

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 changes)

*Second year of funding is based on meritorious performance in TBS program

*Failure to meet expectations may lead to early dismissal from TBS program

Expectations of TBS Scholar:

1. **TBS Thursday Night Workshops** (2 hours; in person or virtual)
 - a. **Weekly attendance and full participation:** minimum: 80% (about 28 out of 35 per year) though attendance is expected to be closer to 100% when invited speakers are scheduled.
2. **Seminars**
 - a. **Monthly attendance:** minimum: 70% (about 7 out of 10 per year) at GHUCCTS Research Grand Rounds (**GHUCCTS RGR**) (1 hour; virtual).
 - 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 5 out of 8 per year) at Windows into Translation (**WIT**) series (1 hour; virtual).
3. **Conferences**
 - a. **Annual**, attend (minimum: 1 full day) the Association for Clinical and Translational Science (ACTS) meeting (held in April) (**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 specific amount towards 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 participates in **at least one** 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 at least 90 days prior to the change in mentorship.
- b. The TBS Scholar must submit a new Individual Development Plan (IDP) at least 75 days prior to the change in mentorship.
- 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 at least 60 days prior to the change in mentorship begins.
- d. If the Joint Scholar-Mentor-Executive Committee determines a revised IDP is necessary, the TBS scholar will submit the revised IDP within 2 weeks of the Joint Scholar-Mentor-Executive Committee meeting.
- e. New mentors must sign expectations with the TBS scholar and submit to the TBS Executive Committee at least 45 days prior to the change in mentorship begins.

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: _____