements are met. **PLEASE NOTE: A new Discover account must be created for each application with a unique email address. All applicants must keep a list of email addresses and respective applied programs to eliminate confusion.**

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

No. All programs will accept one application per student. Any duplicates or incomplete applications will be purged from the Discover system after the application deadline.

### **What is the difference between the CPRTP program and the other MD Anderson summer programs?**

Visit each program's web page to read the program details of each summer fellowship. One of the biggest differences to note are the eligibility requirements: **The CPRTP is only open to US Citizens and Permanent Residents. We also accept undergraduate (rising juniors and rising seniors--preferably), graduate, and medical students. We do not accept high school students.**

## What if I have questions about another summer program?

Each MD Anderson summer program has their own program coordinator. From the [MD Anderson Summer Experience page](#), select from the program listed or send an e-mail to [summerexperience@mdanderson.org](mailto:summerexperience@mdanderson.org).

## Is the CP RTP the same as the CPRIT-CURE Summer Undergraduate Program?

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

Our program will soon offer a **Cancer Prevention & Research Institute of Texas (CPRIT) funded Postdoctoral Fellowship in Cancer Prevention** which will be open to all postdoctoral fellows regardless of citizenship status. Information will be available soon on our main page at [www.CancerPreventionTraining.org](http://www.CancerPreventionTraining.org).

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## Salary, Work Hours, Research Support & 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 interchangeable. Per MD Anderson's Payroll Dept., taxes will be withheld from the pay checks of all employees and students who receive a salary or stipend.

### Are taxes withheld from my paycheck?

Yes, however, the amount taxed depends on the designated allowances on the W-4 form completed by the employee. Students will complete a W-4 at AVA check-in.

### How much is the stipend?

The stipend is **up to** \$12.50 per hour (less taxes). This rate is non-negotiable and determined by the National Cancer Institute R25E grant (R25-CA056452). **The stipend is subject to change.**

### When are paychecks distributed?

Summer students will receive paychecks the 5<sup>th</sup> and 20<sup>th</sup> of each month. **Direct deposit is mandatory.** Paper checks are **not** distributed to MD Anderson.



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

Up to 25 positions may be available for the CPRTP summer program, but vary from year to year.

### **Can I work part-time?**

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

### **Do I have sick benefits?**

No. Typically, your department timekeeper may dock an employee for missed days. Please consult the mentor and department timekeeper for specifics. CPRTP is not the summer trainee's timekeeper.

### **Who do I contact if I cannot attend a CPRTP Summer Activity?**

Please contact Kava Lewis.

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

No, absences cannot exceed 4 days. Applicants unable to commit to the full-time, 10 week program, should not apply.

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

Yes, there may be funds (up to \$1,000) in research support available. Please consult Kava Lewis at [KLLewis2@mdanderson.org](mailto:KLLewis2@mdanderson.org) or (713) 563-9670 for details.

## **Housing**

### **Is housing available?**

A housing supplement may be available to selected students based on need. This housing supplement is defined as either 1) money added to the stipend to assist student with paying their housing or 2) a percentage of the housing expenses billed directly to the grant.

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

Indicate housing plans on the **Additional Demographics and Future Plans** form, page 1, box 14, next to "Other: Explain". **If funding for housing is available, the CPRTP will notify summer fellowship awardees by March 1<sup>st</sup>.**

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## Program Mentors

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

No.

### Do I need to contact a potential mentor?

Awardees will contact mentors to schedule phone interviews. Applicants will not need to contact a potential mentor.

### How do I find a mentor?

Visit the *Find a Summer Mentor* page at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) (left menu) which lists all participating mentors. Follow the instructions to add the names of potential mentors to the last page of the *Personal Statement* of the application.

### What is the process of matching summer students with mentors?

After the students are notified of acceptance into the program, CPRTP will review the mentor selections included in the *Personal Statement* and send your applications to the faculty listed. The faculty will indicate whether they can be contacted by the student to schedule a phone interview. Interview instructions will be provided after notification of the summer fellowship award (usually mid to late February). A successful match is determined by the results of the phone interview and how many students a faculty can accommodate, as they will be interviewing students from other MD Anderson Summer Experience programs as well.

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

All faculty listed on the **Find a Summer Mentor** page at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) have been pre-screened by CPRTP; agreed to mentor a summer student; have projects and research related to cancer prevention; and are aware of the mentor requirements and expectations set by the CPRTP. This eliminates the guess work out of the summer student randomly contacting an MD Anderson faculty and wondering if they have time to mentor a student. At times, summer faculty may realize they have other commitments at the last minute (grant applications, travel, conferences, etc.) and realize they are unable to mentor a summer student, although they agreed to mentor a student. **Please do not be discouraged, as these unforeseen events occur from time to time. The CPRTP is committed to matching our students with the most suitable faculty.**

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

Applicants may browse MD Anderson Faculty Profiles located at [www.MDAnderson.org](http://www.MDAnderson.org) to search for mentors by research keywords (e.g., smoking cessation, health disparities). In addition, summer applicants may search the faculty pages within individual MD Anderson departments and divisions.

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

No, but any proposed mentor must understand that the summer project must be related to cancer prevention.

### **How do I indicate that a mentor choice listed in my personal statement is not included on the CPRTP Summer Program Mentors page.**

Denote or indicate "EXTERNAL MENTOR CHOICE" next to the faculty name on the *Personal Statement*. Summer Program Discover Application Questions

### **Where do I include my mentor choices within the Personal Statement?**

1. Select at minimum of 4 and maximum of 6 potential mentor choices (in order of preference) from the Find a Summer Mentor page at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer) or other faculty pages.
2. List mentor choices on a separate page, in order of preference, including their name, department, and the reasons why the faculty was selected using the format below.

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

**Department:** *Clinical Cancer Prevention*

**Reason(s):** *I have always been intrigued by neurology and intend to pursue a career in oncology neurology and believe Dr. Jones would provide the appropriate guidance.*

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

**Department:** *Gastroenterology Research*

**Reasons:** *Genetics was also one of my favorite classes, which is one of the reasons I would enjoy working with Dr. Garcia.*

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## Application Phases

### How do I access the application?

Once the summer applications opens (December 1<sup>st</sup> of each year), the link to the Discover system will be available at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer).

### How many phases make up the summer application?

There are three (3) phases of the application process. Phase 1 (Pre-Application), Phase 2 (Recommendation), and Phase 3 (Pre-Appointment). These phases take place primarily through the Discover system, with a few items requiring electronic submission via email.

### What happens after I complete my initial application (Phase 1)?

All MD Anderson Summer Experience applicants who complete all required documents in Phase 1 will be subject to a pre-review by the individual summer program. The program will notify the applicants of their application status.

Once selected application confirm acceptance of the fellowship, they will receive an email from the Discover system with additional documents to be completed signed and uploaded (Phase 2 documents); and an email from the program with instructions and deadlines for completing Phase 2 documents.

Just as in Phase 1, trainees must download and complete forms using the "Get Form" feature, unless otherwise specified. All pages of the completed documents must be uploaded into the Discover account. Signatures must be handwritten, not typed in a cursive font nor entered electronically. Failure to sign and date documents will cause the forms to be rejected. All handwritten data must be printed clearly and legibly. Documents that are not legible will be rejected.

### What documents are required in Phase 1 of the application process?

1. Discover Application
2. Additional Demographics and Future Plans Form
3. Curriculum Vitae (CV or Resume)
4. Personal Statement
5. Letters of Recommendation (Quantity: 2)
6. Tobacco Policy Acknowledgement
7. Unofficial Transcript of Highest Degree (*this can be requested and received by the applicant and uploaded into the Discover account*)

## What documents are required in Phases 2 and 3 of the post-application process?

**NOTE: Phases 2 and 3 are completed by summer experience awardees only!**

### Phase 2: (Recommendation):

1. **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).
2. **Proof of Selective Service**
3. **Release of Liability**
4. **Immunization Compliance Form** (this must be uploaded after all health documents are uploaded and approved in the Certified Profile system)

### Phase 3: (Pre-Appointment):

1. Signed Appointment Letter (upload all pages including signed page)
2. Photo
3. Electronic I-9 Form: All compensated trainees will receive an email sometime in May with instructions to complete Section 1 of the electronic I-9. This is mandatory and failure to comply will cause delays in onboarding. **Students must present original copies of the acceptable documents from columns A OR columns B & C, in order for AVA to complete Section 2 and complete the E-verify process.**
4. Any other pre-appointment documents.

**NOTE: It is highly recommended that all applicants ensure their immunizations are current at the time of application to the MD Anderson Summer Experience. Awardees must have had a TB test within 1 year of the appointment start date. Any delay in obtaining your health or immunization records could forfeit your fellowship award. Please do not procrastinate.**

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## Application Submission Questions

### How do I submit my application in Phase 1?

After completing Step 1, click the gray **Submit Completed Application** button to transmit the application to the program. After completing Step 1, you will need to advance to Step 2. To upload your documents. **PLEASE DO NOT UPLOAD MORE THAN WHAT IS REQUIRED.**

### What happens after I press the SUBMIT button?

"Application Submitted Successfully" will appear on the screen.

## Will I receive a confirmation e-mail, once I submit my application?

Yes. *See below for a sample e-mail (Be sure to check the BULK or SPAM folder):*

\*\*\*\*\*SAMPLE EMAIL\*\*\*\*\*

THIS IS AN AUTO-RESPONSE EMAIL - PLEASE DO NOT REPLY TO SENDER.

You have successfully submitted your pre-application form to the DISCOVER System™, the online application system for educational opportunities at The University of Texas MD Anderson Cancer Center.

DISCOVER ID: T00001246W0

First Name: Jane

Middle Name: Sally

Last Name: Doe

E-mail Address: janedoe@yahoo.com

Department Name: Cancer Prevention Research Training Program

Application URL: <https://www2.mdanderson.org/sapp/Discover/default.aspx>

The next step is to log into the DISCOVER System and start uploading or faxing the required documents to complete your pre-application. Instructions on how to upload or fax in documents are found within the

Documents section in your account. Please keep your account information updated on a regular basis to ensure you receive important messages from our staff.

If you experience any technical difficulty signing in or using the DISCOVER System™ send an e-mail to [DISCOVER\\_support@mdanderson.org](mailto:DISCOVER_support@mdanderson.org) or contact our phone support at 713-794-4636.

## I did not receive my email, how else can I check the status of my application?

Log on to the Discover account, select *Summary* from the left menu, and under the *Pre-Application Form Status, Application Form Section* check *Overall Status: Submitted*. If this message is not visible AND all fields of the application form do NOT have green checks, the application is INcomplete and has NOT been submitted.

## What does it mean if the SUBMIT COMPLETED APPLICATION button is grayed out?

It means the application is incomplete. Log on to the Discover account and complete your Discover application and press the **Submit Completed Application** button.

## Can I make changes to my Discover application after I press "Submit"?

No. After the "Submit" button is pressed, changes cannot be made. It is imperative that applicants double check all data entered prior to pressing the submit button.

## What happens if I make a mistake on the discover application or the uploaded documents.

Select “Edit My Information” from the left menu after logging on to your Discover account to change information within your Discover application. You may also upload another version of a required document if you notice a mistake. Our office will receive the newer form, but we actually have access to all versions of your submitted forms.

## When will I be notified of acceptance or denial?

After the application deadline, CPRTP will notify all applicants (whether their application is complete or INcomplete) **within 2 business days of the application deadline**. During that time, please do not contact our office as we receive a large volume of applications and need time to review. The e-mail confirmation will state whether the application is "UNDER REVIEW" or "DENIED". If the application is "under review", applicants will be notified of the decision via email. In the meantime, please see the **Important Dates** at [www.CancerPreventionTraining.org/Summer](http://www.CancerPreventionTraining.org/Summer).

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## Summer Application Documents & Required Forms

### What are the steps in Phase 1 of the CPRTP summer application process within Discover?

- Step 1: Application Form
- Step 2: Upload Documents
- Request Letters of Recommendation

### Can I submit my supporting documents if I have not completed my application?

No. In the Discover system, **Step 1: Application Form** must be completed before advancing to **Step 2: Upload Documents**.

MD Anderson Cancer Center

Trainee Records Application Compliance System

Hello, [User] Logout

Pre-Application for a Research Appointment

Step 1: Application Form  
Step 2: Upload Documents  
Request Letters of Recommendation

Applicant Sections

- I. ✓ Biographical Information
- II. ✓ Voluntary Information
- III. ✓ Academic History - Colleges and Universities
- IV. ✓ Employment and Training Experience
- V. ✓ Academic Awards and Honors
- VI. ✓ Disclosure

Click to fill out each section on the left. Remember to fill out all required fields and at the bottom of each screen.

Completed sections are denoted with a green checkbox. Sections are not required until the application form can be submitted.

You may also print your application as a print friendly .html file.

View Printable Application

Submit Completed Application

Application Submitted Successfully



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

Log on to the Discover account, select **Summary** from the left menu, under the **Document Status** section to view the list of documents and the document status. "Submitted" means the form has been submitted and received.

MD Anderson Cancer Center

TRAINEE RECORDS APPLICATION COMPLIANCE SYSTEM

Hello, [Logout](#)

Pre-Application for a Research Appointment

Step 1: Application Form

Step 2: Upload Documents

Request Letters of Recommendation

Manage My Account

Summary

Edit My Information

Change Password

Email Support

View/Send Messages

Applicant Sections

I. ☒ [Biographical Information](#)

II. ☒ [Voluntary Information](#)

III. ☒ [Academic History - Colleges and Universities](#)

IV. ☒ [Employment and Training Experience](#)

V. ☒ [Academic Awards and Honors](#)

VI. ☒ [Disclosure](#)

Click to fill out each section on the left. Remember to fill out all required fields and at the bottom of each screen.

Completed sections are denoted with a green checkbox. Sections are not required until all required sections are completed. Sections are not required until all required sections are completed before the application form can be submitted.

You may also print your application as a print friendly .html file.

[View Printable Application](#)

[Submit Completed Application](#)

[Application Submitted Successfully](#)

## How do I complete the forms in Discover?

The documents are included within Step 2. Next to each document, you may see GET FORM, INSTRUCTIONS, UPLOAD, FAX, or VIEW. Select "Get Form" to download the form, print, complete, sign, scan, save to your PC and upload it using the hyperlink next to the appropriate document. Make sure you upload documents to the correct location. Double check that you have submitted the correct document by clicking on "View". If you notice you have uploaded the wrong document, simply select "Upload" and upload a newer or corrected version of your document.

Step 2: Upload Documents

Request Letters of Recommendation

Manage My Account

Summary

Edit My Information

Change Password

Email Support

View/Send Messages

Upload Supporting Documents

List of Required Documents for your program of application

**i** You have submitted all the required documents. Your application is now being reviewed.

Document Name	Document Status	Original	Status Update Date	Document Actions
Documents for New Application				
Additional Demographics and Future Plans Form	Submitted	N/A	15-Jan-2017	<a href="#">Get Form(s)</a> <a href="#">Upload</a> <a href="#">Fax</a> <a href="#">View</a>
Curriculum Vitae (CV)	Submitted	N/A	15-Jan-2017	<a href="#">Upload</a> <a href="#">Fax</a> <a href="#">View</a>
Personal Statement	Submitted	N/A	15-Jan-2017	<a href="#">Instructions</a> <a href="#">Upload</a> <a href="#">Fax</a> <a href="#">View</a>
Tobacco Policy Acknowledgment	Submitted	N/A	15-Jan-2017	<a href="#">Get Form(s)</a> <a href="#">Upload</a> <a href="#">Fax</a> <a href="#">View</a>
Unofficial Transcript of Highest Degree	Submitted	N/A	15-Jan-2017	<a href="#">Upload</a> <a href="#">Fax</a> <a href="#">View</a>

Optional: Add Additional Documents



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

A document can be returned in Discover for several reasons:

- Only the 2nd page of a required document was signed and uploaded in the Discover account. **All pages of a required document must be uploaded including the signature page.**
- The signature was typed instead of written by hand.
- An electronic signature was used, all documents must be signed by hand.
- The document was blank.
- The wrong document was uploaded.

### **What if I accidentally upload the wrong document or need to make changes to a document?**

Simply revise the form that's saved on the computer and upload it again. Once it is uploaded, the CPRTP will automatically be able to see the document. **Please note the CPRTP will not begin reviewing applications and supporting documentation until the next business day following the application deadline.**

### **Why do I need to submit the ADDITIONAL DEMOGRAPHICS AND OTHER INFORMATION form?**

This form is a supplement to the Discover application. This information is reported to the National Cancer Institute to assist the program with securing additional funding in the future. The information is voluntary and is not used in a discriminatory manner.

### **Why are you asking for my personal email address on the ADDITIONAL DEMOGRAPHICS AND OTHER INFORMATION form?**

We contact alumni annually to track accomplishments, grant funding, and careers in cancer prevention research. **See question above. Once a student becomes a CPRTP fellow, they will always be a fellow.** Our program needs a personal email and not an institutional email because many students do not check their institutional email daily and they may not have access to the institutional email following graduation. The personal email address will be kept confidential & all emailed correspondence will be bcc (blind carbon copied).

### **These forms are not fillable, how am I supposed to complete them?**

There are several ways to complete a non-fillable form:

- Download, print, write in the data (clearly and legibly), scan, save to the PC and upload it into the Discover account.
- Download, print, write in the data (clearly and legibly), and fax it to the Discover account (select the Fax option next to the document in the Discover system for instructions).

- Use the typewriter feature in Adobe Professional (Trial Version) or any compatible Adobe software.
- **For issues with Adobe:** Open the PDF in Discover, click Print, Select the Microsoft XPS Document Writer from the Name in the Printer pop-up window, Click OK, name the file, save the file to the PC, double click to open the file and print with a regular printer. Write in the answers, scan and upload it into the Discover account.

### Can I view documents after I upload them?

**It is mandatory that all applicants view their documents for missing information via the assigned Discover account.** Applicants can view any documents and the application, even after submission, by logging on to the Discover account, selecting "Step 2: Upload Documents" from the left menu, and select "View" next to the document.

### The Personal Statement form is not a fillable form, but has instructions, how do I submit a Personal Statement?

The applicant must type a 500 to 1000 word description of why they are interested in MD Anderson's Summer Experience and what intended achievements during the program. Include any specific information about prior research, goals for future research and investigation and the expected benefit from the Summer Experience. These statements will be read by the selection committees of each competitive program and in part used to guide selection of applicants. The document can be uploaded as a Word or PDF document.

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## Transcripts

### Do I need to submit a transcript from my high school?

No. Submit only a transcript from the highest or **current degree in progress**. *For example*, if the student is currently a graduate student at the University of Texas School of Public Health (UTSPH) and previously received a Bachelor's degree at University of Houston, submit only the current transcript from the UTSPH.

### I am graduating in May of the application year with a B.S. degree, but I have applied and been accepted to graduate school, what documents do you need me to upload to Discover?

Upload an unofficial copy of the transcript from the institution where the Bachelor's degree was received and upload a copy of either the graduate school acceptance letter or graduate school application.

### As of May of the application year, I am completing my freshmen year in college, do you I need to submit my high school transcript?

No. Upload an unofficial copy of the **current** transcript from the current institution.

**I attended 3 colleges as an undergraduate, do you need all transcripts?**

No. Transfer students must submit a transcript from the current institution.

**Do I need to have a copy of my official transcript mailed to the program?**

No. Unofficial transcripts at the time of application are acceptable however, **we reserve the right to request an official transcript if you are awarded a fellowship.**

**How do I submit an unofficial transcript?**

Consult the registrar's office of the institution for procedures for requesting an "unofficial" transcript from the college or university. Once you receive this copy, upload it into the Discover account. **The transcript must be recent and include the current spring semester courses.**

If you already have a hard copy of the transcript (unofficial or official), please scan it and upload it into the Discover account. **Official transcripts do not need to be mailed to our office.**

**What if I cannot get an unofficial transcript?**

The application will be rejected without an unofficial transcripts. **Screen prints of a schedule, report cards, final grade reports & other documentation are not acceptable.**

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## Letters of Recommendation

**NOTE: It is the responsibility of the student to follow up with the recommender to ensure the letter of recommendation was submitted. Students can check their Discover accounts to see if the letter was received.**

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

Two (2) letters of recommendation are required for the Summer Research Experience. **Please do not upload more than the two required letters of recommendation. Doing so will not improve your chances of obtaining a summer fellowship. The reviewers will only receive 2 letters.**

### Can I have the letters of recommendation sent to the program via email?

No. Letters of recommendation must be sent through the Discover system. **See diagram below.**

The screenshot shows the 'Add a New Recommendation Provider' form in the Discover system. A red circle highlights the form fields, and a red arrow points to the 'I agree' checkbox at the bottom. The form includes the following fields:

- \* Required Field
- \* Provider's First Name:
- \* Provider's Family/Surname:
- \* Provider's Email:
- \* Confirm Provider's Email:
- \* Provider's Phone:
- \* Provider's Country: Choose a Country
- \* Provider's Professional Title:
- \* Provider's Institution:
- \* Provider's Relationship To You:

I hereby authorize all hospitals, schools, physicians, employers, individuals, agencies or other organizations to provide MD Anderson (or its designee) with information requested by MD Anderson to verify the information I have provided in this application and to determine my qualifications and eligibility for appointment and training. I further agree not to hold such organizations (nor individuals employed by such organizations) liable for furnishing same.

I understand that I will not be able to view letters of recommendation submitted on my behalf in the DISCOVER System™.

☐ I agree

### How do I request letters of recommendation from recommenders for the summer program?

You are to contact the two individuals that you have in mind, prior to requesting letters of recommendation. Log on to the Discover account, select "Request Letters of Recommendation" from the left menu, select "Add Provider" and enter all of the required information. The Discover System will automatically send the recommender an e-mail with a link to submit their Letter of Recommendation directly to the Discover account. It is the responsibility of the applicant to request letters via Discover and check the status of the letter submission via their Discover account and by following up with the individual recommender. **Please inform the recommender that they will receive an e-mail notification to upload their letter and to check their spam folder if the e-mail notification is not received.**

### What if I am uncertain about one of my recommenders?

You are more than welcome to request letters of recommendation from as many recommenders as you wish (just in case), however we will randomly select 2 letters to be submitted to the review committee.

### What are the Letter of Recommendation format requirements?

1. Must be on institutional letterhead
2. Must be recently dated
3. Must be addressed to Dr. Shine Chang or CPRT
4. Must be manually signed

**I had letters of recommendation written for my application to another program at another institution, may I use these same letters?**

No. Letters of recommendation must be specific to the CP RTP. See the requirements above.

**Do you require the 2 Letters of Recommendation (LOR) to be from a specific source?**

We recommend that at least one of the letters come from a college science professor, however you can have a teacher, advisor, Pastor, former supervisor---anyone who knows you well and can speak about how you will be an asset to the CP RTP Summer Research Experience and what you will gain from the experience.

If you have not yet taken the science courses or do not have a professor to ask, request a letter from another professor who knows the academic work. Ideally, both of the required letters of recommendation should come from a professor who knows you academically and professionally, if applicable. **The stronger the letter, the stronger the application will be.**

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

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

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

Applicants are required to enter the Provider's (recommender) (see picture/diagram on previous page):

- First Name
- Last Name
- E-mail (MAKE SURE THIS IS CORRECT)
- Phone
- Country
- Professional Title
- Institution
- Relationship to the applicant

**I requested Letters of Recommendation from two people, but they stated that they were never contacted by the program regarding details about submitting the recommendation?**

When students request letters of recommendation via the Discover System, the provider will receive an e-mail that includes a URL with a direct link to the application, which will allow the provider to automatically upload their letter from their computer to the account. Direct the recommender to their BULK, SPAM or JUNK mail folder, as many mail servers automatically mark e-mails from the Discover system spam.

**What if the recommender has problems uploading their letter of recommendation to my Discover account OR did not receive the e-mail from Discover?**

Please make sure you complete all of the following steps *before* contacting CPRTP to assist with the letter of recommendation.

- Confirm that recommenders e-mail address has been entered correctly into Discover,
- Ask the recommender to check their "Bulk" or "Spam" or "Junk" folder in their e-mail.
- **If the problem persists**, request that the recommender submit their letter of recommendation via e-mail to [apply@cancerpreventiontraining.org](mailto:apply@cancerpreventiontraining.org). Please follow up with CPRTP prior to the application deadline and we will attach the letter to the student's Discover account.

### How do I add recommenders to my Discover account?

For detailed instructions, log on to the Discover account, select **Request Letters of Recommendation** from the left menu **or see below**:

- Letters must be dated no earlier than one year prior to the application date and must be sent directly from faculty, mentors, or others who are in a position to comment on the ability and qualifications relevant to the type of position sought. Applicants may not personally forward the recommendation letters.
- Click on the "Add Provider" button below to add the name of a new provider. The form will ask for the necessary contact information of the recommender. Once the contact information has been saved, an e-mail will be sent to the recommender with instructions on how to submit a letter of recommendation on behalf of the applicant.
- Note the following:
  - The recommendation provider must have a valid e-mail address and phone number.
  - The status of each letter of recommendation may be viewed when after logging on to the Discover account and navigate to the recommendation letter page.
  - Letters of recommendation submitted on the applicant's behalf will not be viewable by the applicant.
  - In the event that the provider has not sent a letter of recommendation, and the applicant may send him or her a reminder by clicking the "Resend E-mail" button next to the recommendation provider's name.
  - If a letter of recommendation is returned by the system or the department/program, a notification will be sent to the applicant's e-mail address on file. It will be the responsibility of the applicant to contact the provider to request that he or she resubmit the document.

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## Application Status

Due to the heavy volume of summer applications, we are unable to notify students of missing application documents or status. All incomplete applications will be purged from the Discover system after the deadline and will not be reviewed. The Discover account will be disabled if the application is deemed incomplete.

### Why didn't I receive a confirmation e-mail that my application was submitted?

Check the "Bulk Mail" or "Spam" folder within the email account.

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

No. It is the responsibility of the applicant to logon to the assigned Discover account to check for application completion or missing items. Contact [apply@CancerPreventionTraining.org](mailto:apply@CancerPreventionTraining.org) with questions not found on this FAQ document.

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

An e-mail will be sent within two (2) business days following the application deadline with the application status. View the **Important Dates** on the CPRTP Summer Program page. Applicants will receive an “Application not accepted” or “Application Pending Final Review” email.

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

It means the application has been selected to be reviewed by the CPRTP review committee.

**When will I know whether or not my application has been accepted?**

Application status will be sent via e-mail. View the important dates on the [CPRTP Summer Program page](#).

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

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

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

The next steps in the process will be sent via email. Typically the mentor matching process begins following notification of fellowship award, and the CPRTP office will begin processing employment paperwork of fellowship awardees.

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