TRANSLATIONAL BIOMEDICAL SCIENCE (TBS) PROGRAM EXPECTATIONS OF SCHOLARS AND MENTORS

*Based on NCATS Core Competencies for Clinical and Translational Investigator Training
*Must commit to at least *1 full year* in the TBS Program (regardless of funding change)
*Second year of funding is based on meritorious performance in TBS program
*Failure to meet expectations may lead to early dismissal from TBS program

Expectation of TBS Scholar:

1. **TBS Thursday Night Workshops** (2 hours; in person)
   a. *Weekly attendance and full participation:* minimum: 80% (about <u>28 out of 35 per year</u>) though attendance is expected to be <u>closer to 100% when invited speakers are scheduled</u>.

2. **Seminars**
   a. *Monthly attendance:* minimum: 70% (about <u>7 out of 10 per year</u>) at GHUCCTS Research Grand Rounds (**GHUCCTS RGR**) (*in person or online*) (1 hour).
      - If attended online, TBS Scholar must submit a brief summary of the talk with 3 things learned to TBS Program Administrator within 72 hours of talk.
   b. *Monthly attendance*: minimum: 62% (about <u>5 out of 8 per year</u>) at Windows into Translation (**WiT**) series (1 hour; in person).

3. **Conferences**
   a. *Annual,* attend (<u>minimum: 1 full day</u>) the Association for Clinical and Translational Science (ACTS) meeting (held in April in Washington, DC) *(abstract submission required)*
   b. *Annual,* give a research presentation at a major national or international meeting in the TBS Scholars' discipline.
   c. *Annual,* judge a local research day event. *Example: Howard University Research week (held in April); Georgetown Department of Medicine Research Day; or, GUMC Student Research day* (held in the fall and spring) (*optional though highly recommended*).

4. **Course Requirements**
   a. GHUCCTS Summer Intensive Workshop on Biostatistics, Epidemiology and Clinical Research (*or equivalent*).
   b. GHUCCTS Mentor Training Workshop (*or equivalent*).
   c. Drug Development – From Molecule to Bedside (CLTR700) (*optional though highly recommended*).

5. **Mentored Clinical Experience**
   a. IRB application, process, and/or review
   b. Clinic / clinic conferences / or equivalent as described in the Training Plan

6. **Grant Submission**
   a. TBS Scholar will submit an F series (F30, F31, F31 diversity, F32) NRSA or foundation equivalent within the first year of the program.

7. **Career Progress Meetings**
   a. *Six Month Progress Meeting,* joint meeting with TBS Scholar, Mentors & at least two members of the TBS Executive Committee. TBS Scholar is responsible for setting up the appointment with assistance from the TBS Administrator at the beginning of each semester.
   b. Provide contact information and an annual brief update on career status for up to 10 years' post-award for NIH compliance purposes.

8. **Requests for Travel**
   a. *Submit budget and justification* within 30 days of appointment, to the TBS Administrator. Once approved, meet with TBS Administrator to book travel and review travel policies.
   b. *Schedule Meeting* with TBS Administrator once budget is approved to start process of booking.

9. **Reporting**
    a. ***Timely*** (within one month of purchase), provide the TBS Administrator with **itemized** receipts and proof of payment for travel-related expenses that have been approved.
    b. ***Timely*** (within one month of event), provide the TBS Administrator updates to presentations, publications, grants, awards & honors for the TBS website (http://www.translationalbiomedicalscience.org) and twitter account (@tbsprogram)
    c. ***Annually***, provide updated career information for the annual NIH progress report through the TBS Scholar Evaluation.
    d. ***Participation;*** prior to event, email TBS Administrator if unable to attend workshop/seminar/conference or other TBS activity.
    e. ***Personal research-related expenses;*** submit a budget and justification for $2,000 of research-related expenses to TBS Administrator and coordinate payment options within 30 days of appointment. (Note: a computer purchase can take up to 3 months to process)

10. **NIH requirements**
    a. The NCATS TL1 grant [**TL1-TR001431**] **must be cited** on all publications, talks & posters involving the TBS Scholar.
    b. The NIH Public Access policy requires that **all publications** are submitted to Pubmed Central (PMC) & cited with PMC identification numbers.

11. **Metric Expectations**
    a. Minimal metrics in year 1:
        - Abstract submitted
        - Paper submitted
        - Grant submitted
        - Documented mentored clinical experience
        - Submit an IDP
        - Submit a mentorship contract
    b. Minimal metrics in year 2:
        - Presented abstract at national meeting
        - Published paper with TL1 grant cited properly
        - Submitted revised grant (if grant was not funded)

EXPECTATIONS OF MENTORSHIP TEAM

1. **Progress Meetings*:***
    a. ***Attend Semi-annual meetings*** with TBS Executive Committee (at least 2 members) and trainee. The TBS Scholar is responsible for scheduling joint meeting with assistance from the TBS Administrator.
    b. Hold formal meetings with TBS Scholar ***at least twice a month*** to discuss trainee research and career progress.

2. **Training:**
    a. Review, critique and sign off on final version of all TBS Scholar abstracts and poster and talk presentations.
    b. Primary Mentor attends the GHUCCTS Mentor Training Workshop (*or equivalent*).

3. **Program Specific**:
    a. ***Primary mentor guarantees*** there are sufficient resources including adequate space, supplies, software, equipment, etc. to enable the TBS Scholar to conduct their research for at least 2 years.
    b. Primary mentor provides ***at least $1000 per year*** to enable the TBS Scholar to travel and present their findings at a national or international meeting in their discipline.

    c. Primary mentor updates the TBS administration *annually* on contact information and brief update of career status of mentee for up to 10 years' post-award for NIH compliance purposes

    d. Primary mentor participate in **<u>at least one</u>** TBS event during the year (e.g., facilitating a workshop in the Grant Writing series or speaking in the Windows into Translation series).

4. Changing Mentorship during the TBS Program:

    a. The TBS Program Director must be notified <u>at least 90 days prior to the change in mentorship.</u>

    b. The TBS Scholar must submit a new Individual Development Plan (IDP) <u>at least 75 days prior to the change in mentorship.</u>

    c. A Joint Scholar-Mentor-Executive Committee meeting including the TBS scholar, current and new mentors, and at least 2 members of the TBS Executive Committee must occur <u>at least 60 days prior to the change in mentorship begins.</u>

    d. If the Joint Scholar-Mentor-Executive Committee determines a revised IDP is necessary, the TBS scholar will submit the revised IDP <u>within 2 weeks of the Joint Scholar-Mentor-Executive Committee meeting.</u>

    e. New mentors must sign expectations with the TBS scholar and submit to the TBS Executive Committee <u>at least 45 days prior to the change in mentorship begins.</u>

TBS Scholar:
Print Name: _____
Signature: _____
Date: _____

Mentor
Print Name: _____
Signature: _____
Date: _____

Co-Mentor
Print Name: _____
Signature: _____
Date: _____

Co-Mentor
Print Name: _____
Signature: _____
Date: _____

Co-Mentor
Print Name: _____
Signature: _____
Date: _____

Co-Mentor
Print Name: _____
Signature: _____
Date: _____