RESPONSIBILITIES OF POSTDOCTORAL FELLOWS AND MENTORS

 Please initial below to confirm that you have read and agree to the following responsibilities.

**FELLOW**

 \_\_\_\_\_ *Develop Creativity*

* Be curious
* Challenge frames
* Incorporate other perspectives
* Take one part of your project in novel directions
* Use tools to improve creative thinking

 \_\_\_\_\_ *Scientific Productivity*

* Prepare an original project that contributes to innovation in cancer prevention.
* Prepare and submit at least 1 first-authored and 1 co-authored manuscript per year.
* Make at least 1 poster/paper presentation at a national meeting during the fellowship.
* Create an ORCID (Open Researcher and Contributor ID) to use for all of your publications @ <http://orcid.org> and send it to CPRITFellowships@uth.tmc.edu.
* For all publications and presentations written or submitted during your fellowship or based on research conducted during your fellowship, acknowledge full or partial sponsorship by the fellowship, with a disclaimer, as follows:
* Acknowledgement: “UTHealth Houston Innovation for Cancer Prevention Research Training Program Postdoctoral Fellowship (Cancer Prevention and Research Institute of Texas grant #RP210042)”.
* Disclaimer: “The content is solely the responsibility of the authors and does not necessarily represent the official views of the Cancer Prevention and Research Institute of Texas”.
* For all publications written or submitted during your fellowship or based on research conducted during

your fellowship, follow NIH Public Access procedures (see <http://publicaccess.nih.gov>).

 \_\_\_\_\_ *Coursework and Intellectual Development*

* Enroll in the Integrative Seminar (PH 1498 CPRIT Seminar, 2 CHs) in the fall and spring terms during your fellowship.
* Complete a research ethics course and a grant writing course, or report the ones you have already taken to CPRITFellowships@uth.tmc.edu.

 ­­\_\_\_\_\_ *Other Responsibilities*

* Serve as an Assistant Instructor for seminars that support the tools for more creative thinking offered during the Summer Undergraduate Cancer Prevention Research Program.
* Complete UTHealth-specified online Human Subjects Certification (CITI) training or other appropriate lab training within 5 days of your start date and keep it up to date. Send a copy of your current certificate to CPRITFellowships@uth.tmc.edu.
* Enroll in the UTHealth Houston Postdoctoral Certificate Program.
* Participate in an elevator speech workshop and an elevator speech competition.
* By the third week after your fellowship begins, incorporate your postdoctoral fellowship goals and responsibilities into a draft of an Individual Development Plan (template attached) and submit it to CPRITFellowships@uth.tmc.edu. This will serve as the basis of a discussion with you, your mentor, and the Program Co-Directors.

 \_\_\_\_\_ *Progress Reports*

* Provide written progress reports in May and November. Progress reports include an updated CV, copies of all publications, submitted manuscripts, and other abstracts that contain the CPRIT acknowledgment and disclaimer, intellectual property/patents in the reporting period, papers table (attached), and an evaluation by your mentor (form to be developed).
* Present your project and progress updates to the Executive Committee annually in November with your mentor present. Your progress, based on your contribution to cancer prevention, productivity, and innovation, will be evaluated at that time.

**MENTOR**

\_\_\_\_\_ I will attend the mentor orientation meeting at the beginning of the initial appointment.

­­­­\_\_\_\_\_ I have reviewed the trainee’s responsibilities listed above.

\_\_\_\_\_ I will support the fellow’s research expenses.

\_\_\_\_\_ I understand that this Program aims to develop fellows’ creativity, innovation, and transdisciplinary approaches to cancer prevention. I can expect this fellow to incorporate new perspectives and challenge current ones.

\_\_\_\_\_ I am prepared to support curiosity, independence, and risk-taking—within the scope of my lab’s mission—that contributes to innovation in cancer prevention.

\_\_\_\_\_ I will submit written evaluations of the fellow’s progress in May and November and participate in the fellow’s annual presentations to the Program Executive Committee.

\_\_\_\_\_ I understand that the goal of the Program is for the fellow to prepare and submit at least 1 first-authored and 1 co-authored manuscript per year and make at least 1 poster/paper presentation at a national meeting during the fellowship.

\_\_\_\_\_ I will ensure that all manuscripts and presentations that are supported by work done during the fellowship will include the acknowledgment and disclaimer required by CPRIT (see above).

Date

Fellow’s Name

Mentor’s Name

Date