



## Department of Medical Physics

UNIVERSITY OF WISCONSIN  
SCHOOL OF MEDICINE AND PUBLIC HEALTH

# Radiological Sciences Training Grant Appointee Handbook

NCI T32 CA009206

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## 1. Introduction

The primary goal of the Department of Medical Physics NCI-supported T32 Radiological Sciences Training Grant is to *prepare pre-doctoral graduate students and post-doctoral researchers for careers in the application of physics and engineering to the medical diagnosis and treatment of cancer.*

Congratulations on being selected for appointment to this long-standing training grant program. The department is committed to ensuring your training grant experience is as impactful as possible. This handbook provides documentation on training grant requirements and expectations as well as resources that you might find helpful as a graduate student or postdoctoral fellow. Please review the contents and refer to this handbook often during your training grant appointment.

If there are any questions about the information and requirements described in this handbook, please contact any of the individuals listed on the first page. If you have suggestions for improvements to the handbook, you are strongly encouraged to send them to Carol Aspinwall, Educational Programs Coordinator for the Department of Medical Physics.

## 2. Reminders of requirements for appointment

For both pre- and post-doctoral appointees: The trainee “must be citizen or non-citizen national of the United States or have been lawfully admitted for permanent residence at the time of appointment.” There are no exceptions to this requirement.

For both pre- and post-doctoral appointees: A trainee cannot be supported on an NIH research grant (or other federal funds) at the same time he/she is receiving a stipend from a T32 grant.

For pre-doctoral appointees: The trainee cannot receive more than five (5) years of aggregate National Research Service Award (NRSA) support at the pre-doctoral level, including any combination of support from prior NRSA institutional training grants and/or individual NRSA (e.g., F31) fellowship awards.

For post-doctoral appointees: The post-doctoral fellow must sign a Payback Agreement upon their initial appointment to the T32 grant. Payback is required under certain situations (see additional details in Section 5, below). However, if the post-doctoral trainee is funded for two full years, the second year of research training under the T32 grant satisfies the payback requirement. The appointed post-doctoral fellow should carefully review the payback requirements before signing the Payback Agreement. A payback agreement is not required for reappointment.

## 3. Expectations of appointees

a. Training in Responsible Conduct of Research and Ethics. All appointees to the training grant must take MP701 *Ethics and Responsible Conduct of Research in Medical Physics*, or its equivalent. A course or courses previously taken that are believed to be equivalent must be reviewed and approved by the training grant program director. The MP701 course must be repeated at least once every four (4) years and must be repeated if there is a change in appointment, *i.e.*, from a predoctoral student to a postdoctoral fellow.

b. Annual Completion of Individual Development Plan Updates. Each appointee to the training grant must annually update his/her individual development plan (IDP) and submit it using the

Department of Medical Physics Education and Training Portal (ETP). At the time of submission of this update, the appointee must also update the presentations / publications and coursework sections of the ETP data.

c. Annual Progress Report. Each trainee must submit, annually, a progress report that describes progress toward the goals of their training program and its requirements. More information on the specific content and format is available from the Educational Programs Coordinator.

d. Manuscript and Grant Writing Courses. It is required that pre-doctoral and post-doctoral trainees supported by the training grant complete assigned video-based workshops provided by UW Institute for Clinical and Translational Research (ICTR), one set on manuscript writing and one set on grant writing. Information on these workshops, as well as others, are provided in the Resources section, below.

e. Annual Cancer Center Research Retreat. Attendance of specifically-identified opportunities that will be advantageous for a career in cancer research, such as the UW Carbone Cancer Center Annual Research Retreat, is required.

f. Post-Doctoral Fellow Grant Submission. Post-doctoral fellows sponsored by the Training Grant should apply for a K-, F-, or R-series grant application and/or an ICTR-awarded grant.

g. Pre-Doctoral Breadth Course Requirement. In addition to other non-medical physics electives taken by the student, all students appointed to the training grant must take a course in cancer biology. Note that MP410 *Radiobiology* does not satisfy this requirement.

h. Publication Requirement. It is a *requirement* that each pre- or post-doctoral fellow appointed to the training grant submit *at least* one manuscript as first author based on research supported in whole or in part by the training grant. All manuscripts submitted based on research supported in whole or in part by the training grant must contain the following acknowledgment statement: “Research reported in this publication was supported by the National Cancer Institute of the National Institutes of Health under Award Number T32CA009206. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

i. Post Training Grant Appointment Survey. Each training grant appointee will receive a survey following completion of the training grant appointment. If appointed to the training grant, the applicant agrees to complete the survey as the information obtained is critical to maintaining the training grant and, importantly, constantly improving the effectiveness of the training.

#### 4. Resources

a. ICTR Video Workshops on Manuscript Writing. The following video workshops are **required** for each appointee to the training grant:

- i. [Focusing Your Thoughts and Guiding Your Reader](#)
- ii. [From the Editor’s Point of View](#)
- iii. [Setting Up for Acceptance and Handling Rejection](#)

b. ICTR Video Workshops on Grant Writing. The following video workshops are **required** for each appointee to the training grant:

- i. [Writing to Convince: The 1-Page Abstract and More](#)
  - ii. [Fundamentals of Effective Grant Writing](#)
- c. [UW Madison Writing Center](#). Many resources are available at <https://writing.wisc.edu/>, including those focused on individual help with writing, workshops, writer's handbook, and more.
- d. [ICTR Clinical Research Online Course](#). For those appointees who are involved in clinical research, the online [Basics of Conducting Clinical Research at UW-Madison](#), offered by ICTR, is strongly recommended.
- e. [Additional ICTR Online Content](#). A wide variety of additional online courses are available through the [ICTR Education & Training website](#). Appointees are strongly encouraged to review this website and take advantage of courses and online materials that are most relevant to their specific areas of research.
- f. [Safety, Inclusion, Equal Opportunity, and Climate](#). As is true for the entire University of Wisconsin-Madison campus, the Department of Medical Physics is committed to providing equal opportunity and equal access, and to complying with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures. It is also committed to providing a diverse and inclusive community that is safe and secure for all students, residents, postdoctoral fellows, staff, and faculty, regardless of ethnicity, sex, gender, or sexual orientation.

While there are many campus resources and activities designed to address health and safety, three in particular are [SAFEwalk](#) (evening walking escorts), [University Health Services](#) (UHS), and the [University Police](#). The University Police department can be reached at 608-264-2677. Of course, in any emergency, dial 911.

Sexual harassment and sexual assault are important issues and are not tolerated in the UW-Madison community. The UW-Madison Police Department offers a place to go if you believe that you are a victim of sexual assault (<http://uwpd.wisc.edu/tellus>). In addition, the [Office for Equity and Diversity](#) provides extensive online documentation and contact information, including webpages on Sexual Harassment Information, Safety and Sexual Assault, and online [Sexual Assault Reporting Forms](#), as well as information on discrimination. One may also contact the Office for Equity and Diversity at (608) 263-5562. The [Dean of Students Office website](#) is an excellent source of information and provides a convenient single web access point for issues related to personal safety, harassment, discrimination, diversity/inclusion, hate and bias issues and reporting of any such events, multicultural student services, LGBTQ resources and information, options for reporting a student of concern, etc. The Dean of Students Office phone number is 608-263-5700. Finally, the [UHS Mental Health Services](#) office offers a variety of services, including individual and group therapy and wellness programs, alcohol and other drug assessment and treatment, etc. An on-call counselor can be reached any time, day or night, at 608-265-5600 (option 9).

g. [UW-Madison Office of Postdoctoral Studies](#). The UW-Madison [Office of Postdoctoral Studies](#) is conveniently located in the Health Sciences Learning Center (HSLC 1210). It provides a wealth of information, advice, and resources for all postdoctoral fellows on the UW-Madison Campus.

## **5. Payback Requirements for Postdoctoral Trainees**

The Kirschstein-NRSA legislation requires some recipients of support (post-doctoral fellows and trainees) to pay back the Federal government by engaging in health-related research, research training, health-related teaching, and/or other relevant health-related activities.

For individuals receiving postdoctoral support under individual fellowships or institutional research training grants, a payback obligation is incurred for the first 12 months of Kirschstein-NRSA support. However, the 13th and subsequent months of postdoctoral NRSA-supported research training serves to pay back this obligation month by month. A Payback Agreement (PHS 6031) is required, but only for the initial 12-month postdoctoral support period.

Once a Termination Notice has been submitted and accepted, the NIH awarding Institute or Center (IC) determines if a payback obligation exists. When a trainee or fellow must pay back, the Termination Notice and related documents are forwarded to the NIH Kirschstein-NRSA Payback Service Center (PSC). PSC personnel are NIH's experts in Kirschstein-NRSA payback requirements. The PSC administers the payback activities of all of the NIH ICs. The authorities related to payback normally delegated to the IC are delegated to the Chief, Kirschstein-NRSA PSC. The PSC retains all records until an obligation is satisfied, and then transfers closed records to the Federal Records Center.

Most Kirschstein-NRSA recipients eventually fulfill their payback obligation by engaging in activities that are determined to be acceptable service. Some recipients fulfill their obligation via financial payback. On rare occasions, the payback obligation is waived.

For predoctoral trainees no payback obligation is incurred.