

Frequently Asked Questions (FAQs):
 A complete guide for applicants and awardees of the CP RTP Summer Research Experience

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How to Apply

How do I apply for the summer program?

Visit www.CancerPreventionTraining.org/Summer after November 1 annually and apply via the link located in the red box where you will be routed to the Discover application system.

What is the Discover system?

DISCOVER 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 Discover application?

The Discover application is similar to an employment application. Applicants will be required to enter personal contact information, date of birth, citizenship status, academic history, and work history. The last portion of the application includes demographics and education future plans information.

Why do you need to know my demographics?

The **Cancer Prevention Research Training Program (CP RTP)** 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; alternative lifestyle communities (e.g. LGBTQ); and individuals with disabilities.

What do you do with this demographic information?

It is reported to the National Cancer Institute (in the form of percentages and graphs, not specific names or personal information) to highlight diversity in science. The data is never used in a discriminatory manner.

Why do you need to know my future degree plans?

This data helps our program determine your career trajectory and be better equipped to guide you during the summer experience. Many CP RTP alumni pursue careers as research scientists, medical doctors, tenured faculty, teaching professors, and principal investigators, as well as non-traditional careers in policy and administration.

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 and not an institutional email because 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).

If I want to apply to more than one MD Anderson Summer Experience program, will I need to set up a new Discover account?

Yes. Each participating program of the [MD Anderson Summer Experience](#) has its own application link. Applicants will be assigned a *unique* username and password for each application. It is the applicant's responsibility to track of all applications, unique Discover ID number, and the corresponding login credentials.

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

Phase 1 of the new application process is divided into 1 steps: Step 1: Discover application (which cannot be edited, once submitted), and Step 2: Upload supporting documents. If you upload the wrong document, simply

upload the revised document in the same location. Any new document will replace the older document and our office will have access to all versions of the document.

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Eligibility Requirements

Who is eligible for the *CP RTP Summer Research Experience*?

1. U.S. Citizen or Permanent Residents. Visa holders are not eligible.
2. Applicants must have one (1) of these academic designations by the **fall semester** of the **program year**:
 - Undergraduate (rising juniors and seniors are preferred)
 - 1st year Medical student
 - 1st year Pharmacy student
 - Masters student (graduate)
 - Doctoral student
 - Other health profession student (dental, nursing, etc.)
3. Be enrolled in a degree program at a degree-granting institution within the United States during **both** the **spring and fall** semesters of the **program year**.
4. Students transitioning to a graduate or advanced degree program [read more](#).

What is the 'program year'?

The program year is the year of the summer program of which the applicant is applying. For example: Applicants of the 2020 CP RTP Summer Research Experience, applying in December of 2019 must provide proof of enrollment for the spring semester of 2020, during the 2nd phase of the application process, if accepted awarded an internship.

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

Per the terms of our grant award (#R25-CA056452) with the National Cancer Institute (NCI), trainees must have U.S. citizenship or valid and current permanent resident status. Applicants with visas are not eligible.

I am a U.S. citizen, but I am attending a medical university in Japan, am I eligible to apply?

No. Applicants must be enrolled in a degree program at an institution within the United States.

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

No. High school applicants should apply to the seven-week, **King Foundation High School Summer Program** at www.MDAnderson.org/Summer.

I will be an undergraduate sophomore by the fall semester of the program year, am I eligible to apply?

Yes, however preference will be given to those who will be undergraduate juniors and seniors in the fall semester of the program year.

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Students Transitioning to Medical, Graduate or Advanced Degree Programs

I graduated with my Bachelor's degree in the spring of the program year, do I need to apply to graduate school to participate in this program?

Yes. Applicants must be enrolled in a degree program for both the spring and the fall semesters of the program year. Transitioning students must submit proof of application OR proof of enrollment into a degree-granting program by the deadline. In other words, the applicant must either plan to apply (and show proof of application) or already be accepted (and provide a letter of acceptance) into a degree granting program.

I am a current undergraduate senior who will be graduating in May of the program year. I am hoping to pursue medical school in the fall. I have yet to take my MCAT, so how would I provide proof of enrollment in a graduate program or medical school?

- Applicants who will receive a Bachelor's degree in the spring semester of the program year are considered **transitioning applicants** and must either: 1) be accepted or enrolled into a graduate or medical school program, **OR** 2) intend to apply to a graduate or medical school program in the fall semester of the program year. **Awardees will not be allowed to miss our program activities to take tests, so please do not accept a position if you know you will have a conflict in the future.**
- All applicants are required to provide both their spring and fall semester academic designations in the **Additional Demographics** section of the Discover application. In addition, transitioning applicants must upload either proof of application OR proof of enrollment (for the spring and fall semesters *of the program year*), into their Discover account.

There is no option for uploading a proof of acceptance letter or application letter in the Discover system. How do I add this letter to my Discover account?

Applicants may include proof of acceptance or proof of application with their unofficial transcript of highest degree OR by using the **add document** feature in Discover.

What type of proof of enrollment or application is acceptable?

- Proof of application is a copy of the application to medical or graduate school.
- Proof of enrollment can be any of the following documents:
 1. A signed acceptance letter on institution letterhead from the Registrar, Student Affairs Office, or the Dean's Office.
 2. Transcripts that confirm enrollment during the trainee's fellowship period.
 3. Verification of Enrollment Form (VOE).
 4. National Student Clearinghouse Verification Certificate.

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

No. Applicants are only eligible if they have applied to, been accepted to or are currently enrolled in a degree granting program at a U.S. institution and provide proof.

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

No. Students must be pursuing a degree at an institution for both the spring and fall semesters of the program year. Just taking additional classes does not qualify.

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

Yes. You must upload a copy of your application to graduate school, along with a copy of the unofficial transcript of highest degree into your Discover account, by the application deadline. If you are accepted into the program, you must forward a copy of the acceptance letter to the CPRTP.

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Applicants currently in medical or pharmacy school

I am in my second year of medical school, am I eligible to apply?

Medical or pharmacy students beyond year 1 of their program are eligible to apply, **only if they provide a letter (with their unofficial transcript in Discover) from the home institution, on institutional letterhead, stating:**

1. The applicant is taking a leave of absence from their home institution (include the dates of the leave of absence).
2. The applicant will not be receiving credit for participating in the CPRTP Summer Research Experience.
3. The applicant has permission to participate in the CPRTP Summer Research Experience during the program dates (include the start and end dates of the summer program).

I am a medical student and cannot start the CPRTP Summer Research Experience until July, am I eligible to apply?

No. Participants of the CPRTP Summer Research Experience must commit to the full 10 weeks of the program.

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College Admission Testing & Test Scores

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

No. Awardees of this summer fellowship program are not eligible for any time off during the 10 week appointment. If students cannot to commit to the full-time, 10 week program, they should not apply.

Are SAT/GRE/MCAT/ACT scores required for the CPRTP Summer Research Experience?

No, but there is space provided on the Discover application to provide test scores.

Will the review committee evaluate my test scores?

Test scores will be considered, but not over-weighted.

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Program Duration

How long does the summer program last?

Ten weeks. See our webpage at www.CancerPreventionTraining.org/Summer for the exact dates.

Do you offer short-term fellowships all year round?

No.

I am unable to start the internship until June 15, can I still participate in the summer program?

No.

My family has planned vacation during August, can I still participate?

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

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

No. Early or late program start is not permitted.

I need to end a week earlier than the August appointment end date for testing, can I still participate?

No. The program dates are set and all applicants must be available for the full 10 weeks of the program, no exceptions.

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Other MD Anderson Summer Programs

How many programs participate in the MD Anderson Summer Experience (SE)?

As of 2019, there are eleven (11) summer programs participating in the MD Anderson Summer Experience:

1. Cancer Prevention Research Training Program (CP RTP) – Summer Research Experience (*this program*)
2. CPRIT-CURE Summer Research Program
3. U54 Partnership for Excellence in Cancer Research Summer Training Program
4. First-Year Medical School Student Program
5. Summer Undergraduate Research Program (SURP)
6. ITERT - Undergraduate Summer Research Training Program
7. SIRP - Summer Imaging Research Program
8. University Outreach Summer Program
9. King Foundation High School Program
10. SPCR – Science Park Summer Program in Cancer Research
11. Women and Minority Faculty Inclusion Summer Program

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

Yes, as long as eligibility requirements are met. You must track the *unique* username and password for each application.

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

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

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Applying to Other MD Anderson and Non-MD Anderson Programs

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

Each program participating in the MD Anderson Summer Experience is *uniquely* managed, funded, and has their own fellowship requirements. Our program differs from the others, by offering the following:

1. The summer research project will be specific to cancer **prevention**, per the terms of our NCI grant award.
2. Our program is robust and students will participate in 3 to 4 mandatory education and career development activities per week ([view the CPRTP Summer Activities page](#)).
3. Students have a more active role in the mentor matching process by conducting interviews (per our provided instructions) with potential mentors, and will notify our program of their preferred mentor choices. In most cases, we are able to match the students with their first choice. Other SE programs will match students with faculty mentors based on research interests, with no interview process.
4. As of 2020, our program offers housing assistance (to qualified students only), complimentary round trip airfare to/from Houston (1 ticket only), and up to \$1,000 in research support for (restrictions apply).

To whom do I direct questions about other MD Anderson summer programs?

Direct inquiries to the program manager or director listed on the summer fellowship page.

Is the CPRTP the same as the CPRIT-CURE Summer Undergraduate Program?

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

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

No. Trainees are not allowed to receive any additional federal funding from any other institution or mechanism during the CPRTP Summer Research Experience.

I want to apply to the CPRTP Summer Research Experience, but I am also waiting to hear back about my medical internship. What should I do?

We understand that students will apply to multiple programs. Applicants are encouraged to decide which program is more important and please do not accept an offer from our program if you know you will accept another pending offer. If you receive an offer from our program, kindly let us know you are waiting on another offer (inform us of the competing deadline) and we will add you to our alternate acceptance list. This will keep you in the running and allow our program to plan accordingly, as 95% of our alternates receive and accept an offer with our program.

What if I accept the CPRTP summer internship, change my mind and accept another program fellowship later? Can I apply again in the future?

You should participate in an experience that fits you better, even if it means declining our program. It will reflect negatively if you accept our program, and later back out of your commitment to us because you received a better offer. Doing so not only burdens the CPRTP administrative staff, but hinders another student from participating in our program. Remember, you are in training to be a professional and it is important to implement such practices of full disclosure and integrity. There is always a proper and confident way to manage such situations, and if you are unsure, simply ask.

May I participate in more than one summer internship, even if I am not being paid by the other internship?

No. Awardees of the CPRTP Summer Research Experience are discouraged from participating in other activities during the summer including employment, courses, and other internships. This is a full-time, 40 hour per week experience.

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How to Submit a Successful Application

How can I increase my chances of getting a CPRTP Summer Research Experience internship?

1. Make sure you meet the eligibility requirements.
2. **Do not wait until the last minute.** Upload all application components no less than two weeks prior to the deadline.
3. **Keep track of all Discover application submissions** if you apply to more than one MD Anderson summer program, and make sure your personal statement is unique to that program.
4. **Do not upload more than what is required** into the Discover system, it will not increase your chances. Extra documents will not be submitted to the review committee.
5. **Write a strong personal statement.** The personal statement must be two pages and should include a unique story about your experience. Many applicants choose to write about their personal experiences with cancer (such as losing a loved one or their own personal battle), while other applicant's write about a life-changing course, lecture, Ted talk or some other event which sparked an interest in cancer prevention. These experiences should tie in with your educational and career goals, and **must state a clear interest in cancer prevention research.** If there is no stated interest in cancer prevention, chances are, you will not be selected.
6. **Make sure the letters of recommendation are strong.** A recommendation letter should have a minimum of 4 paragraphs, and be written by who knows you well, can attest to your academic training and professional goals. Always request letters from more than 2 individuals (in case one does not work out), and check the status of your letters in Discover. [Read these important tips about Letters of Recommendation.](#)

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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?

Up to \$15.00 per hour (less taxes). This rate is non-negotiable and determined by the National Cancer Institute R25E grant (R25-CA056452). **The stipend is subject to change.**

When are paychecks distributed?

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

How many positions are available for the CP RTP summer program?

Twenty-five (25) positions.

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

Yes, each CP RTP summer student has \$1,000 in research support available to purchase books, lab supplies, conference registration and other pre-approved items. Membership fees are not covered. The CP RTP summer program manager will provide students with detailed instructions and the approval process during the first week of the program.

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Work Hours and Schedule

May I work part-time?

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

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

Forty (40) hours per week, Monday-Friday, 8:00am – 5:00pm with 1 hour for lunch.

Is my schedule flexible?

No. All students must work 8am to 5pm schedule to attend mandatory activities which usually begin at 3 or 4pm. The only exception are for students who receive permission from their primary mentor to start the work day at 9am and end at 6pm, however, they must attend any required CP RTP activities scheduled outside that time.

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 a computer based system, and all timecards will be submitted each week. Summer students will not be paid for missed days.

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.

Is it okay if I work part-time or take some classes during my summer fellowship?

CP RTP does not advocate summer course work or employment in conjunction with the MD Anderson Summer Experience. If you are considering taking summer courses, you must contact CP RTP **before** enrolling in summer school. The summer experience is an intensive 10-week program, and does not allow flexibility to attend classes.

I have obligations to my school during the last week of the program, may I depart right after the Summer Trainee Exposition on Tuesday?

No. Students must participate in activities up until the last day of the summer program. The MD Anderson Summer Experience fellowship start and end dates are set and cannot be modified. This means you will not be able to start or end the fellowship early; take days off and make them up later; or work a modified schedule. If you are unable to commit to the full 10 weeks of the program, please do not apply.

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Attendance Policy

What is the attendance policy of the CPRTP Summer Research Experience?

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 work day. Trainees of the *MD Anderson Cancer Center's CPRTP Summer Research Experience* are expected to comply with the institutional and program's attendance guidelines. Specific attendance requirements are outlined in the *Summer Fellowship Requirement Memo* furnished to the student at the time of fellowship award. This memo must be initialed, signed and dated by the trainee before the start of the summer internship.

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?

As outlined in the *Summer Fellowship Requirement Memo (provided to trainees after notification of award)*, you must contact **all individuals noted below, in writing via e-mail**, in the event of missed work, illness, emergencies or other extenuating circumstances. For missed work, you are expected to provide a written explanation no later than 2 hours prior to the start of the work day (exception: emergencies).

- 1. Dr. Shine Chang, CPRTP Director, ShineChang@MDAnderson.org**
- 2. Kava Lewis, CPRTP Summer Program Manager, KLLewis2@MDAnderson.org**
- 3. Your primary mentor**
- 4. Your mentor's AA**
- 5. Your supervisor**
- 6. Your department timekeeper**
- 7. Any other relevant staff per your home department's policy**

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

No. You will not be paid for any time you are not at work.

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

Makeup for missed time is at the discretion of the primary mentor. CPRTP's policy is that any missed time should be docked appropriately, since trainees do not clock in or out. If trainee's arrange to make-up time. They must notify the parties [listed above](#), in writing, of this arrangement.

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

Frequent absences due to illness will 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.

Who should I contact if I cannot attend a mandatory CPRTP event?

You must email Kava Lewis at KLLewis2@MDAnderson.org and carbon copy Dr. Shine Chang at ShineChang@MDAnderson.org the reason why you are unable to attend.

What happens if I forget to contact the CPRTP to notify them of a missed day at work?

Failure to comply with the attendance policy will result in disciplinary action (see next question) by the CPRTP. Our program will receive attendance updates from the department of the primary mentor.

What disciplinary action will be taken?

First violation: Verbal warning by the CPRTP Summer Program Manager at an in-person meeting.

Second violation: Written warning by the CPRTP Director, Dr. Shine Chang.

Third violation: Immediate termination of the fellowship.

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Benefits, Time-off, Holiday Pay

Do I have health insurance?

No. Because this is a short-term fellowship, awardees of the CPRTP Summer Research Experience are not benefits eligible. Summer students will not receive any type of health insurance (medical, dental, etc.), retirement benefits, life insurance, paid time off, or reimbursement for parking, transportation, or moving expenses.

What happens if I call in sick?

Students who are out sick must follow the [Attendance Policy](#) to notify the CPRTP and mentor of their absence. The student will not be paid for that day.

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

No. Applicants unable to commit to the full-time, 10 week program, should not apply. Read the [Attendance Policy](#).

May I use the MD Anderson Fitness Center?

No. Because trainees are appointed for less than six months, they are ineligible for gym membership.

Since Independence Day occurs during the summer program, will I receive holiday pay?

No. If a holiday occurs on a work day, the campus will be closed, you will not work nor receive pay for that day.

Can you reimburse me for the parking during the first few days of the program?

No. The CPRTP does not reimburse for any parking, immunization fees or other fees not pre-approved.

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Housing

Is housing available?

A housing supplement may be available for qualified students and is defined as either 1) money added to the stipend to assist with housing, or 2) a percentage of housing expenses billed directly to the CPRTP, *possibly* requiring a balance due from the student upon check-in at a contracted hotel or dorm (initiated by the CPRTP).

How do I sign up for housing?

Applicants who are in need of housing must indicate this information in the **demographics** section of the Discover application and the program manager will provide additional information after acceptance.

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Application Process (Phase 1: New Application)

How do I access the application?

The application link will be available on our [summer program page](#) beginning November 1 of each year.

How many phases make up the summer application?

There are three (3) phases of the application process:

1. Phase 1 (New Application) ← *All applicants will complete this phase.*
2. Phase 2 (Recommendation)
3. Phase 3 (Appointment Contract)

When do I complete Phases 2 and 3?

[Phase 2](#) and [Phase 3](#) apply only to those who are awarded summer fellowship. All phases take place primarily through the Discover system, with a few items requiring electronic submission via email.

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

- **Step 1:** New Discover Application (similar to a job application)
- **Step 2:** Upload Documents. *These documents cannot be uploaded until Step 1 is complete.*
 - Curriculum vitae (CV) or Resume
 - [Personal statement](#) (2 pages required + 1 additional page of mentor choices)
 - Unofficial transcript of highest degree or current unofficial transcript (this can be requested and received by the applicant and uploaded into the Discover account)
- **Request Letters of Recommendation.** *Two (2) letters are required.*

Can I submit my Step 2 documents if I have not completed my application?

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

How do I complete the forms in Discover?

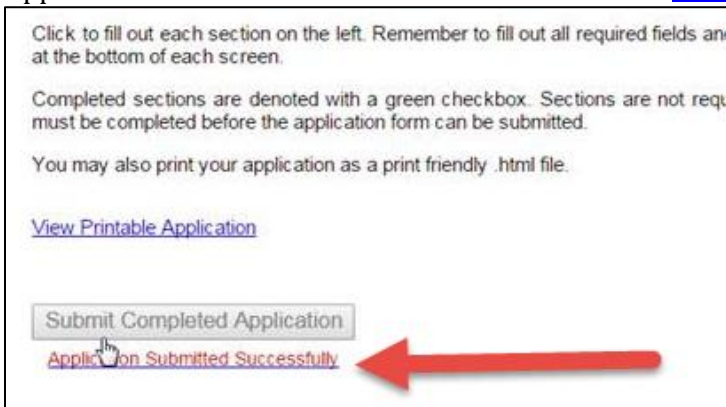
The documents are included within Step 2. Next to each document, you may see GET FORM, INSTRUCTIONS, UPLOAD, FAX, or VIEW. Select "Get Form" to download the form, print, complete, sign, scan, save to your PC and upload it using the hyperlink next to the appropriate document. Upload documents to the correct location.

What documents are required in Step 2: Upload Documents?

Curriculum Vitae CV or Resume, Unofficial transcript of highest degree, Personal Statement (with mentor choices listed on a separate page), Tobacco policy acknowledgement. See [Letters of Recommendation](#) for instructions.

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

Login to Discover, select **Summary** from the left menu, under the **Document Status** section to view the list of documents and the document status. "Submitted" means the form has been submitted and received. You will not receive an email notification of submission status from Discover nor the CPRTP. The CPRTP will send a general 'application is under review' email after the deadline. [Read more about the application review process.](#)



Why was a document returned to me in Discover?

A document can be returned in Discover for several reasons:

1. Only the 2nd page of a required document was signed and uploaded in the Discover account. **All pages of a required document must be uploaded including the signature page.**
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?

Double check that you have submitted the correct document by clicking on "View". If you notice you have uploaded the wrong document, select "Upload" and upload a newer or corrected version of your document. The CPRTP will be able to see all submitted versions.

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

Use one of the following options:

1. Download, print, write in the data (clearly and legibly), scan, save to the PC and upload it into the Discover account.
2. Download, print, write in the data (clearly and legibly), and fax it to the Discover account (select the Fax option next to the document in the Discover system for instructions).
3. Use the typewriter feature in Adobe Professional (Trial Version) or any compatible Adobe software.
4. **For issues with Adobe:** Open the PDF in Discover, click Print, Select the Microsoft XPS Document Writer from the Name in the Printer pop-up window, Click OK, name the file, save the file to the PC, double click to open the file and print with a regular printer. Write in the answers, scan and upload it into the Discover account.

Can I view documents after I upload them?

Yes. Applicants can view any documents and the application, even after submission, by logging on to the Discover account, selecting "Step 2: Upload Documents" from the left menu, and select "View" next to the document.

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Personal Statement

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

Two pages and one additional page for mentor choices. References are not included in the page limit and mentor choices must be listed on a separate page.

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

Type the personal statement on a word document and upload the statement and mentor choices (listed on a separate page) into Discover. Detailed instructions are in the Discover account.

How should I format the personal statement?

- First and Last Name must be at the top of all pages OR in the header.
- **Spacing:** Single or Double
- **Word limit:** 500 (minimum) 1,000 (maximum)
- **Page limit:** 2 pages
- **Page minimum:** 2 pages
- **Page maximum:** 2 pages
- **Margins:** 1-inch (all margins)
- **Font face:** Any
- **Font size:** 12 point
- **Format:** Microsoft Word (.doc or .docx) or Adobe (.pdf)
- **Required citation or format styles (e.g. MLA, APA):** No preference. Any style or format is acceptable.
- **References:** Not included in the 2-page limit
- **Mentor Choices for CPRTP Summer Research Experience applicants only:** Not included in the 2-page limit.

What areas should I address in the personal statement?

1. Why you are interested in the MD Anderson Summer Experience?
2. What are you hoping to gain or achieve from this experience?
3. How would you benefit from this experience?
4. What are your educational goals?
5. Describe your research interests and be specific (e.g. tobacco cessation, HPV, colon cancer).
6. Include any specific information about prior research, goals for future research and investigation.
7. **IMPORTANT**: Why are you interested in ***cancer prevention research***?

I would like to include references, is this included in the personal statement page limit?

No.

Who will read my personal statement?

The CPRTP Program Manager, Directors and Review Committee, comprised of junior and senior faculty within the Division of Cancer Prevention and Population Sciences.

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How to Find a Summer Mentor

Do I need to have a mentor before I apply?

No.

How do I find a mentor?

Visit www.CancerPreventionTraining.org/Summer and scroll down to **Participating Summer Mentors**.

Do I need to contact a potential mentor in advance?

No. The CPRTP will provide instructions to awardees for contacting and interviewing potential mentors.

Where do I list my mentor choices?

On a separate page, submitted with the personal statement. The mentor choices page is not included within the 2 page limit of the personal statement.

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

No. Your mentor must be a faculty at MD Anderson Cancer Center.

How many mentor choices are required?

A minimum of 6 and a maximum of 10.

What are the summer mentor requirements?

1. A minimum of one primary mentor is required.
2. The primary or supervising mentor must have a faculty appointment at the Assistant Professor level or higher at MD Anderson Cancer Center, within the [Division of Cancer Prevention and Population Sciences-DCPPS, scroll down to 'Related Departments'](#). All DCPPS faculty are conducting research in cancer prevention and per the terms of our grant award, the summer research project must be related to cancer prevention.
3. *Instructors* and *Postdoctoral Fellows* may also serve as mentors, as long as they are supervised by a faculty at the Assistant Professor level or higher.
4. Students currently working (or planning to work) with faculty outside of the Division of Cancer Prevention (DCPPS) may list those faculty as potential mentor choice(s), but must make note of their current working relationship.
5. Students who wish to work with a non-DCPPS faculty must obtain permission from the CPRTP Director, Dr. Shine Chang. This faculty will also be required to submit a completed project description form describing the project's relevance to cancer prevention.

How do I search for potential summer mentors?

1. Go to www.CancerPreventionTraining.org/Summer → **Find a Summer Mentor** (left menu) → scroll down to **Previous CPRTP Summer Mentor & Projects**, and select from the list of faculty listed.
2. Search the faculty pages of the five (5) departments within the Division of Cancer Prevention and Population Sciences (DCPPS) below. Each faculty name is hyperlinked to the faculty research profile.
 1. [Department of Epidemiology Faculty](#)
 2. [Department of Health Services Research Faculty](#)
 3. [Department of Behavioral Science Faculty](#)
 4. [Department of Clinical Cancer Prevention Faculty](#)
 5. [Department of Health Disparities Research Faculty](#)

Mentor Matching

What format should I use when submitting my mentor choices?

Please see the Personal Statement instructions in Discover or [on our webpage](#), and use the following format:

Mentor Choice #1: Dr. Sandy Jones

Department: Clinical Cancer Prevention

Reason(s): I believe Dr. Jones's lab will also give me a chance to use my interest in genetics and the genome and apply it to a new topic and a new field.

Mentor Choice #2: Dr. Jon Garcia

Department: Epidemiology

Reasons: I believe exploring the connection between diet, exercise, and cancer is something to look into more especially in populations that may lack access to healthcare and other items

Why are there mentors outside of the Division of Cancer Prevention and Population Sciences (DCPPS) on the *How to Find a Summer Mentor* page?

All faculty listed on the **Find a Summer Mentor** page at www.CancerPreventionTraining.org/Summer have been pre-screened by the CPRTP; agreed to mentor or previously mentored a CPRTP summer student; have projects and research related to cancer prevention; and are aware of the mentor requirements and expectations set by the CPRTP. This eliminates the guess work out of the summer student randomly contacting a non-DCPPS, MD Anderson faculty and wondering if they have time to mentor a student or can cultivate a summer project in cancer prevention.

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

Projects, travel, or grant submissions often prohibit faculty from mentoring a summer student. Please do not be discouraged, as these unforeseen events occur from time to time. The CPRTP is committed to matching our students with the most suitable faculty.

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

Utilize the other search method for locating mentor choices.

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

Yes, this is because per the terms of our NCI grant award the summer research project must be related to cancer prevention.

If I am awarded a fellowship, how will you match me with a mentor?

Upon notification of award, the CPRTP will review the mentor choices of the **awardees**, and provide you with instructions for contacting those faculty to conduct interviews.

What factors will determine whether a faculty will mentor me?

- Your previous research experience (if any)
- Whether your research interests are in alignment with their current projects
- Ability to work independently
- Whether you are seeking lab experience or basic science experience
- Whether their current research is in cancer prevention
- Their current work load (e.g. upcoming grant submissions)
- Their summer travel schedule (e.g. upcoming conferences)
- The number of students they are currently mentoring
- Available space within their department

What is the mentor interview process like?

We will provide you with an interview form, interview questions, faculty contact information, and a deadline for interview results. In most cases, you will interview the faculty's senior research scientist, lab manager, program manager, postdoctoral fellow or instructor. These individuals work directly with the faculty mentor and will take an active role in mentoring the summer student, while managing daily activities. In these scenarios, the faculty mentor will act more as a supervisor and oversee the summer research project. In contrast, other faculty mentors will interview and subsequently work directly with the summer student. The interview usually takes about 15 to 30 minutes.

What happens after I complete my mentor interviews?

Once we compile all interview results, we will begin matching students, and contact the faculty to confirm a match. When both you and the faculty are in consensus, a match is made. Matched mentors will complete a project description form, which will be provided to the trainee at CPRTP orientation on day 1.

What is a project description form?

The project description form will detail the summer project, its relevance to cancer prevention, list the direct supervisor, potential publication opportunities, and other details.

What happens if I like the first faculty that I speak with and they agree to mentor me right away?

The choice is yours. Either submit your completed interview form to CPRTP informing them that the faculty accepted you or pursue the remaining interviews. Keep in mind, there will be 24 other students conducting interviews (possibly with your mentor), along with 150+ summer experience students from other programs, contacting MD Anderson faculty. The mentor matching process is competitive as well.

What happens after I am successfully matched with a mentor?

The CPRTP will work with the mentor's department to coordinate your desk/office location for the summer. At the conclusion of day 2 of the CPRTP orientation, students will either be picked up by their mentor or team member, OR directed to the home department.

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Transcripts

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

No. Submit a transcript from the current institution or a transcript of highest degree if transitioning to a new degree program or changing schools. For example, if a student is currently a graduate student at *The University of Texas Health Science Center – School of Public Health (UTSPH)* and previously received a Bachelor’s degree at University of Houston, submit only the current transcript from the UTSPH.

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

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

I am graduating in December of the application year with a B.S. degree and will begin graduate school in January of the program year, what should I upload into Discover?

Since the application deadline will occur before the start of graduate school, upload an unofficial copy of the transcript from the institution where the Bachelor’s degree will be received. Many December graduates wait until late December or early January to upload the transcript, since it will reflect their degree. It does not matter when you chose to request and submit your unofficial transcript, as long as you have properly indicated your spring semester and fall semester academic designations on the Discover application.

I will complete my 1st year of college in May of the program year, do you need my high school transcript?

No. Upload an unofficial copy of the **current** transcript from the current institution. If selected, you will be required to submit proof of enrollment for the spring semester of the program year.

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

No. Usually, the most recent transcript will include credits transferred from the previous institutions. If that is the case, upload only the transcript from your current institution.

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

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

How do I submit an unofficial transcript?

Request a transcript from your university through their online portal or the registrar’s office. You can also request an official transcript from your institution (mailed to yourself), scan it and upload it into the Discover account. The transcript must be recent and include the current semester courses in progress.

What if I cannot get an unofficial transcript?

The application will be rejected without an unofficial transcript. Screen prints, report cards, etc. are **not** acceptable.

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Proof of Enrollment

I already uploaded an unofficial transcript, do I need to provide other proof of enrollment?

During phase 2 (recommendation), awardees will be required to provide proof of enrollment for the spring semester of the program year.

What are acceptable forms of proof of enrollment?

1. A statement from a recommending faculty member at the applicant's home institution, to include attestation that the individual is a student at the identified institution, is at a particular academic level, and is of good standing. Term or dates of enrollment must be identified and must cover the trainee's period of appointment (*spring semester of the summer program year*). If emailed to the CPRTP, the recommending faculty member must send the statement from his/her home institution's email account to apply@cancerpreventiontraining.org.
2. A signed letter on institution letterhead from the Registrar, Student Affairs Office, or the Dean's Office
3. Unofficial transcripts will be accepted; however, computer print-out or screenshot of class schedule will **not** be accepted. Official transcripts may be sent via U.S. mail to: **MD Anderson Cancer Center, c/o Kava Lewis, P.O. Box 301439, Houston, TX 77230-1439**
4. Verification of Enrollment Form (VOE)
5. National Student Clearinghouse Verification Certificate

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Letters of Recommendation

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

Two (2) letters of recommendation are required for the Summer Research Experience. If more than two letters of recommendation are uploaded into Discover the CPRTP will randomly select two letters and include these letters in the application documents sent to the CPRTP Review Committee. If you want a specific letter reviewed, please email apply@cancerpreventiontraining.org.

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 sent directly from faculty, mentors, or others who are in a position to comment on the ability and qualifications relevant to the type of position sought. Applicants may not personally forward the recommendation letters.
3. Letters must be on institutional letterhead.
4. Letters must be addressed 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. Letters must be specific to the CPRTP Summer Research Experience.

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 another recommender. If we receive more than the required two letters, we will randomly select which letters to be included in the review, unless you tell us otherwise via email at apply@cancerpreventiontraining.org.

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

Logon to your Discover account and from the LEFT menu select **Request Letters of Recommendation**. You will see a list of recommenders and a column in the middle titled, **Letter Status**. If the status is **Submitted**, we have received the letter. If the status is **Requested**, we have not received the letter of recommendation.

What should I do if my letter is in Requested status?

Follow up with the recommender. After entering your recommender's information, the recommender will receive an email 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 Discover. If you entered the wrong email address, from your Discover account, go to **Request Letters of Recommendation** (LEFT menu) and select **Delete** next to the recommenders name, re-enter the information and submit another request.
- 2) Login to your Discover 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 DISCOVER.Support@mdanderson.org and to check their bulk/spam/junk folder. If this does not work, see if the recommender will give you their personal email address (e.g. gmail or yahoo).
- 4) Inform the recommender that the link was emailed from DISCOVER.Support@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 sent through the Discover system, per [the diagram below](#).

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

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

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

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

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

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

1 Request Letters of Recommendation

2

3

* Required Field

Add a New Recommendation Provider

* Provider's First Name:

* Provider's Family/Surname:

* Provider's Email:

* Confirm Provider's Email:

* Provider's Phone:

* Provider's Country: Choose a Country

* Provider's Professional Title:

* Provider's Institution:

* Provider's Relationship To You:

I hereby authorize all hospitals, schools, physicians, employers, individuals, agencies or other organizations to provide MD Anderson (or its designee) with information requested by MD Anderson to verify the information I have provided in this application and to determine my qualifications and eligibility for appointment and training. I further agree not to hold such organizations (the individuals employed by such organizations) liable for furnishing same.

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

I agree

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

Dear Recommender,

Recently, you should have received an email from the "MD Anderson Discover System" 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) - Summer Research Experience** (www.cancerpreventiontraining.org/summer).

Please check this Discover email (and your bulk/spam folder), as it contains instructions for providing a letter of recommendation directly to the Discover application system. When you read the email you will see instructions and a link to log in to Discover and upload a recommendation letter.

As an applicant to this program, I need your letter in the Discover system as soon as you are able and no later than January 1. 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 Discover system in order to be reviewed.

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

How do I check status of the letters of recommendation?

The status of each letter of recommendation may be viewed when after logging on to the Discover account and navigate to the recommendation letter page.

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 a letter has not been received, how do I remind the recommender?

In the event that the provider has not sent a letter of recommendation, and the applicant may send him or her a reminder by clicking the "Resend E-mail" button next to the recommendation provider's name.

If the CP RTP 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 Discover account or claims they never received the link?

1. Verify the recommender's email address and check your Discover account to make sure the email address was entered correctly.
2. Direct the recommender to their BULK, SPAM or JUNK mail folder, as many mail servers automatically mark e-mails from the Discover system spam.
3. If you continue to have problems, have the recommender e-mail their letter to apply@cancerpreventiontraining.org with the applicant name in the subject line.

I believe my application was denied because I was missing one letter of recommendation, may I have an extension?

Application extensions are not granted for those missing letters of recommendation. It is your responsibility to check the status of your letters using the instructions outlined in this document.

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How Submit the Application

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

After completing Step 1, you will need to advance to Step 2 to upload your documents. **Do not upload more than what is required (e.g. CPR certification, lifeguard certificate).** After both Steps 1 and 2 are complete, click the gray **Submit Completed Application** button to transmit the application to the program.

What happens after I press the SUBMIT button?

"Application Submitted Successfully" will appear on the screen and the program will review your application documents. You will be contacted if your information is incomplete or additional information is required.

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

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

*****SAMPLE EMAIL*****

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

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

DISCOVER ID: T00001246W0

First Name: Jane
Middle Name: Sally
Last Name: Doe
E-mail Address: janedoe@yahoo.com

Department Name: Cancer Prevention Research Training Program

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

The next step is to log into the DISCOVER System and start uploading or faxing the required documents to complete your pre-application. Instructions on how to upload or fax in documents are found within the Documents section in your account. Please keep your account information updated on a regular basis to ensure you receive important messages from our staff.

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

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

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

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

It means the application is incomplete. Log on to the Discover account and complete your Discover application and upload all required documents in Step 2, then press the **Submit Completed Application** button.

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

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

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

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

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Application Status

Will the CPRTP contact me with my application status?

The Discover system will recognize if a required document in Step 2 has not been uploaded. If a required document is not uploaded in Step 2, the application is considered incomplete. All incomplete applications will be purged from the Discover system and the Discover accounts will be disabled. The CPRTP will send a decline email to applicants with incomplete applications on or before the **Notification to Awardees** date per the **Deadlines & Important Dates** section of the CPRTP summer webpage at www.CancerPreventionTraining.org/Summer.

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

Check the "Bulk Mail" or "Spam" folder within the email account and add Apply@CancerPreventionTraining.org to your approved senders list.

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

No. As outline in these FAQs, it is the applicant's responsibility to make sure their application is complete and properly submitted through the Discover 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 a number of reasons including preset criteria established by the program. If an application is declined, we encourage you to re-apply next year or e-mail apply@cancerpreventiontraining.org. See [How to Submit a Successful Summer Application](#).

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 CPRTP Summer Program 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?

[Read the FAQs of awardees](#) for details of what happens from application acceptance to the end of the internship.

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Application Review Process

What happens after I submit my application?

Within 2 **business** days (Monday through Friday, not counting weekends or holidays) of the application deadline, the CP RTP will conduct a pre-review of all applications to check for completeness. Incomplete applications will be purged from the Discover system and those with incomplete applications will receive a decline email. Supporting documents are not accepted after the application deadline. See the **Deadlines & Important Dates** section of our webpage at www.CancerPreventionTraining.org/Summer.

What is the application review process?

There are 4 rounds/stages of reviews:

1. **Pre-Review Stages 1 & 2** by the CP RTP Program Manager
2. **Full Review** by the Review Committee
3. **Post-Review** by the CP RTP Director and Program Manager
4. **Final Review: Phone Interviews** by the CP RTP Program Manager

When will I receive notification that I made it to the next round or stage?

Email notifications will be sent to applicants at each stage of decline or acceptance to the next stage. If your application was selected for the next stage, your email will also include the decision date of that stage. These dates are not published on the website since they are frequently subject to change.

Can you tell me what happens at each round?

Applicants will be notified via email of advancement or decline at each level of review:

1. **Pre-Review:**
 - Stage 1: The applications are checked only for completeness. Applications with missing items will be purged from the Discover system and the accounts will be disabled.
 - Stage 2: Each application is reviewed against pre-set criteria, including previous participation in another MD Anderson program.
2. During the **Full-Review**, applications are sent to a committee of MD Anderson faculty. Each application will be reviewed by 2 committee members, subject to evaluation criteria, ranked, and receive comments.
3. The **Post-Review** is conducted by the CP RTP Director and Program Manager and involves evaluating the rankings and comments of the review committee resulting in the top 40+ candidates.
4. The **Final Review** consists of 10-minute phone interviews with the top 40+ candidates which results in the selection of the 25 awardees, alternates and declines.

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

Historically, close to 90% of our alternates have been awarded fellowships, so do not be discouraged if you are not selected. An applicant is categorized as an alternate simply because we don't have enough positions available. Per the terms of our grant award, 25 positions are funded each summer.

What are the review committee members looking for when reviewing my application?

The committee will evaluate three (3) major areas: 1) a demonstrated interest in cancer prevention. Applicants can be selected from any major or discipline, but the statement should reflect that the applicant has considered *cancer prevention* thoughtfully and is drawn to exploring it; 2) personal qualities of initiative, commitment, academic curiosity, and a strong work ethic as reflected in personal statement and letters of recommendation; and 3) the level of opportunities afforded to the applicant and how the applicant has responded to those opportunities.

Grades/ GPA / Pass/Fail

Will the review committee evaluate my GPA or test scores?

GPA, test scores, and the prestige of the institution are considered, but not over-weighted.

My program does not provide grades, only a pass/fail, so I do not have a GPA. What should I do?

Enter N/A on the application when prompted to enter a GPA. After uploading the transcript of highest degree, we will review your transcript accordingly to determine whether your academic record is satisfactory.

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Frequently Asked Questions of **awardees** of the CPRTP Summer Research Experience.

Application Phase 2: Recommendation

What happens after I am awarded this summer internship?

Within one week of acceptance confirmation, trainees will receive an email notification from both Discover and the CPRTP with instructions for completing the recommendation for internship appointment paperwork, known as **Phase 2**. These documents will be submitted to the Office of Research Trainee Programs (ORTP) for approval.

Who is the ORTP?

From this point forward, you will be interacting with 3 additional entities during this process:

- 1) **The Office of Research Trainee Programs-ORTP** is similar to a Registrar's Office and serves as the institutional resource for processing educational appointments for trainees & students. ORTP 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.

What documents are required in Phase 2?

1. [Proof of Enrollment](#) for the spring semester of the program year must be uploaded into Discover.
2. [Notification of Personal and Criminal History Background Check Form](#) (This is an electronic form. Awardees will receive a link and instructions to complete & submit this form electronically).
3. [Proof of Selective Service](#): Both males and females will need to sign this form. Eligible males will need to upload proof in addition to completing this form.
4. [Release of Liability Form](#): Completed by the CPRTP, not the applicant.
5. [Summer Experience Immunization Compliance Form](#). This must be uploaded after all health documents are uploaded and approved in the Castle Branch system. See [Immunizations](#).

How can I prevent my documents from being returned?

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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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 educational trainees to provide documentation of immunizations or serological proof (blood test) of immunity. CastleBranch 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 accepted into the program, 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 CP RTP Program Manager with detailed Phase 2 instructions and the deadline. All MD Anderson employees are required to have a TB test performed before starting work.

How do I submit immunization records?

Logon to Discover and next to Summer Experience Immunization Compliance Report, select view form to read the instructions. 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** Discover?

What health documents will I need to upload?

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 summer 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 Discover 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 Discover. The CPRTP cannot submit the paperwork for employment until the immunization compliance document has been uploaded.

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Phase 3 (Appointment Contract)

What happens after Phase 2 documents are submitted?

The CPRTP will submit phase 2 documents to the MD Anderson Office of Research Trainee Programs (ORTP) to process the employment paperwork. Once these items are approved, Phase 3 documents will become available.

What documents are required in Phase 3?

- 1) **Appointment Letter Signature Requested for your Appointment** will be the subject line of an email arriving from MD Anderson Discover. Once you receive this email, logon to your Discover account and select GET FORM next to appointment letter and download these (3) items:
 - 1a) Applicant's Contract/Letter:** 1) Download and read this letter in its entirety, 2) sign and date the 2nd page, and 3) upload both pages into your Discover account. Bring a printed copy with you on your first day.
 - 1b) Campus Map:** Review these maps to familiarize yourself with MD Anderson campus before arrival.
 - 1c) SE E-verify:** This document explains the process to verify employment eligibility.
- 2) **Media Release Form**
- 3) **Photograph:** Follow the instructions to upload a photograph used for your MD Anderson ID badge.
You will receive an email to complete these additional tasks outside the Discover system:
- 4) **Background check via Pre-Check system**
- 5) **Online orientation**
- 6) **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 ORTP 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?

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?

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. Most summer students will park at the Armory Lot and take the bus or shuttle to MD Anderson campus.

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

It varies by parking lot and ranges from \$30 to \$120 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.

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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.

Acceptable

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

Unacceptable attire

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

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. Be sure to lock up all personal items, even if you are stepping away from your desk to go to the restroom or printer. 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?

No. Business casual attire is preferred.

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

Wear professional clothing similar to 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 summer?

Umbrella, rain boots, rain coat 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. Be sure to watch the weather forecast daily and always keep an umbrella at your desk.

Houston Weather

How is the weather in Houston during the summer?

Typical Houston summers are hot, humid, rainy and range from 91 to 95 degrees (see chart on the next page courtesy of www.VisitHoustonTexas.com). The summer program takes place during hurricane season which means there may be frequent rain storms and flash floods.

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. Your safety is our top priority.

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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.

Example: The **Cancer Prevention Building (CPB)** which is home to the CPRTP and The Division of Cancer Prevention & Population Sciences (DCPPS) at 1155 Pressler, Houston, TX 77030, is also known as the **Duncan Building** due to the 2008 donation of \$35 million by the Dan L. Duncan Family Foundation, to boost the ongoing efforts to help people reduce their risk of cancer and take preventive measures against disease. The CPB building was renamed, the "Dan L. Duncan Family Institute Building". Both names are combined and used interchangeably by

employees as “The Duncan CPB building” or “The Cancer Prevention Building”. This applies to many buildings on MD Anderson campus and can create confusion to newcomers.

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Summer Program – Week One

What happens during the first day of the internship?

The first day of the summer program at MD Anderson will begin at the location below with **ORTP check-in** (early morning) and end with CPRTP orientation (usually 10am to 5pm). Refer to the appointment letter for details.

MD Anderson Cancer Center
Mid-Campus Building 1 (1MC)
7007 Bertner Avenue
3rd Floor Meeting Center, Room 3
Houston, TX 77030

What should I bring to check-in?

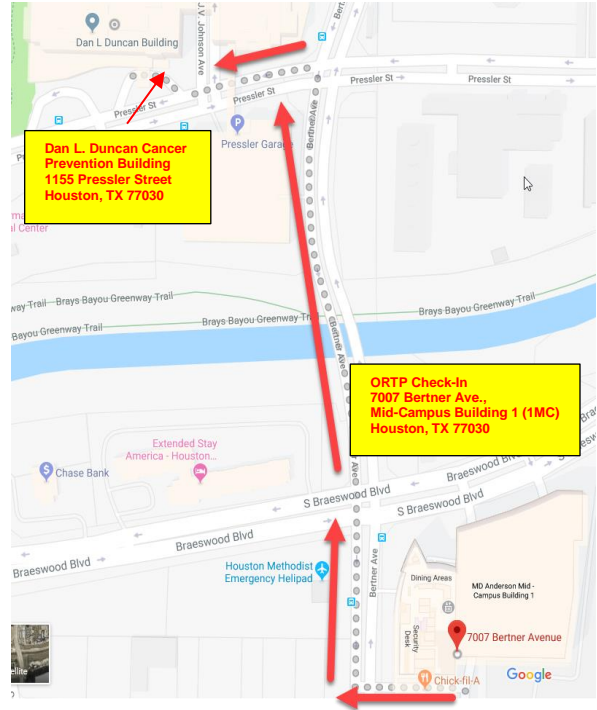
1. Social Security Card: This is a MANDATORY document and must be the original, not a photocopy.
2. An original, unexpired photo ID or any document in List A or List B of the I-9 document list (emailed from ORTP) that establishes identity. The most common are a U.S. Passport, Permanent Resident Card, State issued photo identification (I.D.), or Driver’s License. Certified copies are not accepted.
3. Bank routing and account number, and mailing address to setup your direct deposit online in the MD Anderson myHR/PeopleSoft system.
4. A minimum of \$24 on a debit or credit card for full-day parking during the first 2 days. Parking fees are \$12 per day for a full-day. See [Parking](#).

What happens after check-in? Will your program pick us up?

Students from other MD Anderson programs will also be checking in on this day. CPRTP summer students will receive walking directions from the program manager, as the CPRTP is located 2 blocks from check-in.

How do I get to the CPRTP from check-in at 1MC?

1. Take the escalator to the 1st floor lobby and take the MD Anderson shuttle to the Cancer Prevention Building (CPB).
2. Cross Bertner Avenue and make sure you are on the opposite side of the street of the 1MC building.
3. Continue walking down **Bertner Avenue** and cross **Braeswood Blvd.**, cross Pressler Street (at the intersection) and turn left to continue on Pressler Street. The Cancer Prevention is the 2nd building on the right at 1155 Pressler, Houston 77030. Enter via the circular driveway and take the elevator to the 8th floor and locate the conference room # provided via email from the CPRTP. **See maps on the next page.**



Will orientation start as soon as we arrive?

Upon arrival, locate your name at the table and be seated. You will receive an orientation agenda, binder or folder, and promotional "SWAG" (Stuff We All Get) bag. We will wait for all 25 students to arrive before beginning orientation. Orientation will consist of an overview of CPRTP, an icebreaker activity, and other information relevant to your summer fellowship. You will be dismissed for the day at 5pm, and must return to the same room for part 2 of CPRTP orientation.

What happens on day 2 of orientation?

Day 2 is short (around 8am to Noon) and you will have a fun activity and another educational activity. At the conclusion of orientation, your mentor or a member of your department will pick you up and take you to the home department, where you will remain during the summer.

What should I do after arriving in my home department?

Ask for a tour, meet the office staff, set up your desk and voicemail (optional), and logon to your computer to setup the **mandatory** direct deposit and tax information. You will need your bank routing and account number.

What happens during the remainder of the first week?

Ideally, you should meet with your mentor to discuss expectations, how to conduct your research project, day-to-day activities, project ideas, work schedule, potential workshops, upcoming conferences, future research, publishing opportunities, future check-in meetings, and a budget to spend the \$1,000 in research support provided by the CPRTP. A 'first mentor meeting' guide will be posted to our box folder.

Will I get the opportunity to see other MD Anderson Summer Experience students?

Yes. The MD Anderson Summer Experience Welcome Lunch will take place the first Friday of the summer program and all 200+ summer experience students are invited. This is a relaxing and fun event with games, pizza and a complimentary MD Anderson Summer Experience T-shirt. **If you are unable to attend, it is your responsibility to contact Nancy Strange at NDStrange@MDAnderson.org to arrange a date and time to retrieve your T-shirt.**

What is a typical day?

Busy! Most work days will begin at 8am and end at 5pm. Students will report directly to a supervisor which could be the faculty mentor, a postdoctoral fellow, research manager, or other team member designated by the mentor.

Students are encouraged to take a 'driver's seat' in the research and play an active role in the project by communicating their ideas and knowledge, as this will enhance the summer experience. Time management will be key in a successful summer, as the CP RTP summer student will divide their time between the department of the primary mentor, the lab (if applicable), and the CP RTP for mandatory activities.

How will I balance the work between my summer research project and CP RTP activities?

Students will manage their daily schedule using MS Outlook. Be sure to meet with your mentor within the first few days of your internship to discuss expectations, and scheduling frequent check-in meetings with your supervisor and/or mentor. You are expected to schedule your research project activities around the CP RTP career development activities, and prioritize accordingly. Students are free to form journal clubs and initiate shadowing opportunities resulting from informational interviews or in other departments of interest.

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

All CP RTP summer students will be invited to our MD Anderson box folder at both their personal and MD Anderson email address. Access to the box folder with the personal email will expire within 30 days of the program end date.

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Summer Program Activities

When will I be required to attend CP RTP Summer Program Activities?

Immediately. During the first week of the summer program, students will begin receiving calendar invitations via MS Outlook of each scheduled mandatory activity. **Activities in MS Outlook take precedence over what is in the paper copy of the previously distributed calendar.** Activities are subject to change.

Is attendance mandatory?

Trainees are expected to attend all mandatory activities and complete assignments/projects by the due date. Some activities are open to other MD Anderson students, while others are open only CP RTP students.

What if I have a conflict and cannot attend an event?

Use your best judgement and choose the event that will serve you, contact a fellow CP RTP student to get notes or missed materials. Make sure you adhere to the [attendance policy](#) to notify the CP RTP of your absence. **It will be your responsibility to retrieve handouts and notes.**

What are the CP RTP mandatory activities and assignments?

- CP RTP Orientation (Parts 1 & 2)
- CP RTP Welcome Lunch (Day 1 Orientation)**
- Summer Experience (SE) Welcome Event
- SE Weekly Lecture Series & Reception*
- Cancer Prevention & Control Grand Rounds (CPCGR)
- CPCGR Trainee-Speaker Brown Bag Lunch*
- Tuesday Career Conversations*
- Thursday Group Sessions
- Informational Interviews
- Halfway Affirmations Activity
- Final Report
- Future Careers & Resilience Workshop
- Educational Abstract
- Elevator Speech Workshop
- Scientific Poster Workshop
- CP RTP Farewell Lunch**
- CP RTP Trainee Exposition**
- MD Anderson Summer Experience Final Event: Poster Session and Elevator Speech Competition**

*MD Anderson events with 'brown bag' in the title means guests may bring their own lunch and beverage.

**Complimentary breakfast, snacks, lunch or dinner provided.

When will I receive instructions for how to complete assignments, such as abstracts and my poster?

We will provide this information during orientation and all materials will be available in box.com.

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 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 will we communicate during the program?

The primary method of communication will be email. All trainees will be invited by the CP RTP to **GroupMe** for mass text messaging. GroupMe will be used frequently during Week 1, then only in the event of event changes, urgent reminders, or other emergencies during the program. Students are welcome to create a private GroupMe to communicate social outings, study sessions, and other activities. GroupMe should never be used for absences or tardiness. See the [attendance policy](#).

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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, M.P.H.
NCI R25E Summer Graduate Research Assistant
Department of Epidemiology
Cancer Prevention Research Training Program
Phone: 713-555-0000
Email: JDoe@mdanderson.org



I prefer to use my name and my school, along with my major in the signature block, is this okay?

No. Do not deviate from the format noted (see unacceptable example below). Use only the format listed above. It is important to use a professional and concise signature block that properly explains who you are, when communicating with MD Anderson faculty and staff.

Jane Doe
Wonderful State University '20
Epidemiology
MD Anderson CPRTP Intern

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Surveys

How often will I have to complete a survey during the summer program and why?

The success of our program is measured by trainee feedback and subsequent career choices of alumni. We collect data to conduct research in areas including, but not limited to imposter syndrome, self-efficacy, career interest, scientist identity, and scientific communication. We evaluate the trainee's experiences with mentor(s) and our program to make program improvements. **Trainees are required to complete up to 7 surveys during the summer experience and 1 survey annually thereafter.** We are required to provide annual progress reports and competitive grant renewals (every 5 years) to the National Cancer Institute. Alumni will be contacted to complete a survey, and synopsis of awards, accomplishments, publications, as well as an updated CV/Resume.

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Final Summer Presentation Events

When do we get to present the results of our research?

The summer experience will conclude with two events held during the last week of the program: 1) CPRTP Trainee Exposition, and 2) MD Anderson Summer Experience Final Event: Poster Session and Elevator Speech Competition.

Do I need final results before I present?

No. You only need to report your findings during the summer.

What happens at the CPRTP Trainee Exposition?

The *CPRTP Trainee Exposition* is a 2-hour event that takes place on the last Tuesday of the Summer Experience from 11am to 1pm. During the first hour, CPRTP trainees will present a 90-second elevator speech (in alphabetical order by last name, with 2 intermissions), and during the final hour students will present a scientific poster during a reception of snacks and beverages.

How many people will attend the exposition?

Around 100, including mentors, faculty and Division of Cancer Prevention and Population Sciences (DCPPS) staff.

Can we invite family and friends?

Yes.

What are the order of events of the CPRTP Trainee Exposition?

Elevator Speeches (in alphabetical order by trainee last name, then Poster Session & Reception. Light snacks are provided during the reception.

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MD Anderson Summer Experience Final Event: Poster Session & Elevator Speech Competition

When is the final event?

MD Anderson Summer Research Experience Final Event: Poster Session & Elevator Speech Competition is held on the last Thursday of the summer program.

How long is this the final event?

Three (3) hours. The 2-hour poster session will take place from 9 to 11am and all 200+ summer students will present their scientific posters. The Elevator Speech competition will begin at 11am.

Are CPRTP summer students required to enter the Elevator Speech competition?

No. Competition entry is voluntary and registration details will be provided during the summer.

How can I enter the Elevator Speech competition?

Earlier in the summer, students will register to enter the competition and later submit an 'audition video' after attending a workshop. The videos are scored by a panel of experts. The top (9 to 12) individuals with the highest scores are considered finalists and will compete in the competition during the final event.

Is there a poster competition too?

No.

What is the ES competition prize?

\$200 Best Speech and \$100 People's Choice. The Best Speech is determined by a panel of judges and the People's Choice is selected by the audience. Finalists will also receive a certificate of participation.

Can I invite my family and friends to this event?

Yes. You may invite your family and friends to both events. The final event is open to the entire MD Anderson campus and surrounding institutions, including Rice University, the University of Texas School of Public Health, as well as family and friends of the summer students. [Visit the MD Anderson SE Final Event web page.](#)

How should I dress for this event?

Dress in professional attire (as if you were going on a job interview). See [Dress Code](#).

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Grant Funding Acknowledgement

Why do I need to acknowledge the grant?

The Cancer Prevention Research Training Program – Summer Research Experience is funded by a grant award from the National Cancer Institute. It is imperative to acknowledge fellowship funding so that your paper can be reported to the sponsor as a product of the award/gift we received from them. This will help us immensely when we submit grant progress reports and grant renewal applications. In addition, trainees and alumni are encouraged to acknowledge this fellowship award on their resume/CV.

What text do I need to add to my publication to acknowledge the grant?

Include either of the following citations in the *Acknowledgments* section or the *Funding* section of any product resulting from this **CP RTP Summer Research Experience** including, oral presentations, posters, abstracts, and research publications.

- *This work was supported by: NIH/NCI R25CA056452 (insert your name here).*
- *The research described was supported in part by a cancer prevention fellowship for (insert your name here) supported by the National Cancer Institute grant R25E (CA056452, Shine Chang, Ph.D., Principal Investigator).*

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

Your summer project is a collaboration between you and your primary mentor. 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 any product resulting from this **CP RTP Summer Research Experience** including, oral presentations, posters, abstracts, and research publications.

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How do I list the CP RTP Summer Research Experience on my resume/CV?

If using the standard MD Anderson Curriculum Vitae form, designed for careers in academia, list your **CP RTP NCI R25E Summer Research Experience** in both the **Education** and **Honors and Awards** section (see below).

Education Section

Jane Doe, PhD
EDUCATION
Degree-Granting Education
2005, Bachelor of Science University of Houston, Houston, TX Major: Biology (Chemistry minor)
2009, Master in Public health The University of Texas School of Public Health, Houston, TX Major: Community Health Practice
2013, Doctor of Public Health The University of Texas School of Public Health, Houston, TX Major: Community Health Practice (Biostatistics minor, Leadership Studies concentration)
Undgraduate/Graduate Training
2008, Graduate Research Assistant, Summer Research Experience Department of Health Disparities Research, Cancer Prevention Research Training Program (National Cancer Institute R25E CA056452 Cancer Prevention Education: Student Research Experiences, Dr. Shine Chang, Principal Investigator), The University of Texas MD Anderson Cancer Center, Houston, TX Mentor: Lorna H. McNeill, PhD
Post-Graduate Training
2015-present, Postdoctoral Fellowship Department of Health Disparities Research, Cancer Prevention Research Training Program (National Cancer Institute R25T CA57730, Postdoctoral Fellowship in Cancer Prevention, Dr. Shine Chang, Principal Investigator), The University of Texas MD Anderson Cancer Center, Houston, TX Mentors: Lorna H. McNeill, PhD (primary), Karen Basen-Engquist, PhD, David W. Wetter, PhD, Deborah I. Thompson, and Rebecca E. Lee
EXPERIENCE/SERVICE
Academic Appointments
N/A

Honors & Awards Section

HONORS AND AWARDS
NCI R25E Summer Research Experience Competitive Award (CA056452, Dr. Shine Chang, PI) Cancer Prevention Research Training Program, The University of Texas at MD Anderson Cancer Center, Houston, TX, 2008
2 nd Place Abstract Award, 2009 Texas Obesity Research Center Conference, Houston, TX, 2009
Staff Tuition Scholarship, College of Education, University of Houston, Houston, TX, 2009

Exit Procedures

What happens at the conclusion of the internship?

Students will receive a link via email to begin the exit check-out process. This process is entirely online.

What is the exit process?

Students must complete all exit clearance steps as instructions, as well as provide the permanent mailing address (this is where MD Anderson Human Resources will mail your IRS W2 tax form).

Can I continue working with my mentor after the summer program ends?

Mentors may extend the trainee's fellowship uncompensated or compensated (on their funds). The CPRTP is unable to compensate any trainees on the NCI grant beyond the program end date.

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Reappointment Procedures

What is the appointment extension process and how long does it take?

An appointment extension (also referred to as a **reappointment**), must be initiated by the home department, not the CPRTP. Reappointment processing **takes approximately three weeks** and the home department must submit the proper paperwork to ORTP in early July. Failure to submit paperwork in a timely fashion will result in a lapse in pay (if the trainee will be compensated after the last day of the program) and no access to MD Anderson computer or resources (including badge access).

My mentor plans to reappoint me, what should I do to prepare?

The student must:

- Return to ORTP to obtain a new ID badge
- Instruct the home department to grant door access via UTPD (provide home dept. with ID badge numbers)

The home department must:

- Complete a re-appointment form and an ePAF transfer (CPRTP --> home department)
- Order a new desktop computer via 4info (713-794-4636) OR see if the lease for the current equipment can be extended provide the reappointment dates to 4info@mdanderson.org
- Contact Human Resources at 713-745-6500 with reappointment dates to ensure myHR that the ID will not be deactivated

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Post Internship

How do I keep in touch with the CPRTP?

We report career status, publications (resulting from this fellowship award), presentations, and awards to The National Cancer Institute. This data is reported annually and during grant competitive renewals (every 5 years). Alumni will be asked to provide updates via [this trainee update form](#).

How do I request a letter of recommendation from the CPRTP?

Complete [this letter of recommendation request form](#), also available for download from our website at www.cancerpreventiontraining.org. Direct any questions to Apply@CancerPreventionTraining.org.

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 at 713-745-9530.

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MD Anderson Buildings

Most MD Anderson buildings are connected via a Skybridge which is about ½ to ¾ of a mile each way (e.g. CPB, ACB, PAT, FCT), while other buildings (e.g. 1MC or South Campus (SCRB)) require MD Anderson shuttle or driving. Building may also be referenced by more than one name, as many are named after distinguished donors (e.g. Dan L. Duncan Family building is referred to as “Duncan”, “CPB” or “The Cancer Prevention Building”).

Facility/Donor Name	Wayfinding Name	Room Number	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 77030-4012
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 77054-2002
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