



Department of Medical Physics

UNIVERSITY OF WISCONSIN

SCHOOL OF MEDICINE AND PUBLIC HEALTH

UW Radiological Sciences Training Program Appointee Handbook

NCI T32 CA009206

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If there are any questions about the application information and trainee requirements described in this handbook, please contact any of the individuals listed above. 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.

Table of Contents

ABOUT THE PROGRAM	4
HISTORY OF THE T32	5
APPLICATION INFORMATION.....	6
Application Submission.....	6
Reappointments	6
Mentor	6
Residency Status	6
Predoctoral Trainees.....	6
Postdoctoral Trainees	7
Previous Funding Limitations.....	7
Definition of Mentor	7
Faculty Responsibility for the Application	7
Student/Postdoc Responsibility for the Application	8
If You Are Selected.....	8
EXPECTATIONS WHILE ON THE GRANT	9
Training in Responsible Conduct of Research (RCR) and Ethics	9
Scientist Profession Training Course – MP671	9
Tuition and Fees for MP671 and MP701	9
Annual Completion of Individual Development Plan Updates.....	9
Manuscript and Grant Writing Courses.....	9
Annual Cancer Center Research Retreat	9
Post-Doctoral Fellow Grant Submission	10
Pre-Doctoral Breadth Course Requirement	10
Publication Requirement	10
Post Training Grant Appointment Survey.....	10
Additional Opportunities	10
OUR PLAN FOR MEETING RCR REQUIREMENT	12
Satisfaction of RCR Course Requirement	12
Tuition and Fees for RCR Course	12
Tracking Compliance.....	13
ADDITIONAL DETAILS FOR POSTDOCTORAL TRAINEES	13
Payback Requirements for Postdoctoral Trainees	13
RESOURCES	15

ABOUT THE PROGRAM

The NCI-supported UW Radiological Sciences Training Program focuses on development of advanced diagnostic methods, treatment modalities, and state-of-the-art treatment monitoring techniques as they apply to cancer. Centered in the Medical Physics Department, research training in this program also includes work with physician scientists in the Departments of Human Oncology, Radiology, and Medicine, and increasingly with scientists in the Departments of Oncology, Psychiatry, and Biomedical Engineering, the UW Carbone Cancer Center, and the Laboratory for Optical and Computational Instrumentation. The success of this program is in many ways due to the multidisciplinary collaborations with our clinical and basic science colleagues.

The majority of trainees in this program are graduate students or postdoctoral research associates in the Department of Medical Physics. A number of other departments also have mentors and trainees in the program, including Biomedical Engineering, Electrical and Computer Engineering, and Nuclear Engineering.

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.*

While the Medical Physics Graduate Program at large provides excellent didactic and research training, the UW Radiological Sciences Training Program focuses specifically on 1) the identification of appointees who are considered to be the very best among a cohort of very competitive colleagues and who are expected to be specifically interested in, and likely to be successful in achieving, independent research careers, 2) providing supplemental required mentoring and research training necessary for appointees to succeed in their own research careers, e.g., training in manuscript writing and grant writing, dedicated meetings with seminar speakers, etc., and 3) additional didactic coursework and grand rounds presentations focused on cancer and cancer research.

Research training is available in every major area of physics involved with cancer detection, diagnosis, and treatment, and in emerging areas of cancer biology from the molecular level to whole body. Trainees are immersed in this comprehensive research environment.

HISTORY OF THE T32

The Radiological Sciences Training Grant was first awarded in 1978. Currently it is in its 42nd year. Over 150 predoctoral trainees have been awarded on the grant. In addition, 14 post-doctoral candidates have been appointed.

Several Medical Physics faculty have overseen the grant including Drs. Paul Deluca, Charles Mistretta and currently Timothy Hall.

Administration of the training program closely mimics the Medical Physics departmental structure, as illustrated in Figure 1, with the addition of an “outside” Training Grant Advisory Panel.

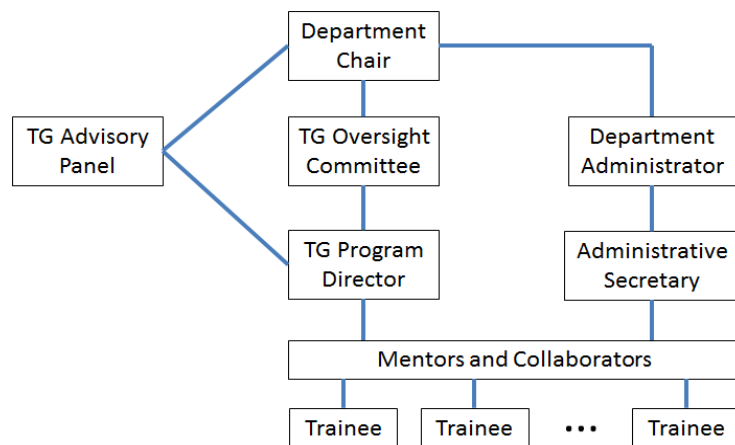


Figure 1: Relationship between trainees, mentors, Medical Physics Department administration and the *UW Radiological Sciences Training Program* Director.

APPLICATION INFORMATION

Application Submission

The potential appointment of a new trainee to the training grant, whether a predoctoral or postdoctoral training grant candidate, is initiated with a formal application by the proposed trainee and their advisor. (These applications are provided [online](#).) This handbook, and the application form, outlines the requirements and commitments associated with a training grant appointment and requires that the nominee provide a research proposal as well as background information that is used by the training grant Program Director and Radiological Sciences Training Grant Oversight Committee. Funds currently exist to support seven pre-doctoral trainees and three postdoctoral trainees involved in cancer-related research. Program faculty members are invited to submit requests for trainee support following careful consideration of particular requirements.

[Reappointments](#) are recommended, based on annual performance, to the Radiological Sciences Training Grant Oversight Committee by the Program Director. As with all educational appointments in the Department of Medical Physics, final approval is granted by the Department Chair. This high level of faculty involvement is consistent with the established University policy of faculty governance.

Mentor

Each Trainee is associated with a faculty mentor who is directly responsible for guidance and research training. Both predoctoral and postdoctoral trainees have mentoring committees who annually review their Individual Development Plans (IDP) and their educational and research progress to ensure a unique interdisciplinary experience for their particular research project.

As stated in the T32 grant application, *“This training grant prepares 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.”*

A direct link between the candidate’s research project and the goal of the training grant is the first requirement for consideration of funding.

Residency Status

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.

Predocctoral Trainees

To ensure the greatest success of this NCI training program, further constraints are placed upon prospective predoctoral candidates. With few exceptions, we reserve training positions for predoctoral students who have successfully achieved dissertator status by passing their Oral PhD Qualifier and Preliminary Examinations. Experience demonstrates that such candidates are extremely likely to complete their PhD degree and pursue careers as independent researchers.

When an open training grant position becomes available, an announcement is made to all faculty mentors, who then nominate prospective candidates. The application form provides information such as academic performance, proposed thesis topic, applicability to overall Training Grant goals, etc. Particular attention is given to projects developing new high-risk/high-reward and vital research areas that have or may have an important role in cancer detection and treatment. Following the review of the Predoctoral Application materials, a recommendation for support is made to the Program Director by a majority vote of the Training Grant Oversight Committee. As with all educational program appointments, final approval is provided by the Department Chair.

Postdoctoral Trainees

Similar to the selection of postdoctoral trainees, the process starts with the submission of the Postdoctoral Trainee Application. Candidates are selected from the responses to open position advertisements or unsolicited inquiries based on information captured in the Postdoctoral Fellow Application Portal. Permission to recruit results from a mentor recommendation and action of the Training Grant Oversight Committee, Program Director, and Department Chair.

Previous Funding Limitations

Predoctoral trainees cannot receive more than 5 years of aggregate NRSA support at the pre-doctoral level, including any combination of support from prior NRSA institutional training grants and/or individual NRSA fellowship awards. Similarly, postdoctoral trainees can receive no more than 3 years of aggregate NRSA support (and also have a payback criterion, as described below).

Mentors and participating faculty for the training grant are drawn from the faculty, joint department faculty, and affiliate faculty. Please note that NRSA trainees may have a participating faculty as a co-advisor, but must have a “mentor” as the primary advisor.

Definition of Mentor

The NIH/NCI establishes criteria to be considered a T32 “mentor” (at least one peer-reviewed independent R01, or R01-like (at least three years of support with annual direct costs of at least \$150,000) grant. Mentors are added to or removed from the list annually based on their current funding situation (to meet the NIH/NCI requirements), their availability to adequately mentor Program trainees, and their ability to ensure productivity of the trainees. In the event that a faculty member no longer qualifies as a “mentor”, but has a Training Grant trainee, a co-mentor is identified and appointed from among his/her collaborators. Similarly, senior co-mentors provide mentorship and guidance to more junior mentors, e.g., mentors who are junior faculty and who have not yet guided at least one graduate student to PhD degree completion or have not previously mentored a postdoctoral fellow.

Faculty Responsibility for the Application

If your student/postdoc meets these criteria, using the [online portal](#), please provide:

- Your reasons for nominating the student/postdoc
- Upload the applicant’s CV

- Upload the applicant's cover letter where s/he provides a 3-5 page summary of the proposed research, specifically highlighting how the research is strongly aligned with the primary goal of the training grant (listed above)
- provide a proposed (realistic) timeline for any training that will be accomplished using training grant funding
- E-Sign and upload the Commitment to the T32 Expectations

Student/Postdoc Responsibility for the Application

- Submit your CV to the faculty nominating you
- Submit a cover letter where you provide a 3-5 page summary of the proposed research, specifically highlighting how the research is strongly aligned with the primary goal of the training grant
- E-Sign and upload the Commitment to the T32 Expectations

The department staff will obtain all additional information (academic performance information/transcripts, application information, etc.) used by the Training Grant Oversight Committee to make appointment recommendations to the Program Director and Department Chair.

If You Are Selected

The department is committed to ensuring your training grant experience is as impactful as possible. This section 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.

EXPECTATIONS WHILE ON THE GRANT

Training in Responsible Conduct of Research (RCR) 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 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. See page 11 for more information.

Scientist Profession Training Course – MP671

All appointees to the training grant must take MP671 – Special Topics: Scientist Profession Training. MP671 Special Topics: Scientist Profession Training requires enrollment as a student (predoc) or designated “Observer” in CANVAS (postdoc) and includes homework assignments and discussions.

Tuition and Fees for MP671 and MP701

Predoc tuition and segregated fees are deferred while on the training grant. If a predoc is a dissertator, they take one credit of the MP701 (if needed) or MP671 and two credits additional courses (usually MP990) per Graduate School minimum enrollment requirements. If the predoc trainee is not a dissertator, they should have taken MP701 during their first semester along with courses to meet the academic progression requirement and will take MP671 as soon as the spring term while on the training grant.

Postdoc trainees do not incur tuition or seg fees as observers.

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 Portal (EP). At the time of submission of this update, the appointee must also update the presentations / publications and coursework sections of the EP data.

Annual Report

When requested each spring or at the end of an appointment, trainees must complete the annual report. (see pages 16-17 for the template)

Manuscript and Grant Writing Courses

It is required that pre-doctoral and post-doctoral trainees supported by the training grant complete assigned workshops provided by UW Graduate School on grant writing. Information on these workshops, as well as others, are provided in the Resources section, page 14.

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.

Post-Doctoral Fellow Grant Submission

Post-doctoral fellows sponsored by the Training Grant should apply for a K-award grant and/or an ICTR-awarded grant.

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. Suggested courses include, but are not limited to, ONCOLOGY 401, 701, 703, 715. Note that MP410 *Radiobiology* does not satisfy this requirement.

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."

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.

Additional Opportunities

There are many other learning opportunities related to cancer incidence, cancer biology, and care of cancer patients, and training grant appointees are strongly encouraged to take advantage of such opportunities. These include the weekly [University of Wisconsin Carbone Cancer Center \(UWCCC\) Grand Rounds](#) and cancer-specific themes frequently occurring in the weekly [Department of Radiology](#) Grand Rounds series. Trainees working in radiation oncology often become very knowledgeable of patient care issues by attending patient planning conferences when their research work allows. Trainees often become involved in attending Phase I trial meetings, working with their mentors on image protocols of interest to the mentor and trainee, and, in the case of students and postdoctoral fellows whose research directly involves assessment of response to therapy, actively take part in image acquisition and analysis. Additional affiliated labs include: [Laboratory for Optical and Computational Instrumentation Events](#); [McArdle Laboratory for Cancer Research](#); [Biomedical Engineering](#).

OUR PLAN FOR MEETING RCR REQUIREMENT

- ❑ All new graduate students (potential predoc trainees) must participate in a one-week fall Medical Physics New Student Orientation series of presentations and hands-on training.
- ❑ Predoctoral and postdoctoral trainees are advised that training in ethics and the responsible conduct of research is an important component of their training at the university, and they are provided with the publication **On Being a Scientist**, written by the Committee on the Conduct of Science at the Council of the National Academy of Science, with the direction that it be read carefully and retained for future reference.
- ❑ Predoc and postdoc trainees are also notified that, per the NIH Grants Policy Statement, formal instruction must be undertaken at least once during each career stage, and at a frequency of no less than once every four years. Opportunities for additional training in RCR are also outlined at the orientation session. Our required formal training in RCR for all Medical Physics students and all UW Radiological Sciences Training Program trainees is **MP701 Ethics and the Responsible Conduct of Research and Practice of Medical Physics**, which satisfies the Medical Physics Graduate Program and UW Graduate School requirements.
- ❑ RCR training is reinforced at the transition between predoctoral and postdoctoral positions on the training grant. All new postdoctoral fellows appointed to the training grant must complete the primary RCR course, MP701, even if they had the course previously (within four years) as a predoctoral student.

Satisfaction of RCR Course Requirement

MP701 Ethics and the Responsible Conduct of Research and Practice of Medical Physics requires enrollment as a student (predoc) or designated “Observer” in CANVAS (postdoc) and includes homework assignments, discussions, and exams. This course introduces RCR concepts with examples related to medical physics research and clinical practice. This is a 1-credit course (16 contact hours) consisting of 8 weekly meetings (2 hours for each session). This is a discussion-based class and active participation is essential; mere attendance is not full participation. Active participation means being prepared by completing the assigned reading and thinking about the material so that the student can ask and answer questions related to the course material in class. Attendance of all classes is required and there is a final exam. The course director, Dr. Marina Emborg, is present for all classes and is involved in the discussions.

Tuition and Fees for RCR Course

Predoc tuition and segregated fees are deferred while on the training grant. If a predoc is a dissertator, they take one credit of the MP701 or other approved RCR course (if needed) and two credits additional courses (usually MP990) per Graduate School minimum enrollment requirements. If the predoc trainee is not a dissertator, they should

have taken MP701 during their first semester along with courses to meet the academic progression requirement.

Postdoc trainees do not incur tuition or seg fees as observers.

Tracking Compliance

The completion of the MP701 or other approved RCR course is logged in the Medical Physics Education and Training Portal in the trainee's file. This allows the Educational Programs Coordinator and the Training Grant Program Director to quickly review and confirm the completion of the RCR/ethics training requirement. The Education and Training Portal system also generates automatic reminders to the Educational Programs Coordinator, the Training Grant Program Director, and the trainee when the current training status reaches 3 years since the last RCR course participation, indicating the need for a refresher course. Currently, the refresher course option is to take MP701 again, as needed. This is deemed appropriate as the specific examples used in the course change from offering to offering; the student may repeat the same basic material but the examples selected for the discussion sessions will be updated as appropriate.

ADDITIONAL DETAILS FOR POSTDOCTORAL TRAINEES

Postdoctoral trainees are appointed to a specific research area of mutual interest. However, training will reflect the multidisciplinary nature of the departmental interests. Postdoctoral trainees are encouraged to audit (or take for credit if they prefer) appropriate courses, involve themselves in related research programs, and participate in the training of predoctoral trainees. As most postdoctoral fellows have already received training in a classical physics or engineering subspecialty, their training will concentrate upon applications in the diagnosis and treatment of cancer. As noted above, all postdoctoral fellows appointed to the training grant must:

- receive training in the responsible conduct of research (every 4 years), and cancer biology if their background lacks such instruction
- annually update their IDPs and have annual meetings with their mentoring committees.
- update his/her publications and presentations using the departmental Education Portal

Our policy is to appoint postdoctoral trainees for two years, with a maximum appointment of 3 years.

Postdoctoral trainees are encouraged to develop in a plan for independent funding to continue their research (e.g., a K-, F-, or R-series grant application).

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 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.

RESOURCES

Trainees must attend the UW-Madison Graduate School Series on Grant Writing (or other series)

<https://lo.library.wisc.edu/grants/>

Add to Educational Portal in <Coursework> tab as <Elective Courses> “Grad School PD 101”

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.

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.

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.

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.

PRE AND POSTDOC TAX RESOURCES

UW-Madison Graduate School – Department of Revenue Session

UW system keeps an updated webpage of tax filing resources:
<https://uwservice.wisconsin.edu/tax/filing-resources.php>

WI Department of Revenue: • <https://www.revenue.wi.gov/Pages/VITA/home.aspx>
Free tax preparation assistance through **Voluntary Income Tax Assistance (VITA)**:
<https://www.revenue.wi.gov/Pages/FAQS/pcs-vita.aspx>.

Note: VITA tax help locations by city below and this page is for VITA and Tax Counseling for Elderly (may look confusing on webpage)

VITA income tax assistance is available for:

- i. Low-to-moderate income individuals
- ii. Individuals with disabilities
- iii. Non-English speaking taxpayers
- iv. Military personnel
- v. Senior individuals
- vi. Individuals who qualify for the homestead credit or the earned income credit

University of Wisconsin-Madison, Department of Medical Physics

The Radiological Sciences Training Grant Annual/Final Report

PLEASE READ THESE DIRECTIONS: Provide your full name, all graduate degrees earned, and state whether you are a predoc or postdoc trainee. Provide your mentor(s) name(s) and the date range of your training grant appointment (to date). Save as: Last Name_First Name_Year_Annual or Final RPPR. Send to caaspinwall@wisc.edu.

NOTES: Please do not change the headers for information types we are requesting. Please do not delete headers or sub-headers; if you have nothing under that category, simply enter 'None.' Please do not change the page layout (margins). This is a single template for annual and final reports by both predoctoral and postdoctoral trainees. As such, there are items that might not be applicable to all. We understand this, however, a uniform report structure will allow information to be easily found. If you think there is something missing that is relevant for you to report, please let us know. Thank you. Please delete this box before saving.

Name, PREDOC or POSTDOC Degree(s) Earned: Mentor(s):

Dates on the Grant:

Synopsis of Research

Provide a brief overview of the research performed to date under training grant funding including your plans going forward. This should be at least two paragraphs, but not more than two pages (plus references). Please make sure that the cancer-relatedness of your work is clearly stated.

Publications

Peer-Reviewed

Create a numbered list of peer-reviewed manuscripts that have been published or accepted for publication. NIHMS or PMCID numbers absolutely must be included or the report will not be accepted by NIH. Provide the complete list of authors and convert the font for your name in each to boldface.

Submitted for Peer-Review

Create a separate numbered list of manuscripts that have been submitted for peer-review. Provide the complete list of authors and convert the font for your name in each to boldface. Provide the journal name, date of original submission, and current status (e.g., under review, under revision, etc.).

Planned Submissions

Create a separate numbered list of manuscripts that are in draft form. Provide the complete list of authors and convert the font for your name in each to boldface. Provide the anticipated journal name and planned date for original submission.

Book Chapters

Create a separate numbered list of book chapters you have contributed to. Provide the complete list of authors and convert the font for your name in each to boldface. Provide the book title, chapter title, publisher, and date.

Conference Proceedings Papers

Create a numbered list of conference proceedings papers that have been published or accepted for publication. Please provide NIHMS or PMCID numbers, PMID numbers, or the digital object identifier (DOI) if you have them. Provide the complete list of authors and convert the font for your name in each to boldface.

Coursework

Provide a list of courses (and which semester) you have taken (including audited courses) since the beginning of your training grant appointment. Include in this list your Research Ethics course(s) and Cancer Biology course(s) even if they were taken before your training grant appointment.

Grants and Awards

Grant Applications

Provide a numbered list of grant application submissions you have been involved in. Provide the proposal title, the funding agency, the Principle Investigator(s), and the proposed dates of funding.

Awards

Provide a numbered list of awards you have received (e.g., best paper, best conference presentation, travel funds, etc.)

Teaching and Professional Development

Teaching

Provide a list of any courses you taught or assisted in (including guest lectures). Provide some information about your role in that course and the date(s).

Professional Society, Council, Committee Membership

Provide a list (including the date/year range)

Peer Review Service

Provide a list of journals you reviewed for (including the date/year range)

Conferences Attended

Provide a list (including the date/year range)