Division of Cancer Prevention and Population Sciences
The Cancer Prevention Research Training Program (CPRTP)
www.CancerPreventionTraining.org
Apply@CancerPreventionTraining.org
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THE UNIVERSITY OF TEXAS
MD Anderson
Cancer Center

Frequently Asked Questions (FAQs):
A complete guide for applicants and awardees of the CPRTP Predoctoral and Postdoctoral Fellowships

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How to Apply

How do I apply to a predoc or postdoc fellowship?

For information about our fellowships, please visit www.CancerPreventionTraining.org. If applications are open, details will be available on the website, along with a link to the application in the **Slate** system. If no opportunities are currently listed, we are unable to provide a timeline for the next application cycle. To stay informed about future fellowship announcements, we encourage you to join our listserv.

What is the Slate system?

SLATE is a web-based on-line application system designed to streamline the appointment process for fellowship applicants of MD Anderson Cancer Center.

What information is required in the Slate application?

The Slate application is like an employment application. Applicants will be required to enter personal contact information, date of birth, citizenship status, and demographics information.

Who do I contact for technical difficulties with Slate?

Please email Discover_Support@mdanderson.org.

Why do you need to know my demographics?

The **Cancer Prevention Research Training Program (CPRTP)** and other programs at MD Anderson Cancer Center are proponents of diversity and inclusion. We encourage applicants of all backgrounds including, but not limited to underrepresented minorities; first generation college students; economically disadvantaged and underserved backgrounds; LGBTQIA+ communities; and individuals with disabilities. The information provided is reported to our institution, funding agencies, and donors (facts and figures, not specific names or personal information), to highlight underrepresented populations in science. The data is never used in a discriminatory manner.

Why are you asking for my personal email address?

We contact alumni annually to track accomplishments, grant funding, and careers in cancer prevention research. Our program needs a personal email, not an institutional email, as many students do not check their institutional email daily and may not have access to the institutional email following graduation. The personal email address will be kept confidential, and all emailed correspondence will be bcc (blind carbon copied).

How many predoctoral and postdoctoral fellowship programs does the CPRTP offer?

As of January 1, 2025, the CPRTP offers five (5) fellowships. Click on the hyperlinks to access the respective web pages.

Postdoctoral Fellowships:
1. *(Two-year)* The Halliburton Employees Contribution Fund Postdoctoral Fellowship in Cancer Prevention
2. *(Two-year)* The Janice Davis Gordon Memorial Postdoctoral Fellowship in **Colorectal** Cancer Prevention
3. *(Three-year)* The NCI U54 Acres Homes Postdoctoral Fellowship in Obesity-Related Cancer Prevention

Fellowships open to Doctoral students:
4. *(Three-years)* The NCI U54 Acres Homes Predoctoral Fellowship in Obesity-Related Cancer Prevention
5. *(10-weeks)* The NCI Summer Research Experience in Cancer Prevention.

How do the fellowships differ?

Visit each fellowship page for details, but to name a few:
- The **Gordon** Postdoctoral Fellowship must propose research in **colorectal** cancer prevention.
- The **Halliburton and Gordon** fellowships are funded for two years by donor endowments to MD Anderson and do not provide additional funding support for travel, books, lab supplies, and other items related to the research project.
- The **NCI Summer Program** is a 10-week program open to U.S. Citizens and Permanent Residents enrolled in a U.S. degree-granting institution, from undergraduate to doctoral levels.
- The **NCI U54 Predoc and Postdoc fellowships** are three-year fellowships and provide additional funding support for research expenses (e.g., books, lab supplies, travel, conference registration). **NCI U54 Predoc** students will be appointed at MD Anderson part-time during the spring and fall semesters as they continue to take courses for their doctoral degree.

Do you offer fellowships for pre-doctoral students?

Yes. Doctoral students may apply to the **CPRTP NCI R25 Summer Research Experience** at www.CancerPreventionTraining.org/Summer, between December 1 and January 15 annually, or The NCI U54 Acres Homes Predoctoral Fellowship in Obesity-Related Cancer Prevention. Check both fellowship pages for deadlines and important dates.

I made a mistake on my Slate application, and I also uploaded the wrong document, what should I do?

Contact Discover_Support@mdanderson.org.

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COVID-19 Policies

Did the COVID-19 Pandemic affect the appointment location of trainees?

As of 2024, all trainees are appointed ***on-campus (i.e., in-person)*** or ***on-campus/hybrid*** and must remain in Texas for the duration of the fellowship. A hybrid appointment means that students will spend most of their time on campus with some remote work, at the discretion and approval of the mentor.

Do I need to be vaccinated?

Effective June, 2022, **all MD Anderson trainees** must provide evidence that they have received two (2) doses of the COVID-19 vaccine OR provide proof of medical or religious exemption to MD Anderson. The RTP will request this proof around April of the program year.

How do I upload my COVID-19 vaccine records or exemption documentation?

The Office of Research Trainee Programs (RTP) will provide trainees with a link to the portal. Exemptions require the completion of the ***MD Anderson Medical Exemption Form*** (email the RTP-EAS@mdanderson.org for a copy of the form). The MD Anderson Vaccination Committee will review the documents and provide approval. NOTE: MD Anderson Employee health cannot provide a status.

As an on-campus student, can I get the vaccine through MD Anderson?

Only U54 predocs and U54 and Donor postdocs may get vaccinated on campus as full-time employees. Trainees should search within the MD Anderson intranet (keywords: 'Covid vaccine') for more information. Otherwise, trainees may use their health insurance at any local Houston CVS or Walgreens.

What type of PPE does MD Anderson require?

All individuals visiting MD Anderson campus will be issued a medical-grade disposable mask upon entry. Additional PPE (e.g., eye protection, skin and body protection, protective gloves, and respirators) may be required depending on the lab. Please consult the primary mentor for specific PPE requirements or MD Anderson Environmental Safety at 713-792-2888.

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Appointment Location

Is this program remote or in-person?

All MD Anderson trainees must be appointed *in-person* or *in-person/hybrid* and reside in the state of Texas by the start of the fellowship. 100% Remote appointments *may* be considered on a case-by-case basis only if 100% remote work is required by the mentor <u>and</u> the student resides in the state of Texas. **<u>Awardees who do not reside in the state of Texas and cannot visit MD Anderson campus during week one (1) may not be appointed 100% REMOTE under any circumstances. No exceptions.</u>**

What percentage of time am I expected to work on-campus and what percentage will I work remotely?

The percentage of time in the office and remote are determined by the primary mentor.

As an *on-campus* student, am I allowed to see patients with my mentor?

Patients contact permission of on-campus/in-person interns will depend on the current MD Anderson COVID-19 policy and policies are always subject to change. Please consult the primary mentor or their department's office manager.

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Eligibility Requirements

What are the eligibility requirements for a postdoctoral fellowship within the CPRTP?

Applicants for all CPRTP postdoctoral fellowships must have a doctoral degree or be within 5 months of completing it by the application deadline. For example, if the deadline is February 1, applicants must meet degree requirements by July 1 and provide a letter from their dissertation chair confirming this.

How do I find out the fellowship eligibility requirements?

Visit the web pages:
1. [The Halliburton Employees Contribution Fund Postdoctoral Fellowship in Cancer Prevention](#)
2. [The Janice Davis Gordon Memorial Postdoctoral Fellowship in **Colorectal** Cancer Prevention](#)
3. [The NCI U54 Acres Homes Postdoctoral Fellowship in Obesity-Related Cancer Prevention](#)
4. [The NCI U54 Acres Homes Predoctoral Fellowship in Obesity-Related Cancer Prevention](#)
5. [The NCI Summer Research Experience in Cancer Prevention.](#)

I have an M.B.B.S. degree from India. Am I eligible to apply?

Applicants who obtained doctoral degrees outside of the United States, must provide a credential evaluation stating that the degree is equivalent to a U.S. doctoral degree. In <u>some</u> cases, the M.B.B.S. (Bachelor of Medicine, Bachelor of Surgery or in Latin: *Medicinae Baccalaureus Baccalaureus Chirurgiae)* degree may be considered

equivalent to the M.D. degree in the United States and the credential evaluation must reflect this in the *U.S. Equivalency Summary* of the report.

Are there any qualifying doctoral degrees the CPRTP will <u>not</u> accept?

Ideally, applicants should have doctoral degrees in health science disciplines, but we accept applications for all applicants with doctoral degrees **<u>as long as their application indicates a strong interest and viable career in cancer prevention research.</u>**

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., DrPH, 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 5 months after the application deadline, am I still eligible to apply?

Yes, as long as the qualifying advanced degree is received within 5 months of the application deadline. Per the application instructions, you must provide a letter from the Dissertation Chair stating the date (month, day and year) that your doctoral requirements will be met.

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, if the department supports it.

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Stipend/Salary, Taxes, Research Support, Pay Dates, Direct Deposit

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 department, 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 federal tax form completed by the student during the onboarding process.

How much is the stipend?

For current stipend levels visit the fellowship page. For existing MD Anderson trainees, visit the Office of Research Trainee Programs (RTP) internal web page (keyword search: *Research Trainee Programs*). MD Anderson trainee stipends are in alignment with the National Research Service Award (NRSA) stipend levels and may change each fiscal year. **The stipend is subject to change.**

When are paychecks distributed?

RTP usually discusses paycheck distribution during onboarding. Typically, predoctoral (i.e., Graduate Research Assistants or Graduate Students) trainees are paid twice monthly on the 5th and 20th of each month via **mandatory direct deposit.** Paper checks are **not** distributed to MD Anderson. Postdoctoral fellows are typically paid the first day of each month. Trainees should consult HR, Payroll, or their department timekeeper for pay frequency and direct any payroll discrepancies to Payroll Services at payrollservices@mdanderson.org.

Can I view copies of my paycheck?
Copies of your paychecks are available several days before the pay date in the Peoplesoft/myHR system.

How do I sign up for direct deposit?
Go to myHR/PeopleSoft > Employee Quick Links > Payroll and Compensation (from left menu).

I am currently a trainee, and I changed banks. Can I edit my banking information?
Go to inside.mdanderson.org > myHR/PeopleSoft > Employee Quick Links > Payroll and Compensation (from left menu).

Are taxes withheld from my paycheck?
Yes, however, the amount taxed depends on the designated allowances on your W-4 form in myHR/PeopleSoft. For assistance, contact Payroll Services at 713-745-9530.

Do trainees work full time or part-time?
All postdoctoral fellows will work full-time, 40 hours per week, 5 days a week.

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

- The NCI U54 fellowship provides additional funds for research support such as books, lab supplies, membership fees, conference registration and other pre-approved items. The CPRTP Program Coordinator will provide specifics during CPRTP orientation.

- Donor-funded fellows (e.g., Halliburton and Gordon) should consult their mentors for research funding support.

Can my mentor's administrative assistant, organize my travel and expense report?

Yes, in fact, we highly encourage your mentor's assistant to organize your travel as long as you, the trainee, follow the instructions to obtain funding approval of your research expenses. Remember, we cannot reimburse any expenses that were not previously approved by the CPRTP **in writing.**

How should I dress when I attend conferences or meetings?

Professional business attire with comfortable shoes is appropriate for conferences and meetings (i.e., dress as if you are going on a formal job interview). Clothing options include, but are not limited to suits, slacks, button down shirt or blouse, dresses, knee-length skirts. If necessary, wear dress shoes and bring a pair of comfortable loafers or tennis shoes/sneakers.

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Work Hours and Schedule

May I work part-time?

NCI U54 Predocs work part-time during the spring and fall semesters and their pay will be adjusted accordingly.

Postdoctoral fellows must work full-time, 40 hours per week, Monday through Friday, and with one-hour for lunch.

Will I need to use a time clock?

No. The timekeeper of the mentor's department will keep record of all employee's time via Kronos, a computer based system, and all timecards will be submitted each week.

Will I receive overtime if I work evenings or on weekends?

Trainees will not receive overtime pay for working late or weekends and are free to work after business hours as long as permission is granted from the supervisor.

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Attendance Policy and Benefits

What is the attendance policy?

Attendance is an essential function of the job and trainees are expected to report on time for all scheduled hours (Monday through Friday, between 8am and 5pm). Trainees must be on time and ready to perform work duties at the start of their workday **no matter if they are working remotely or in-person**. Please confer with your primary mentor for the work schedule and department attendance policy.

What happens if I am running late to work?

You must contact your supervisor, not the CPRTP, if you are running late to work.

Who should I contact if I am sick, need to leave work early, or have unforeseen circumstances prohibiting me from attending work?

Contact your supervisor or primary mentor.

Will I be paid for sick days or leaving work early?

Yes. Postdoctoral fellows are eligible for benefits, including paid sick leave. Sick days must be reported to the department's timekeeper.

Am I allowed to make up time on the weekends or in the evenings?

Contact your supervisor or primary mentor.

Will I need a doctor's note to return to work?

Frequent absences due to illness typically require a written *Return to Work* notice from your physician, stating that you are in satisfactory health and you are able to continue the program. Contact your supervisor or primary mentor for more information.

May I use the MD Anderson Fitness Center?

Yes. MD Anderson based full-time residents, fellows and research postdoctoral fellows (i.e. MD Anderson is the parent institution) are eligible for membership at the MD Anderson Fitness Center.

Do postdocs receive holiday pay?

Yes.

Do I need to submit a leave request when traveling or when I return from being sick?

Yes. You must complete a time off request in the Kronos system anytime you are out of the office. Consult your department timekeeper for the appropriate leave code to be entered into the leave request in myHR/People soft.

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Application Process

How do I access the application?

When the application opens, the application link will be on the web page. Please follow the instructions on the web page to apply.

What does the SLATE application process entail?

    1. Launch the Application: Click the 'apply here' link at the top of the web page.

    2. Read the required three (3) sections before completing the inquiry form: 1) Please Read Before You Apply, 2) Additional Documents Required If Selected As A Final Candidate, and 3) Onboarding Contingencies That Require Early Action.

    3. Complete the Inquiry Form and upload the required documentation:

1. Personal Information (e.g., name, email, etc.)
2. Current Enrollment (i.e., your current school and enrollment dates)
3. Upload Resume/CV
4. Upload a copy of the Official Transcript which must indicate proof of enrollment for the current fall semester (if you are applying in January, the transcript must include proof of enrollment for the spring semester of the program year).
5. Statement of Research Experience and Interest (i.e., Personal Statement) must be 5000 characters or less and should address the following areas:

    1) ***How does <u>cancer prevention</u> relate to your career interests/goals? (Please include any life experiences or motivating factors related to your career interest.)***
    2) ***Describe your research interests, experience, and future goals (e.g., tobacco cessation, HPV, colon cancer)***
    3) ***What are you hoping to gain or achieve from this fellowship?***

6. Select the SUBMIT button.

4. **Create your Slate Account**. After clicking the SUBMIT button, you will receive an email from MD Anderson Education & Training (trainee@mdanderson.org), subject line: "Complete your Trainee Position Inquiry Request". Follow the instructions and click the hyperlink in the email to create a Slate account and request your letters of recommendation.

5. **Complete the Application:**

1. Read the Application Instructions
2. In the Recommendations screen, enter the contact information for both individuals who will write your letters of recommendation. The recommender will receive an email notification from trainee@mdanderson.org, subject line "Recommendation Request from YOUR NAME for MD Anderson Cancer Center" and a link to upload the letter of recommendation to your account. You will receive an email when the letter has been successfully uploaded.
3. Complete the Additional Demographics and Future Plans form
4. Complete the Internship or Graduation Requirement form
5. Complete the Academic Awards and Honors form
6. NOTE: There is no submit button in the application stage. To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

Is the application process competitive or am I automatically awarded a fellowship?

All CPRTP fellowships are competitive.

Can I submit my application if I have not completed my inquiry form?

No. In the Slate system, the **Inquiry Form** must be completed <u>before</u> advancing to the **Application.**

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

To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

Why was a document returned to me in Slate?

A document can be returned in Slate for several reasons:

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

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

Please email Discover_Support@mdanderson.org to assist with replacing corrected documents.

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Statement of Research Experience and Areas of Interest (i.e., personal statement)

How many words are required for the *Statement of Research Experience* (i.e., personal statement)?

The character limit is 5000. Please try to get as close to the 5000 character limit as possible.

What areas should I address in the *Statement of Research Experience and Areas of Interest* (i.e., personal statement)?
1. *Why you are interested in the CPRTP fellowship (you must mention cancer prevention or COLORECTAL cancer prevention, if you are a Gordon applicant)?*
2. *How does cancer prevention relate to your career interests/goals? (Please include any life experiences or motivating factors related to your career interest.)*
3. *What are you hoping to gain or achieve from this fellowship?*
4. *Describe your research interests and be specific (e.g. tobacco cessation, HPV, colon cancer).*
5. *Include any specific information about prior research, goals for future research and investigation.*

I would like to include references, is this included in the word limit?

Yes and we do not recommend the inclusion of references.

Who will review my application?

All materials will be reviewed by the CPRTP Program Director and Advisory Committee.

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How to Find a Mentor

Do I need a mentor to apply?

Yes. Applicants must apply with the support of faculty who have agreed to serve as mentors.

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. Because the profiles usually do not include contact information for the faculty, please call the MD Anderson main switchboard at 713-792-2121 or 1-800-889-2094.

What are the mentor requirements?

- **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.

Can I add mentors after submitting the application (after I am invited to submit a proposal)?

Yes and when you submit your proposal, be sure you include your added mentor's letter of support, NIH Biosketch and Other Support.

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.

Are instructors eligible to serve as main (primary) mentors?

No. The main (primary) mentor must have a faculty appointment at the Assistant Professor level or higher.

If I am invited to submit a proposal and am I allowed to add additional mentors and will those mentors need to provide letters of support, NIH Biosketch and Other Support?

Yes. You may add additional mentors, but those added mentors must provide a letter of support of your proposal, as well as copies of their NIH Biosketch and other support.

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

Yes. All letters must be on official letterhead, recently dated, and signed with an electronic 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 director 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 NIH 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.**

May I be mentored by a faculty at a neighboring institution (e.g. Baylor)?

Yes, as long as they are a co-mentors and you have two MD Anderson mentors.

How do I identify and secure mentor commitment?

Applicants who do not have confirmed MD Anderson faculty mentors may utilize any of the three (3) search methods below to contact faculty directly for discussions about mutual interests and securing their support as mentors, and ensure that the requirements are met:

1. Use this list to identify participating faculty. Faculty listed are not obligated to serve as mentors and may not be available.

2. Search for mentors within the five (5) departments of the Division of Cancer Prevention and Population Sciences (DCPPS) using the hyperlinks below:
   1) Behavioral Science
   2) Health Disparities Research
   3) Clinical Cancer Prevention
   4) Epidemiology
   5) Health Services Research

3. Use the MD Anderson Faculty Search Engine to locate additional MD Anderson faculty.

I don't know how to secure a commitment to mentor from an MD Anderson faculty. What specifically should I do?

Step 1: Identify Potential Mentors
- *(Use the links in STEP 1 of the application instructions)* **Explore Faculty Profiles**: Visit MD Anderson's Faculty Directory and use keywords like "colorectal cancer prevention" or related terms that align with your research focus.
- **Review Publications**: Look up potential mentors' recent publications to understand their work and ensure alignment with your research goals.

Step 2: Draft a Professional Email to Faculty
When contacting faculty members, it's essential to craft a clear and professional email. Below is a template you can customize/adapt:

Subject: Potential Collaboration for the CPRTP [INSERT NAME OF FELLOWSHIP AWARD]

Dear Dr. [Faculty Last Name],

My name is ___, and I am a [briefly describe your current position and institution]. I am writing to explore the possibility of collaborating with you on a project in colorectal cancer prevention as part of my application for the [INSERT NAME OF FELLOWSHIP AWARD] under the direction of Dr. Shine Chang, CPRTP Director and Professor of Health Disparities Research.

My research interests focus on [briefly describe your area of focus, e.g., "early detection methods for colorectal cancer among high-risk populations"]. I was particularly drawn to your work on [specific aspect of their research that interests you] and believe your mentorship would greatly enhance my ability to contribute meaningfully to this field.

Please find my CV and personal statement attached.

If you are open to discussing this opportunity, I would be happy to provide more details about my background and research ideas. I am also interested in learning about any ongoing projects in your lab that may align with the fellowship's goals.

Thank you for considering this request. I look forward to the opportunity to collaborate with you and would greatly appreciate your guidance.

Best regards,

[Dr. YOUR FULL NAME]

[Your Contact Information]

Step 3: Express your intent in follow up emails and phone calls every 2 to 3 days. Contact as many faculty as possible and please do not repeatedly call faculty and leave one voicemail and wait for a call back.

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What if I already have a mentor who has agreed to mentor me?

If an MD Anderson faculty has already agreed to work with you---that's wonderful. Contact them for supporting documents (e.g., mentor support letter, mentor biosketch, and mentor other support). Confer with your mentor to identify other co-mentors. Remember, you need a minimum of two MD Anderson faculty mentors with complimentary expertise.

What factors determine whether a faculty will mentor me?

- Your previous research experience
- Whether your research interests are in alignment with their current projects
- Ability to work independently
- Whether their current research is in cancer *prevention*
- Their current work load (e.g. upcoming grant submissions)
- The number of students they are currently mentoring
- Available space within their department

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Mentor Responsibilities

What are the responsibilities of the primary mentor?

The primary mentor within the Division of Cancer Prevention and Population Sciences at MD Anderson Cancer Center collaborating with a postdoctoral fellow on a 2-year research project in cancer prevention has several key responsibilities, including:

Research Guidance and Collaboration

- **Project Development**: Help the fellow design and refine their research project, ensuring alignment with both the fellow's goals and the broader objectives of cancer prevention.
- **Methodological Support**: Provide expertise and guidance on study design, data collection, statistical analyses, and interpretation of findings.
- **Resource Access**: Facilitate access to necessary institutional resources, such as data, equipment, or collaborators, to advance the project.

- **Skill Development**: Support the fellow in acquiring advanced research skills and staying current with developments in cancer prevention science.
- **Career Planning**: Offer mentorship on long-term career goals, grant writing, manuscript preparation, and academic or industry job applications.
- **Networking Opportunities**: Introduce the fellow to professional networks and collaboration opportunities within MD Anderson and the broader cancer research community.

Administrative Responsibilities
- **Progress Monitoring**: Conduct regular check-ins to ensure the project is on track and help address challenges.
- **Evaluation and Feedback**: Provide constructive feedback on manuscripts, presentations, and grant applications.
- **Compliance and Reporting**: Ensure the research adheres to ethical guidelines, institutional policies, and funding requirements.

Fellowship Support
- **Program Coordination**: Collaborate with the Cancer Prevention Research Training Program (CPRTP) to fulfill fellowship requirements.
- **Letters of Recommendation**: Support the fellow by providing letters for awards, grants, or future positions.

Commitment to Excellence
- **Personalized Mentorship**: Tailor mentorship to the fellow's unique background and research interests.
- **Diversity and Inclusion**: Foster an inclusive and supportive environment that promotes the fellow's growth and success.

This mentorship is a collaborative and dynamic process, ensuring the fellow's success while contributing to advancing cancer prevention research.

Does the mentor provide financial support?

Please consult your primary mentor if you desire additional support not provided by the CPRTP fellowship.

What institutional training do I need to complete?

MD Anderson Institutional Compliance and Chief Academic Officers require annual mandatory training for all employees, including trainees. They will email you with details and the deadline. Training courses are computer-based and can take up to an hour to complete. Courses include, but are not limited to, sexual harassment, safety, patient safety, and research foundations. The compliance office will notify employees by email, and the department managers will provide additional guidance and deadlines.

When will I receive my MD Anderson email address and have access to the MD Anderson network?

You will not receive your MD Anderson email address or access the MD Anderson network until all RTP appointment and onboarding contingencies have been met.

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Proof of Enrollment

When do I upload proof of enrollment?

After completing the inquiry form, you will be invited to complete an application. Proof of enrollment is required with the application and must be uploaded in Slate.

What are acceptable forms of proof of enrollment?

For students currently enrolled <u>in the United States</u>, a Transcript must be uploaded in Slate.
Transcript must include the following:
1. Institution Name
2. Printed Date
3. Student Information

- Name
- Date of Birth or Student ID

4. Academic Degree/Major

5. Dates of Enrollment (must cover the duration of the MD Anderson appointment)
- Spring Enrollment required for January – August appointments
- Fall Enrollment required for September – December appointments

(For Predocs) For the full-time summer appointment: Proof of enrollment for spring semester must be submitted. If a student has graduated and is to be appointed in a title at the next academic level, an Admission Letter will be accepted; however, proof of enrollment at the next academic level will be required for a reappointment beyond August 31st.

For students currently enrolled <u>outside the United States</u>, the following must be uploaded in Slate.

1. Transcript (must include the following):
- Institution Name
- Printed Date
- Student Information
  o Name
  o Date of Birth or Student ID
- Academic Degree/Major
- Dates of Enrollment (must cover the duration of the MD Anderson appointment)

2. Credential Evaluation must verify current enrollment and confirm U.S. academic program/level equivalency (refer to Credential Evaluation Instructions)

NOTE: If a document is not in English, it must be translated by a certified translation agency.

What items are <u>not accepted</u> as proof of enrollment?

1. Computer print outs
2. Class schedules
3. Fee/Payment Receipts
4. Screenshot of documents

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Letter of Recommendation

How many letters of recommendation (LOR) are required?

Two (2) letters of recommendation are required for appointment at MD Anderson.

What are the Letter of Recommendation requirements?

1. Letters must be dated no earlier than one year prior to the application date.
2. Letters must be **uploaded to the Slate system 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. <u>Applicants may not personally forward the recommendation letters.</u>
3. Letters must be on institutional letterhead.
4. Letters must be *addressed (not emailed)* to Dr. Shine Chang, Director or the CPRTP.
5. Must be manually or digitally signed by the referee.

May I use the same letters written for me, but for another program?

No.

Who should write my letters of recommendation?

This letter needs to come from someone who can attest to your educational training and professional goals. The stronger the letter, the stronger the application will be. Preferred recommenders are:

- Professors
- Academic Advisors
- Teachers/Instructors
- Research Lab Managers/Supervisor
- Lab or Research Colleagues

What should be the length of the letters of recommendation?

A successful letter will include a minimum of 4 paragraphs and as long as 2 pages. If you or the referee are short on time, check to see if they will accept a draft of the letter you desire (in other words, draft your own letter), as this will save time.

I'm not sure if my recommender will submit a letter in time, what should I do?

If you are not sure whether your recommender will provide you with a letter by the deadline, identify several backup recommenders.

How do I check the status of my letters of recommendation in Slate?

Logon to your Slate account and from the LEFT menu select **Recommendations.** You will see a list of recommenders: name and status. If you need to change the recommender email or contact information, click the Edit hyperlink.

What should I do if my letter is in *Sent to* status?

Follow up with the recommender. After entering your recommender's information, the recommender will receive an email with a link to upload their letter directly to your application. You will not be able to see the letter, but you will be able to see that the recommender submitted the letter. If the recommender tells you they did not receive the email link, follow these steps:

1) Confirm that you entered the correct email address in Slate. If you entered the wrong email address, from your Slate account, go to **Recommendations** (LEFT menu) and select **Edit** next to the recommenders name, re-enter the information and submit another request.
2) Login to your Slate account, click **Request Letters of Recommendation** from the left menu, and select **Send Reminder.**
3) Tell the recommender that the email notification will come from trainee@mdanderson.org, subject line "Recommendation Request from ==YOUR NAME== for MD Anderson Cancer Center".
4) Inform the recommender that the link was emailed from trainee@mdanderson.org and have them check their spam/bulk/junk folder.

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

No. Letters of recommendation must be uploaded by the referee through the Slate system.

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 Slate (to request my Letter of Recommendation from them)?

1. First Name
2. Last Name
3. E-mail **(MAKE SURE THIS IS VALID AND CORRECT)**

4. Phone
5. Country
6. Professional Title
7. Institution
8. Relationship to the applicant

I want to make sure my recommender writes this letter. Should I send them an email before I put their information in Slate? What should the letter say?

Dear Recommender,

*Recently, you should have received an email from trainee@mdanderson.org at The University of Texas MD Anderson Cancer Center requesting a letter of recommendation on my behalf. I am applying to the **Cancer Prevention Research Training Program (CPRPT) {insert formal fellowship name}**.*

Please check your email and your bulk/spam folder, as it contains instructions for providing a letter of recommendation directly to the Slate application system. The email will include instructions and a link to log in to Slate and upload a recommendation letter.

As an applicant to this program, I need your letter in the Slate system by {application deadline}. Please use your institutional letter head and sign and date the letter. Electronic signatures with name, date and time are also acceptable. Letters must be uploaded into the Slate system to be reviewed.

Thank you for assisting me in participating in this research opportunity.

Will I be able to see copies of the letters submitted by my recommender?

No. Letters of recommendation submitted on the applicant's behalf will not be viewable by the applicant.

If the CPRTP rejects my letter of recommendation, what should I do?

A letter may be returned if the letter is not on letterhead or if the letter is unsigned. A notification will be sent to the applicant's e-mail address on file. It is the responsibility of the applicant to contact the provider to request that he or she resubmit the document.

What if the recommender has problems uploading their letter of recommendation to my Slate account or claims they never received the link?

Email Discover_Support@mdanderson.org for assistance and reference your Slate ID/Application number.

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How Submit the Application

How do I submit my application?

1. Launch the Application: Click the 'apply here' link at the top of the fellowship web page to launch the INQUIRY FORM.

2. Read the required three (3) sections before completing the inquiry form: 1) Please Read Before You Apply, 2) Additional Documents Required If Selected As A Final Candidate, and 3) Onboarding Contingencies That Require Early Action.

3. Complete the Inquiry Form and upload the required documentation:

1. Personal Information (e.g., name, email, etc.)
2. Current Enrollment (i.e., your current school and enrollment dates)
3. Upload Resume/CV
4. Upload Proof of Enrollment
5. Statement of Research Experience and Interest (i.e., Personal Statement). Character limit: 5000 characters.
6. Select the SUBMIT button.

4. Create your Slate Account. After clicking the SUBMIT button, you will receive an email from MD Anderson Education & Training (trainee@mdanderson.org), subject line: "Complete your Trainee Position Inquiry Request". Follow the instructions and click the hyperlink in the email to create a Slate account and request your letters of recommendation.

5. Complete the Application:

1. Read the Application Instructions
2. In the Recommendations screen, enter the contact information for both individuals who will write your letters of recommendation. The recommender will receive an email notification from trainee@mdanderson.org, subject line "Recommendation Request from YOUR NAME for MD Anderson Cancer Center" and a link to upload the letter of recommendation to your account. You will receive an email when the letter has been successfully uploaded.
3. Complete the Additional Demographics and Future Plans form
4. Complete the Internship or Graduation Requirement form
5. Complete the Academic Awards and Honors form
6. NOTE: There is no submit button in the application stage. To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

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Application Status

Will the CPRTP contact me with my application status?

Yes. Donor-funded applicants must complete Phase one and Phase two as listed on the fellowship web page (Halliburton or Gordon Colorectal) to complete the application. After the deadline the CPRTP Program Manager will contact the applicants with the next steps and notification dates. Check your email frequently.

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

Maybe, but it is the applicant's responsibility to make sure their application is complete and properly submitted through the Slate portal, as well as all supporting documents (e.g. letters of recommendation).

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

No. Applications are declined for several reasons including preset criteria established by the program. If an application is declined, we encourage you to re-apply next cycle.

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. Applicants will receive an "Application not accepted" or "Application Pending Review" email. Refer to the schedule under **Deadlines and Important Dates** on the web page.

What does "pending final review" mean?

It means the application has been selected to be reviewed by the CPRTP Review Committee.

What happens after my application is accepted?

Successful applicants will be invited by the CPRTP Director and Program Manager to submit a RESEARCH AND CAREER PROPOSAL. Instructions, forms, and a deadline will be provided in the email.

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Application Review and Selection Process

How many positions are available?

The number of positions depends on funding.

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

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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Alternates/Waitlist Applicants

If I am selected as an alternate, how likely am I to be awarded a fellowship?

The likelihood of being awarded a fellowship as an alternate depends on several factors, including the number of selected fellows who accept or decline their offers. While we cannot provide a specific probability, alternates are typically considered for funding if spots become available. We will notify you promptly if your status changes.

If I am an <u>awardee,</u> but must decline due to personal reasons, can I be automatically placed on the next year's awardee or alternate list?

Unfortunately, no. You will need to re-apply.

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Research and Career Proposal

NOTE: Successful donor-funded postdoc applicants from Phase I (parts A and B) 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 and onboarding paperwork is processed accordingly by the RTP. Your start date may be delayed if either process is not completed in a timely manner.

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 from the email notification. 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. Your fellowship will not begin until all contingencies have been met: 1) proposal approval, and 2) completion of all appointment and onboarding paperwork.

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, **funding for your fellowship will not begin until both your proposal is approved <u>and</u> you complete the appointment and onboarding process in the SLATE system, including immunizations and Visa sponsorship (if applicable).**

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 detailing how you will address any issues raised in the summary statement.

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 proposal 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 when all contingencies have been met including: research and career proposal approval and completion of appointment paperwork and onboarding with MD Anderson RTP.

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.

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?

You will need to calculate the days between your current appointment end date and the projected start date of your CPRTP fellowship. Ideally, if your current appointment is ending soon, and your CPRTP research and career proposal has not been approved, you will need to converse with your mentor and administrative staff (e.g., Department Administrator or Office Manager) to see if your current appointment can be extended to cover the 'gap'. In most cases, the departments are willing to do that, as the CPRTP will not award fellowships until the proposal is approved and all other contingencies have been met. For more information, consult the CPRTP Postdoctoral Program Coordinator.

How can I prevent my documents from being returned in Slate?

Make sure: 1) all pages of the documents are uploaded, not just the signature page, 2) signatures are handwritten, not typed in a cursive font or entered electronically, and 3) handwritten data is clear and legible.

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Trainee Resources (Documents, Guides, Helpful Links)

Where can I find forms, templates, and other fellowship resources?

The CPRTP Program Coordinator will invite you to the CPRTP MS Teams folder during the first few weeks of your fellowship. MS Teams includes resources include NIH Biosketch template, IDP forms, progress meeting forms, Responsible Conduct of Research, maps, rosters, and recommended articles. We also recommend the Research Medical Library for manuscript, editing, and funding resources.

How will I receive information about travel awards, seminars, and workshops?

MS Teams and Email.

What are the CPRTP social media pages?

Trainees are encouraged to follow CPRTP Director, Dr. Shine Chang at:

- **CPRTP Facebook**, http://www.facebook.com/DrShineChang
- **Twitter,** https://twitter.com/DrShineChang
- **LinkedIn,** https://www.linkedin.com/in/DrShineChang/

Where can I find information about postdoc alumni or general information about the CPRTP?

Our website! Visit www.CancerPreventionTraining.org > CPRTP Alumni (from the left menu).

Progress Meetings

How often will I meet with the CPRTP Director during my fellowship?

On a quarterly basis (2 meetings per year and 4 meetings during the 2-year fellowship) that will include an introductory meeting and exit meeting. Each meeting is 45 to 60 minutes.

Will my mentors need to be present during my meetings?

No.

What do I need to bring to my progress 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. **Biosketch or Curriculum Vitae (CV):** Include recent publications or manuscripts in-progress or completed, and accomplishments, accolades or awards.
3. **Drafts of manuscripts** or other soon-to-be-published works which require editing.

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The Office of Research Trainee Program (RTP)

What is the RTP?

The Office of Research Trainee Programs (RTP) is like a registrar's office and serves as an institutional resource for the processing of educational appointments for graduate medical education, clinical non-physician, and research and observer trainees.

What offices manage my appointment/employment paperwork?

After you are awarded a CPRTP fellowship, you will interact with three additional entities during the appointment process:
1) **The Office of Research Trainee Programs-RTP** is similar to a Registrar's Office and serves as the institutional resource for processing educational appointments for trainees & students. RTP conducts new trainee onboarding and ensures educational programs and departments are in compliance with guidelines & policies from the UT System, the State of Texas, & Federal and other external agencies.
2) **MD Anderson Employee Health and Well Being** processes mandatory health procedures for trainees and employees.
3) **Castle Branch** is a compliance management company that has partnered with MD Anderson Cancer Center to provide a secure account to manage time-sensitive immunization requirements. There is a $20 non-refundable, non-reimbursable, processing fee required to use this system.

My appointment letter says I must check-in with the Office of Research Trainee Programs, what does this entail?

The first day of your fellowship will begin with the in-person RTP check-in/new hire orientation. Refer to your MD Anderson appointment letter in SLATE for the date time and location. Appointment letters generated within the SLATE system must be signed, dated, and uploaded (all pages) to your SLATE account by the deadline specified.

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

In-person check-ins typically require the items noted below, unless otherwise specified in the appointment letter.

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. $12 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-entire 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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Trainee Oral Presentations

What types of presentations must I give during my fellowship?

During the predoc and postdoctoral fellowship, trainees may acquire a repertoire of speaking skills:

1. Scientific Elevator Speech (90 seconds)
2. Research Talks (during department or division meetings and brown bag meetings)
3. "Speaking up" (Asking questions and explaining scientific reasoning, in a professional environment) and "Introducing a Speaker"
4. 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	Scientific Elevator Speech workshops (Parts A and B) are on Zoom each summer in July and open to all CPRTP and DCPPS students.	n/a
2. Research Talks	Research Presentation: Formally present research results to interdisciplinary audience. Practice Job Talk: 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	Years one, two, and three. **Audience: Department Faculty Meeting**
3. "Speaking up" (Asking questions and explaining scientific reasoning, in a professional environment) and "Introducing a Speaker"	Develop Advocacy & Inquiry skills; help gain inclusion into community of practice	See resources in MS Teams	Throughout the fellowship. CPRTP trainees may be assigned to introduce a speaker during the Cancer Prevention and Control Grand Rounds (CPCGR): Speaker-Trainee Brown Bag, *not the CPCGR Seminar.*
4. Formal Job Talk (45min presentation and 15min Q&A)	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 fellowship year to be completed within 6 months before end of training.

What are the benefits of giving different types of oral presentations?

Trainees will gain exposure to fellow trainees, colleagues outside their departments, and to research from various disciplines in cancer prevention. They will also have the opportunity to include an invited talk on CV and acquire job talk experience including feedback.

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 MD Anderson or GSBS Scientific Elevator Speech competition. Please check the MD Anderson institutional calendar to search for these events.

How are Trainee Presentations advertised?

CPRTP trainees will receive a calendar invitation.

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

If you are a CPRTP trainee, you will automatically be added to the trainee listserv and receive calendar invitation and emails regarding trainee presentations or other events.

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. Present your **progress-to-date** during your presentation, you are not required to have significant results.

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 Apply@CancerPreventionTraining.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 (if applicable). If the core grant funds or resources are **no**t a part of your project, you may omit the core sentence (highlighted in blue) from the acknowledgement.

    Halliburton Postdoctoral Fellowship Funding 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 Fellowship Funding 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 NCI U54 Acres Homes Predoctoral or Postdoctoral Fellowship in Obesity-Related Cancer Prevention
- 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, NIH/NCI U54 (1U54CA280804) Center for Transformative Community-Driven Research to Prevent Obesity-related Cancer** and by the MD Anderson's Cancer Center Support Grant (CA016672) funded by the National Cancer Institute.

The following acknowledgements are typical of CPRTP alumni, presenting research related to their CPRTP fellowship <u>and</u> new research via a different grant.
- (Insert your name here) was supported in part by a fellowship supported by a grant from the (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).

My mentor says that their research is supported by the MD Anderson core grant, what does this mean and what should I do?

Your cancer prevention project is a collaboration between you and your mentors. This project is usually related to the 'parent' project of the primary mentor. If this parent project is supported by the MD Anderson Cancer Center Support Grant (CCSG) or any of the core services listed at http://inside.mdanderson.org/departments/ccsg/ccsg-core-resources.html (intranet only), add either of the following text blocks to the NCI R5E citation in above:

- *…and by the NIH/NCI under award number P30 CA016672 and used the (insert name of the CCSG shared resource(s))*
- *…and supported in part by the University of Texas MD Anderson Cancer Center Support Grant (CA016672, Peter WT Pisters, M.D., Principal Investigator) funded by the National Cancer Institute and used the (insert name of the CCSG shared resource(s))*

Where do I put this citation?

Include the citation in the *Acknowledgments* section or the *Funding* section of <u>any</u> product resulting from this CPRTP fellowship including, oral presentations, posters, abstracts, and research publications.

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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?

Refer to the NIH Research Integrity page.

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

Visit the OneDrive folder provided during orientation.

Does MD Anderson host RCR seminars?

Yes. Go to www.MDAnderson.org (keyword: RCR Seminars).

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Publications

Where can I receive help with publications and manuscripts?

We highly recommend that trainees visit the **MD Anderson Research Medical Library,** a free resource to all MD Anderson faculty, staff, and trainees which offers assistance with: manuscript editing, research consultations, training, help getting published, and much more. Use the hyperlink above to visit their website or visit the library located at the top of the T. Boone Pickens Academic Tower.

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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Immunizations

Why do I need to provide health records?

The University of Texas MD Anderson Cancer Center's Department of Employee Health and Well-Being requires all ==on-campus/in-person educational trainees== to provide documentation of immunizations or serological proof (blood test) of immunity. Castle Branch is an online screening service utilized by **MD Anderson Employee Health**.

When should I get a TB test and gather my shot records?

As soon as you are awarded a fellowship, schedule an appointment with your family physician/school/community clinic to receive your TB test **and** contact your parents/guardians for shot records. You will receive an email from

the CPRTP with detailed Phase 2 instructions and the deadline. All MD Anderson employees are required to have a TB test performed before starting work and upload proof of COVID vaccination or exemption.

How do I submit immunization records?

After notification of award, you will be invited to submit Immunizations in Castle Branch. You must create an account in the Castle Branch system, after paying the $20 processing fee, and upload the required documents into the Castle Branch system (not Slate).

What health documents will I need to upload to Castle Branch?

1. **Demographics and Health Questionnaire form** (4 pages)
2. **Minor Consent Form** (if trainee is 18 years or younger)
3. **Privacy Practices**
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 Castle Branch'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 Castle Branch's account initiation.
   - **Tetanus, Diphtheria & Pertussis (Tdap):**
     - Must be documentation of a Tdap booster within the past 10 years

Who should I contact if I need a waiver or have issues with my health records?

Contact MD Anderson Employee Health at EHOccHealth@MDAnderson.org. In most cases, EHOCC can override Castle Branch and grant waivers or exceptions.

What happens if I am unable to upload the immunizations by the deadline?

Uploading health documents and obtaining approval from MD Anderson Employee Health is a lengthy process and failure to upload your immunization forms by the deadlines can result in the forfeiture of your fellowship.

How do I check the status of my immunizations in Castle Branch?

Check the Castle Branch account daily for health document status. The system will not automatically send notifications of missing documents. *Rejected* items must be addressed and *Compliant* are accepted with no further action required.

Why were my health documents rejected?

All health documents must be legible and signed by a licensed physician or healthcare provider. Screen prints are not acceptable. If any of these requirements are not met, the document will be returned.

At what point can I upload the *Immunization Compliance Report*?

After all documents are marked compliant, see the *To Do List Summary* in the left menu, save and upload the *Immunization Compliance Report* to your Slate account. The Immunization Compliance Report must be labeled Compliant in green letters. If the report is not identified as compliant, your immunizations are incomplete. Do not upload an incomplete compliance report to Slate. The CPRTP cannot submit the paperwork for employment until the immunization compliance document has been uploaded.

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Appointment Process

What paperwork will I need to complete while I'm working on my Research and Career Proposal (if I'm awarded a postdoc fellowship)?

The CPRTP will work with the department of your primary mentor to determine your fellowship start date and other information. During this time, you will upload additional documents into the Slate system and will receive email notifications notifying you of the next steps. All submitted documents are evaluated by the Office of Research Trainee Programs (RTP) and they will notify you when all items are approved or require correction.

What documents are required in RTP Pre-Onboarding and Pre-Check?

RTP will notify you via email of the required forms. The forms submitted in Slate may include, but are not limited to:
   1) **Appointment Letter:** This is the formal fellowship award letter provided by MD Anderson which includes your salary, mentor, and onboarding/check-in date, time, and location. You will be required to logon to your Slate account and follow the instructions to sign the letter.
   2) **E-verify:** This document explains the process to verify employment eligibility.
   3) **Media Release Form**
   4) **Photograph:** Follow the instructions to upload a photograph used for your MD Anderson ID badge.
   You may receive an email to complete these additional tasks outside the Slate system:
   5) **Background check via *Pre-Check system***
   6) **Online orientation (i.e., required institutional courses in Canvas)**
   7) **Electronic I-9 form**

I am a permanent resident and received an email from the MD Anderson Visa Dept. What should I do?

Follow the instructions provided to schedule a check-in with the MD Anderson Visa Administration prior to RTP check-in. Direct all questions to the Visa department at 713-792-1112.

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Parking

Where will I park during my first day?

During the onboarding process (I-9 clearance, COVID-19 testing, and ID badge pickup), **on-campus/in-person** students will park in the Mid-Campus (1MC) Garage located at 1400 South Braeswood, Houston, TX 77030. The cost is $12 per day and payable via debit or credit card using the cash machine upon exit. Parking costs accrue each hour and you must pay anytime you exit the garage. Lost tickets will result in paying the full fare of $12 upon exit.

How do I sign up for a parking contract?

On-campus/in-person students must visit the MD Anderson Parking Department at Pressler Garage, PGA4.2000, Phone: 713-563-7275 (6 a.m. to 5 p.m., Monday through Friday), Email: parking@mdanderson.org and initiate a parking contract.

How much does it cost to initiate a parking contract with MD Anderson?

It varies by parking lot and ranges from $30 to $175 per month. The 1st month's parking fees are pro-rated and must be paid up front via personal check or debit card, while future monthly fees will be deducted from each paycheck. To avoid parking fees, students are encouraged to car pool or utilize public transportation.

Can I park somewhere else on or near MD Anderson Campus?

Yes. Visit the Texas Medical Center (non-MD Anderson) contract parking
http://www.texasmedicalcenter.org/parking/contract-parking/.

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Public Transportation

Can I ride the bus or rail to MD Anderson campus?

Yes. Many faculty and staff utilize the Metro Bus. We recommend using Google maps to track your trip from your home address to the address of your MD Anderson office, and google will tell you which bus to take.
- METRO bus and rail is $1.25 each way. Drivers cannot provide change.
- Fares are deducted from a Metro Q card or must be paid in cash in exact change.
- The METRO Q Fare Card acts like a "digital wallet" and fares are automatically deducted each time you 'tap' the card to ride.

How can I obtain a Q-Card?

- **Download the Metro Q Card app (from Google Play or the App Store) and purchase a digital single or full pass.** https://www.ridemetro.org/Pages/MobileTicketing.aspx
- Q Cards can also be obtained at any grocery store (e.g. HEB, Randalls, or Kroger) or tickets can be purchased from your smartphone. Visit the Ride Metro website for more information.

Can I purchase a metro card on the bus or rail?

- No. Cash not accepted on the rail. Fares must be paid prior to boarding the rail.
- Metro tickets can be purchased at self-serve TVM on the metro rail platform via debit, credit or cash.
- Metro Q Cards can be reloaded at the TVM on the metro rail platform using debit, credit or cash.
- *Metro Q Cards* and *Single Ride Rail Tickets* provide FREE transfers up to 3 hours after purchase in the same direction. The expiration time is printed on the single ride rail ticket. Bus transfers are not available when paying with cash.

What cab or taxi services are available in the Texas Medical Center?

- Uber (visit your mobile application store to download these free apps). A major credit or debit card or PayPal account is required.
- Fiesta Cab Company (713) 225-2666
- Liberty Cab Company (713) 695-6700
- Square Deal Cab Company (713) 659-7236
- United Cab Company (713) 699-0000
- Yellow Cab Company (713) 236-1111, Request a yellow cab: www.yellowcabhouston.com/order.aspx

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MD Anderson Shuttle

When and how can I use the MD Anderson shuttle?

The shuttles run between 7:30am and 6:30pm. Access the shuttle schedule by visiting www.mdabus.com.

Do I need to pay to use the shuttle?

No. The shuttle is free to all MD Anderson students and employees. Passengers must show their MD Anderson ID badge when boarding.

My building is not on the shuttle route. What should I do?

Call a "By-Request" MD Anderson shuttle at (713) 792-2338 or walk to the nearest building on the shuttle route.

Dress Code, Event Attire & What to Pack

What is the dress code?

MD Anderson daily dress code is business casual. Clothing does not need to be formal.

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

<u>**Unacceptable attire**</u>
- Shorts, Torn or Frayed Jeans
- T-shirts with slogans or advertising
- Flip-Flops, Hats
- Mini-skirts
- Revealing or bare midriff tops

Can I wear scrubs?

MD Anderson attire is business casual and scrubs are permitted in clinical and patient areas. Consult your primary mentor to determine if scrubs are appropriate.

What is the temperature inside MD Anderson buildings? Will I need a sweater or jacket indoors?

Most thermostats within the buildings are set at 73 degrees, but will seem much cooler. Sweaters, pashminas or jackets can be kept at your desk, in case you are cold while indoors. <u>Be sure to lock up all personal items, even if you are stepping away from your desk to go to the restroom or printer.</u> 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).

Can I wear jeans to Grand Rounds?

Business casual attire is preferred.

What should I wear to the presentations during the last week of the fellowship?

Wear professional clothing like what you would wear to a job interview.
- **Options for Men:** Suits; long sleeve dress shirt, slacks & tie, bow ties, vests, dress shoes.

- **Options for Women:** Suits (pants or knee length skirts); dresses (knee length, long or A-line); skirts and blouses (long or short sleeve).

What should I pack for the duration of the fellowship in Houston?

Umbrella, rain boots, raincoat or poncho, light jacket, walking shoes/sneakers, and other essentials for wet and hot weather conditions. Also plan for going from very hot outside weather to very cool indoor temperatures. <u>Be sure to watch the weather forecast daily and always keep an umbrella at your desk.</u> Also, pack sweaters, scarves, hats, gloves, and coats as Houston temperatures can drop as low as 20 degrees November through February.

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Houston Weather

How is the weather in?

Houston's weather is known for rapid changes, so it's wise to check forecasts regularly and prepare for high humidity year-round.

<u>Spring (March to May):</u>
- Temperatures range from 60°F to 85°F (16°C to 29°C).
- Humidity begins to rise, and thunderstorms are common.

<u>Summer (June to August):</u>
- Very hot and humid, with temperatures averaging 75°F to 95°F (24°C to 35°C), often exceeding 100°F (38°C).
- Afternoon thunderstorms and high heat indexes are frequent.

<u>Fall (September to November):</u>
- Warm with decreasing humidity. Temperatures range from 55°F to 85°F (13°C to 29°C).
- Hurricane season continues through November, with potential heavy rain.

<u>Winter (December to February):</u>
- Mild with occasional cold fronts. Temperatures typically range from 20°F to 65°F (4°C to 18°C).
- Freezing temperatures and snow are rare but possible.

What should I do if there is a flood or severe weather?

In the event of severe weather, always check MD Anderson's operational status at www3.mdanderson.org/emergencyalert or call 2-RING (713-792-7464). In the event of extreme flooding or other weather events, do not travel to MD Anderson campus and stay home. <u>Your safety is our top priority.</u>

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About MD Anderson Campus

What is MD Anderson culture?

MD Anderson Cancer Center is located in the Texas Medical Center with over 20,000 employees. Our institution is a uniquely diverse and inclusive community of clinical, research, academic, and workforce professionals from

diverse backgrounds. Our campus is comprised of over 17 buildings over several miles. Some buildings are not within walking distance and will require transportation.

Why do some buildings have more than one name?

Because some buildings have been renamed after distinguished donors, they may be referred to by two names. Students will receive a map and complete building guide which will include the full name and street addresses of all MD Anderson buildings during CPRTP orientation. For example, The *Lowry and Peggy Mays Ambulatory Clinic Building* is also referred to 'The Mays Clinic' or 'ACB'.

What happens after RTP check-in/onboarding?

Trainees must complete all new hire onboarding and check-in contingencies prior to the start of the fellowship. If any items are incomplete, you will be notified. Following RTP check-in, you will report to the department of your primary mentor unless otherwise specified.

What should I bring to new hire employee orientation/RTP check-in?

1. Social Security Card: This is a MANDATORY document and must be the original, not a photocopy.
2. An original, unexpired photo ID or any document in List A or List B of the I-9 document list (emailed from RTP) that establishes identity. The most common are a U.S. Passport, Permanent Resident Card, State issued photo identification (I.D.), or Driver's License. Certified copies are not accepted. Read more about I-9 verification.

What else will I need on the first day of the fellowship?

All trainees are required to set up direct deposit using their bank account number and bank routing number in the myHR Peoplesoft system within the first few days of employment.

Where can I park until I figure out my parking situation?

Interns may have access to various parking garages including Pressler, Mays Clinic, and 1MC and must pay $12 per day. Most garages utilize the SPACES system which allows visitors to pay for their parking using their cell phone. Other garages may have a parking machine or attendant. See Parking for more information.

How do I get to my department from RTP check-in at 1MC?

If you have arranged to report to your department following RTP check-in, take the escalator to the 1st floor lobby of the 1MC building and take the MD Anderson shuttle to the appropriate building where your department is located. The shuttle schedule is on the monitor and on www.mdabus.com. Please notify your primary mentor, mentor's Administrative Assistant, Supervisor, or other staff person **in advance of your visit**. Confirm the exact office location, recommended parking lot, recommended shuttle, and how to gain access to the office suite, with your department (check your project description form for contact information). For the MD Anderson campus map, google 'MD Anderson campus map'. See Parking for more information.

What is the *I-9 Employment Eligibility Verification*?

MD Anderson trainees must present unexpired original documentation that shows the employer their identity and employment authorization. The documentation to present is decided by the employee and trainee and they must choose from one document on List A or one document on List B in combination with one document on List C.
- List A contains documents that show both identity and employment authorization
- List B documents only show identity only
- List C documents only show employment authorization only

For more information visit the United States Citizenship and Immigration Services (USCIS) web page at

or Google "I9 section 2".

May I collaborate with my mentor if I am not yet in the MD Anderson system as an employee?

Yes. Ask your mentor or supervisor to invite you to their MS Teams folder to communicate, read files, and exchange files. The MD Anderson MS Teams folders are open to MD Anderson employees and external collaborators.

When will I receive my MD Anderson email address and have access to the MD Anderson network?

You will not receive your MD Anderson email address or access the MD Anderson network until all RTP appointment and onboarding contingencies have been met (usually around the middle or end of week one).

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Laptops and Accessing the MD Anderson Network

When will I receive my laptop?

Trainees should contact their department office manager to order a leased and encrypted MD Anderson laptop.

What is an OFFSITE AGREEMENT?

An offsite agreement is a legal document allowing employees/trainees to take MD Anderson laptops off campus. Interns will receive an email with a link to initiate the agreement. Once completed, it will be sent to the CPPS IT Manager for approval. Interns will be notified when the signed agreement is ready and must save it as a PDF for their records and send a copy to the CPRTP Program Manager.

What is included with the laptop?

Each laptop has a built-in camera and *may* have a touch screen. Be sure to bring your backpack for proper transport.

What happens if all Pre-check contingencies have not been met prior to the start of the program? Can I still get my laptop?

No. You may still participate in your research activities, but a laptop cannot be issued until all contingencies have been met, including appointment, Castle Branch immunization compliance, proof of COVID-19 vaccination or COVID-19 medical exemption, onboarding, check-in, identity verification, or Visa processing (if applicable).

When will I receive my MD Anderson Outlook email address?

You should receive your MD Anderson email when you pick up your laptop.

When will I gain access to the MD Anderson network?

You should have access as soon as you pick up your computer.

How do I obtain my MD Anderson employee ID number (EID)?

Your appointment letter includes your Employee ID (EID) which is a six-digit number in the carbon copy (cc) section of the last page. Be sure to sign the award letter and upload ALL pages to Slate. Memorize the EID and save it in your mobile device. You must frequently reference this number any time you are on MDA campus or calling an MDA department (e.g., Human Resources, 4INFO).

Can I use my personal laptop to access MD Anderson network?

No.

Who do I contact for technical support?

For assistance, contact the CPPS IT technician who issued your laptop (they may provide their direct number). If unavailable, call the MD Anderson 4INFO helpdesk at 713-794-4636 (have your EID ready)

When do I need to send back the laptop?

Trainees must surrender the laptop to the IT department at the conclusion of the fellowship.

How do I get MD Anderson swag?

Trainees may visit any gift shop on campus to purchase MD Anderson t-shirts and other items.

Where can I find resources, handouts, and other documents regarding my fellowship?

During the first few weeks of the program, the CPRTP will invite you to the fellowship's MS Teams folder.

When will I receive Elevator Pitch/Elevator Speech training?

CPRTP trainees will be invited to virtual Elevator Speech workshops **in mid-July**.

Can I volunteer at MD Anderson or around the Texas Medical Center?

Of course! For opportunities, contact MD Anderson Volunteer Services at 713-792-5646 or at Volunteering@MDAnderson.org. For volunteering opportunities in Houston, visit https://volunteerhouston.org/ or google keywords: *volunteering in the Texas Medical Center*.

What are some fun things to do in Houston?

For events, restaurants, or to learn about Houston, visit https://www.visithoustontexas.com/things-to-do/.

How can I communicate with other CPRTP trainees?

Within the first month of your fellowship, you will receive a CPRTP Trainee Roster with names, departments, and contact info for all CPRTP fellows. You can also contact the CPRTP Program Manager for the listserv email address.

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MD Anderson Signature Block

How do I create a signature in MS Outlook?

Open Microsoft Outlook, Select File -> Options -> Mail -> Signatures, add the text below and select OK. The MD Anderson graphic is optional. The format should be:

> **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

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, will be required to choose a testing site near their mailing address, and 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 RTP clearance is confirmed.

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?

For VISA information contact Visa@MDAnderson.org.

I have a B1/B2 visa, am I eligible to apply for this program

The most common type of Visas for incoming postdocs are J-1, H1-B employee visa, or the OPT extension on the F-1 visa. For this fellowship award, foreign nationals must have an active and appropriate Visa during the duration of the fellowship. Please direct Visa questions to VISA@mdanderson.org.

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Credential Evaluation

The application checklist states a credential evaluation is required if my highest degree was obtained outside of the U.S., may I submit this evaluation after I am accepted instead?

Per MD Anderson policy, a copy of the credential evaluation is required if the qualifying degree (e.g. doctoral degree) was obtained outside of the United States. The original copy must be mailed to our office. For more information, visit www.MDAnderson.org keywords "Credential Evaluation" and select the "Evaluation of education obtained outside the U.S." link within the search results.

What is the CPRTP mailing address?

> MD Anderson Cancer Center
> Cancer Prevention Research Training Program
> P.O. Box 301439
> Houston, Texas 77230-1439, USA

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

How should I format my Curriculum Vitae (CV)?

Postdoctoral fellows are encouraged to use this current NIH Biosketch format.

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

List the 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*

Can I use a more detailed format?

Yes. Please use the format below as a template.

> Role: Postdoctoral Research Fellow
> Funding Agency: The Janice Davis Gordon Memorial Postdoctoral Fellowship in Colorectal Cancer Prevention.
> 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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Bio-Behavioral Research Methods in Cancer Prevention and Addiction Course & Topics in Cancer Prevention Course

The MD Anderson UTHealth Graduate School courses *Topics in Cancer Prevention* and *Bio-Behavioral Research Methods in Cancer Prevention and Addiction* are currently on hiatus by the CPRTP. Trainees will be notified when these courses become available.

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 CPCGR?

If attending in person, scan your ID badge to sign in.

How do I get CME credit for attending CPCGR?

Instructions for registering CME credit for attending Cancer Prevention and Control Grand Rounds are provided at the beginning of the seminar and usually within the first few slides.

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.

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

Different locations within MD Anderson Cancer Center. Most events are hybrid (in-person and on Zoom).

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

Meetings may take place virtually via Zoom and in-person (hybrid).

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 > keywords "Cancer Prevention Grand Rounds" to view the audio and slides of previous CPCGR seminars.

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

Email CPCGR@MDAnderson.org.

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Trainee Exit Process

What is the exit process, once my fellowship is complete?
Preparation for your exit from the CPRTP **will begin at year 2 of your fellowship appointment**. The following steps must be within the indicated timeframes:

1. **Schedule remaining paid time off (PTO) in advance:** Schedule all PTO if you do not plan to remain at MD Anderson. **Consult with your home department and timekeeper (not the CPRTP)** regarding carry forward PTO hours. Unused PTO will be lost if you leave MD Anderson at the end of your fellowship. **Do not wait until the end of your fellowship to schedule your paid time off at once.**
2. **Schedule your Formal Job Talk:** This is the last required oral presentation and must be scheduled within the last six months of your fellowship. Guests should include all mentors, colleagues, others in your department, and the CPRTP. Once you schedule a date and time, contact the CPRTP Program Coordinator to help advertise your talk by creating a flyer and sending emails to the other CPRTP trainees. **Immediately following the job talk, the CPRTP Postdoc Program Coordinator will present you with a certificate of completion and take a photo of you with your mentors. Be sure to arrive 'camera ready'!**
(Within 3 months of the fellowship end date)
3. **Begin the MD Anderson RTP Exit Process:** This is the exit process from MD Anderson. If you will continue working with your mentor as a postdoctoral fellow compensated or uncompensated, contact your primary/main mentor's assistant to start the reappointment process. The RTP reappointment process takes approximately 3 weeks to complete and it is important not to wait until the last minute, otherwise there will be a break in service which will affect your benefits and pay.
4. **Schedule the Exit Interview with Dr. Shine Chang:** Contact Dr. Chang's secretary and cc: the CPRTP Postdoc Program Coordinator, to schedule your exit interview. Email your updated CV and Individual Development Plan (IDP), and the survey to Dr. Chang and cc the coordinator.
5. Complete the *CPRTP Postdoc Fellowship: Final Report and Evaluation of Mentor and Program* in Qualtrics at http://mdanderson.co1.qualtrics.com/jfe/form/SV_4ZKKaL4OXugKMmN. It will take around 1 hour to complete and you will be required to upload an electronic copy of your CV and include your new contact information if you are transferring to a new department or company.
6. **Move data from your loaner CPRTP laptop to your PERSONAL electronic folder (e.g., Google Docs, OneDrive):** If you have not done so already, create a personal folder on OneDrive and begin moving your files from both your MDA PC and your CPRTP or MDA loaner laptop.
7. **Send a calendar invitation to the CPRTP Program Manager and the CPRTP Postdoc Program Coordinator to return your assets:** All assets borrowed from the CPRTP must be returned within 30 days of your fellowship end date. This includes laptops, laptop bags, books borrowed from Dr. Chang, unused gift cards, etc. The calendar invitation will serve as a reminder to both you and the CPRTP to return the asset.
8. **OPTIONAL**: To access the *Certificate of Postdoc Training from MD Anderson* request form, visit inside.mdanderson.org and perform a keyword search "request for certificate of postdoctoral training".

9. <mark>(During the last week of your fellowship)</mark> Send a farewell email (if you are leaving the institution).

Are there any forms that my primary/main mentor must complete?

Your MD Anderson primary/main mentor must complete a *Mentor Evaluation of the CPRTP Trainee and Program* in Qualtrics. Our program will send your mentor a link within 1 week of your appointment end date. **It is at the mentor's discretion to have feedback shared with the trainee.**

Will I receive a certificate of completion?

Yes. To access the ***Certificate of Postdoc Training from MD Anderson*** request form, visit inside.mdanderson.org > keywords "request for certificate of postdoctoral training" and follow the instructions on the form.

Can my postdoctoral fellowship be extended?

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

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

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. Dr. Shine Chang and CPRTP Associate Director
5. Zera Harden, Director of Education and Training
6. CPRTP Admin Staff (Program Coordinator, Program Manager, and Grant Program Manager)
7. Complete the RTP and the CPRTP exit process.

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.**

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Post Fellowship

As an alumni of the CPRTP, how can I request a letter of recommendation from Dr. Chang?

Complete this letter of recommendation request form and follow the instructions at the bottom of the form. Direct any questions to Apply@CancerPreventionTraining.org.

How do I keep in touch with the CPRTP?

We report career status, publications and presentations resulting from this fellowship award, and awards to the funding agency of your fellowship award (e.g., Halliburton, Gordon Colorectal). This data is reported annually and during grant competitive renewals every 5 years. Alumni are encouraged to provide updates via email at Apply@CancerPreventionTraining.org.
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How can I receive verification of employment?

MD Anderson verification of employments are outsourced to MyWorkNumber at 1-800-367-5690, MD Anderson company code is 10578.

I haven't received my W2 tax form. Who should I contact?

Contact MD Anderson Payroll Services at 713-745-9530.

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How do I list the CPRTP fellowship on my resume/CV?

If using the standard MD Anderson Curriculum Vitae form, designed for careers in academia, list the formal name of your *CPRTP* fellowship in the **Education** and **Honors and Awards** section (see below).

Education Section

Honors & Awards Section

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MD Anderson Buildings

Most MD Anderson buildings are connected by an underlined indoor Skybridge which is about a one-half mile each way from the main hospital to the cancer prevention building. Other MD Anderson buildings (e.g. ,1MC or South Campus-SCRB) require an MD Anderson shuttle or driving. Most buildings are referenced by more than one name due to dedication to distinguished donors. Example: The ***Lowry and Peggy Mays Ambulatory Clinic Building*** is also referred to 'The Mays Clinic' or 'ACB'.

Scroll down for a [complete list of MD Anderson buildings and addresses](#).

Facility/Donor Name	Wayfinding Name	Room #/Prefix	Physical Address
North Campus - Main Building,1515 Holcombe Blvd., Houston, TX 77030			
Albert B. and Margaret M. Alkek Hospital	Main Building (near Elevator F)	G	1515 Holcombe Blvd, Houston, TX 77030
Anderson Central	Main Building (near Elevator BB)	B and Y	1515 Holcombe Blvd, Houston, TX 77030
Anderson East	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Anderson West	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Bates-Freeman	Main Building (near Elevator YC)	Y	1515 Holcombe Blvd, Houston, TX 77030
Charles A. LeMaistre Clinic	Main Building (near Elevator A)	R	1515 Holcombe Blvd, Houston, TX 77030
Clinical Research Building (CRB)	Main Building (near Elevator TB)	T	1515 Holcombe Blvd, Houston, TX 77030
Freeman-Dunn Chapel	Chapel - Main Building	R	1515 Holcombe Blvd, Houston, TX 77030
Gimbel	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Integrative Medicine Center	Integrative Medicine Center - Main	R	1515 Holcombe Blvd, Houston, TX 77030
Lutheran Hospital Pavilion	Main Building (near Elevator E)	P	1515 Holcombe Blvd, Houston, TX 77030
Margaret and Ben Love Clinic	Main Building (near Elevator B)	R	1515 Holcombe Blvd, Houston, TX 77030
Percy and Ruth Legget Jones Research	Main Building (near Elevator YC)	Y	1515 Holcombe Blvd, Houston, TX 77030
R. Lee Clark Clinic	Main Building (near Elevator C)	R	1515 Holcombe Blvd, Houston, TX 77030
Radiation Treatment Center	Main Building (near Elevator G)	B	1515 Holcombe Blvd, Houston, TX 77030
North Campus			
Braeswood Garage	Braeswood Garage		1650 S. Braeswood Blvd., Houston, TX 77030
Dan L. Duncan Building	Duncan Building (CPB)	CPB	1155 Pressler St., Houston, TX 77030-3721
George and Cynthia Mitchell Basic	Mitchell Building (BSRB)	BSRB	6767 Bertner Ave., Houston, TX 77030-2603
Jesse H. Jones Rotary House	Rotary House	RHI	1600 Holcombe Blvd., Houston, Texas 77030-
John Mendelsohn Faculty Center	Faculty Center	FC	1400 Holcombe Blvd., Houston, TX 77030-4008
Lowry and Peggy Mays Clinic	Mays Clinic	ACB	1220 Holcombe Blvd., Houston, TX 77030-4004
Pressler Garage	Pressler Garage	PGA	1180 Pressler St., Houston, TX 77030-3715
Radiology Outpatient Center	ROC	ROC	1700 Holcombe Blvd., Houston, TX 77030
T. Boone Pickens Academic Tower	Pickens Tower	FCT	1400 Pressler St., Houston, TX 77030
Sheikh Zayed Bin Sultan Al Nahyan	Zayed	ZRB	6565 MD Anderson Blvd., Houston, TX 77030
Mid Campus			
Mid Campus Building 1	Mid Campus Building 1	1MC	7007 Bertner Ave., Houston, TX 77030
Mid Campus Garage A	Mid Campus Garage A	MGA	1400 Braeswood Blvd., Houston, TX 77030
South Campus			
Modular Labs	Modular Labs	MOD	7777 Knight Rd., Houston, TX 77054-3005
Operations and Maintenance Building	Operations and Maintenance	---	7510 Bertner Ave., Houston, TX 77030
Physical Plant and Police Building	UTPD	PPB	7777 Knight Rd., Houston, TX 77054-3005
Proton Therapy Center	Proton Therapy Center	PTC	1840 Old Spanish Trail, Houston, TX 77054-
Smith Mitchell Research Building	SRB or S	SRB or S	7777 Knight Rd., Houston, TX 77054-3005
South Campus Garage	South Campus Garage	SCG	7555 Fannin St., Houston, TX 77054
South Campus Research Building 1	SCRB1	SCR	7455 Fannin St., Houston, TX 77054-1901
South Campus Research Building 2	SCRB2	2SCR	7435 Fannin St., Houston, TX 77054-1901
South Campus Research Building 3	SCRB3	3SCR	1881 East Rd., Houston, TX 77054-1901
South Campus Research Building 4	SCRB4	4SCR	1901 East Rd., Houston, TX 77054-1901
Off Campus			
El Rio St. Lab	El Rio Lab	ER	8000 El Rio St., Houston, TX 77054-4104
Fannin Bank Building	FBB	FBB	1020 Holcombe Blvd., Houston, TX 77030-2213
Fannin Holcombe Building	FHB	FHB	6900 Fannin St., Houston, TX 77030-3800
Houston Medical Center Professional	Houston Medical Center	HMC	6655 Travis St., Houston, TX 77030
Institute of Bioscience and Technology	Institute of Bioscience & Technology	IBT	2121 Holcombe Blvd., Houston, TX 77030-3303
Life Sciences Plaza	Life Sciences Plaza	LSP	2130 West Holcombe Blvd., Houston, TX 77030
Naomi St. Facility	Naomi Facility	NAO	8515 Fannin St., Houston, TX 77054-4819
Warehouse Complex - Corder	Corder Warehouse	WCS	3115 Corder St., Houston, TX 77054-3403
Warehouse Complex - Pawnee Street	Pawnee Building and Warehouse	WPS	3000 Pawnee St., Houston, TX 77054-3301

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