PROFESSIONAL DEVELOPMENT AND ENHANCEMENT CURRICULUM
FOR R25 CANCER EDUCATION UNDERGRADUATE SCHOLARS

PARTNERSHIP WITH JAMES GRAHAM BROWN CANCER CENTER COLLOQUIA ON CANCER BIOLOGY & THERAPEUTICS

Tuesday May 29th, Clinical Translational Research Building (CTRB 101/102), University of Louisville, Louisville, KY 40202.

- 10:30am Meet & Greet
- 10:45am -11:15am Brunch – Cooler Bakers
- 11:15am-12:00pm  R25 Orientation among Trainees, Directors, Mentors, Staff
  - Welcome address
    - Speakers: David Hein and Dr. LaCreis Kidd
  - R25 Program Overview and Scholar/Mentor Expectations
  - Criteria & Incentives for Local/National Poster Presentations
  - Introduce Staff Members (Blair, Kelly and Aaron)
  - Pass out Parking Passes
- 12:00pm Group Photo for R25 trainees, mentors, directors and staff
  - Photographers: Bud Dorsey and Eddie Davis of West Louisville Visual News
  - Location: Courtyard Staircase Near Kornhauser Library, on Preston Street, across the street from the Dental School

- Action Items:
  - Request & read background published literature for your summer research project from your faculty/lab mentor
  - Compose a title for your summer research project with your faculty/lab mentor. This information will be sent to the NIH to document that we are using government funds to support your summer research experience and training (Due 6/1/18)
  - Setup a professional LinkedIn account and request a connection with Dr. David Hein, LaCreis Kidd and your faculty mentor. Using LinkedIn Effectively: Seventh in the "How to" Series (Due 6/1/18)

**Online**

Bloodborne Pathogens Training Department of Environmental Health & Safety
UofL students access via https://louisville.bioraft.com/node/343324
non-UofL students request PowerPoint Training and test from dehsubm@louisville.edu

**Everyone must review this link: http://louisville.edu/research/integrity/hometest and fill out a Attestation & Disclosure Form (ADF)**

**Everyone must review this link: http://louisville.edu/research/integrity/hometest and follow the flow chart for any animal (IACUC) or Human Subjects (HIPPA) training required for your project.**

**If CITI training is indicated on your Mentor Agreement Form, you must click on this link: http://louisville.edu/research/humansubjects/lifecycle/before-you-begin/citi-registration for instructions on how to register.**
**If you need IACUC training—you must read the attached 2 brochures before May 29th, sign and date them AND submit these to Dr. LaCreis Kidd at orientation. You will also need to attend the Level II training on (June 5th 1-3pm, Baxter Auditorium). Until you have completed the Level II Training, you are only allowed to shadow someone from your lab for any animal related exercises.

*Wednesday May 30th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-4:45pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

**Thursday May 31st (Clinical Translational Research Building Room 124, HSC)**
- 11:45am Lunch will be provided
- 12:30-1:00pm Welcome by Dr. Jason Chesney, Director of the James Graham Brown Cancer Center

*Friday June 1st (Instructional Building, Room B102) (MANDATORY FOR UNDERGRADS ONLY)*
- 9:30-10:30AM LAB SAFETY & HAZARDOUS WASTE Radiation Safety Training (non-mandatory; consult with mentor)
  - Speakers: Rachel Cary, Environmental Health & Safety (502-852-3558)
- 10:30am-11:00am Library Research Resources
  - Speaker: John Chenault, Kornhauser Library Reference Department

**Tuesday June 5th (Baxter Auditorium, HSC) (CONSULT WITH YOUR MENTOR)**
- 1:00pm-3:00pm Animal Research Training (Level II IACUC Training)
  - Speaker: Leslie Sherwood, DVM, Associate Professor, Research Resources, Director of Veterinary Sciences, CII

**Wednesday June 6th (Clinical Translational Research Building, Rooms 124 and 101/102, HSC)**
- 11:00-12:00pm Human Subjects Consent & HIPPA, Privacy, Protected Health Info (PHI) in CTR Room 124
  - Speaker: Dr. Allison Ratterman, Ph.D., Vice Chair, Biomedical IRB
- 12:00-1:00pm Research Integrity (Lunch will be provided) in CTR 101/102
  - Speaker: Dr. Paula Radmacher
- 1:00-2:00pm R25 Cancer Education Individual Photoshoot

*Tuesday June 12th (Clinical & Translational Research Bldg, 124)*
- 8:30-9:00am Breakfast will be provide
- 9:00-9:30 R25 Cancer Seminar
  - Speaker: Dr. Sotiria Boukouvala
  - Title: TBD
- 9:30-10:00am How to Prepare an Abstract
  - Interactive table discussions on how to prepare an Abstract – Through peer-based learning, trainees will discuss how to organize various components of an abstract (i.e., Introduction,
Research Objectives/Hypothesis/Rationale, Methods, Results, Conclusions & Contributions to the field). Each table will select a spokesperson to share what they learned.

- **Action Items:**
  - Start working on a draft of your abstract with your lab/faculty mentor (due 7/10/18).

*Wednesday June 13th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-5:00pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

*Friday June 15th (Clinical & Translational Research Bldg, 124)*
- 8:30am-9:00am Breakfast will be provided
- 9:00-10:00am Community Outreach & Education by Virginia Bradford & Jaanika Sherod
  - Meet Cancer Survivors

*Tuesday June 19th (Clinical & Translational Research Bldg, 124)*
- 3:45pm Refreshments will be provided
- 4:00-4:30pm R25 Cancer Seminar Series
  - Speaker: Dr. Geoff Clark
  - Title: Nature of Cancer
- 4:30-5:00pm
  - Sara Mudra
  - Title: TBD

*Wednesday June 20th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-5:00pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

*Friday June 22nd (Clinical & Translational Research Bldg, Room 124)*
- 8:30am-9:00am Networking Breakfast
- 9:00-10:00am 10-minute presentations about Professional School and Residency Objectives: Discuss how to create a highly competitive application. Discuss what interviewers/reviewers look for in applicants?
  - MD program (Shorye Payne, Salvatore Bertolone, Dailey)
  - MD/PhD program (Dr. Russell Salter)
  - Pharmacology & Toxicology (Dr. Leah Siskind)
  - School of Public Health (Dr. William McKenny)
- **Action Items:**
  - Prepare & practice a 90-second elevator pitch for your research (due 7/10/18).
  - Prepare and bring questions to ask presenters on June 29th regarding how to present your research to a broad audience (scientific and non-scientific).

*Tuesday June 26th (Clinical & Translational Research Bldg, 124)*
- 3:45pm Refreshments will be provided
- 4:00-5:00pm How to Prepare an Award Winning Poster
  - Speaker: Levi Beverly
*Wednesday June 27th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-5:45pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

*Thursday June 28th (Clinical & Translational Research Bldg, 124)*
- 3:45-4:00pm Refreshments will be provided
- 4:00-4:15pm Informal Activity to promote interaction among R25 participants
- 4:15-5:00pm “EMOTE: Connecting with Your Audience During Your Oral Presentation”
  - EMOTE verb - to express emotion in a very dramatic or obvious way
  - Speakers: Luz Guiomar Huntington-Moskos & LaCreis Kidd
- **Action Items:**
  - Continue working on your abstract and poster with your faculty/lab mentor
  - Prepare and bring questions to ask presenters on July 10th regarding how to present your research to a broad audience (scientific and non-scientific).

*Tuesday July 10th (Clinical & Translational Research Bldg, Room 124)*
- 3:45-4:00pm Refreshments will be provided
- 4:00-4:15pm Practical Experience – Former R25 trainees will provide 90-second presentations of their summer research project
- 4:15-5:00pm 90-Second Elevator Pitch Contest – Trainees will share a 90-second spiel about their summer research project. Trainees will be divided into small groups with six peers. Each group will select the top candidate from their table to compete against finalist from other tables.
- **Action Items:**
  - Email your mentor a draft of your abstract for constructive feedback
  - Prepare and bring questions to ask presenters on July 17th regarding how to prepare personal statements for professional school.

*Wednesday July 11th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-4:45pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

*Tuesday July 17th (Clinical & Translational Research Bldg, Room 124) – undergraduates only*
- 3:45-4:00pm Refreshments will be provided
- 4:00-4:15pm “How to write personal statements for graduate school and the MD/PhD program”
  - Speaker: Dr. Brian Ceresa, Professor, Department of Pharmacology & Toxicology
- 4:15-5:00pm “How to write personal statements for medical school”
  - Speaker: Tania Condurache, MD, M.Sc, FAAP, Associate Professor of Pediatrics Director of Global Health Education, Department of Pediatrics, University of Louisville School of Medicine

*Wednesday July 18th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-4:45pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics
*Friday July 20th (Clinical & Translational Research Bldg, 124)*
- 8:30-9:00am Breakfast will be provided
- 9:00-10:00am Professional Development Activity
  - Speakers: TBD
  - Title: TBD
- **Action Items:**
  - TBD

*Tuesday July 24th (Clinical & Translational Research Bldg, Room 124)*
- 3:45pm-4:00pm Refreshments will be provided
- 4:00-4:30pm R25 Cancer Education Seminar
  - Speaker: Dr. Robert Martin, Clinical Oncologist
  - Title: TBD
- 4:30-5:00pm TBD
  - **Speaker:** TBD
  - **Title:** TBD
- **Action Items:**
  - Start working on a draft of the conclusions and future directions for your research poster.
  - Finalize your abstract as needed, then submit to Research!Louisville (see appendix), and regional/national conferences (see suggestions in the appendix and consult with your mentor)
  - Hit “Ctrl+Click” to watch this 50-minute networking video in preparation for July 28th’s event

>>> Networking! Networking! Networking!

*Wednesday July 25th (Clinical & Translational Research Bldg, Room 124)*
- 4:00-4:45pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

*Friday July 27th (Clinical Translational Research Building, CTRB 101/102)*
- 12:00-1pm Boxed Lunch will be provided (only 12 seats available)
  - **Speaker:** Robert Martin, MD, PhD, FACS,
  - **Topic:** Careers in Clinical Oncology (for Medical Students Only)***
  - **Location:** 315 E. Broadway, 3rd floor of the Norton Pavilion Conference Room
  - ***Notes:** pre-medical students may attend if a med students do not reserve their seat
- 12:00pm-1:00pm School of Public Health Research & Training Opportunities (Food will be provided)
  - **Speakers:** Richard Baumgartner, Kathy Baumgartner, Stephanie Boone
- 1:00-3:00pm Navigating Careers in Cancer Research
Objective: Meet faculty, professional students, post-doctorates, residents/medical doctors engaged in cancer research/training.
**Topics covered:** *Transitioning from Professional School to Careers in Cancer Research* * Effective leadership, management, communication, and negotiation skills * Importance of Professional
Networking * Collaborative Research Partnerships

1:00-1:30pm Cancer Careers in Academia
- Speakers: Tariq Malik, Dr. Gomez-Gutierrez, Levi Beverly

1:40-3:00pm Table Discussions (Select two 20-minute table discussion groups)
- Table 1: Cancer Careers in Public Health & Information Sciences (Stephanie Boone)
- Table 2: Women in Science (Jill Steinback-Rankins)
- Table 3: Meet MD/PhD students (Douglas Saforo, Desmond Stewart)
- Table 4: Meet MD/PhD students (Samantha Morrissey and George Wei)
- Table 5: Meet PhD students (Harshul Pandit)
- Table 6: Oncology Residency Programs (TBD)
- Table 7: Learn about MD/PhD, M.S., PhD, Research & Training Opportunities in PhTx (Leah Siskind, David Hein)

*Wednesday August 1st (Clinical & Translational Research Bldg, Room 124)
- 4:00-4:45pm James Graham Brown Cancer Center Colloquia on Cancer Biology & Therapeutics

Friday August 3rd Undergraduate Research Poster Session (support your colleagues as your schedule permits)

Mandatory Poster Session for R25 CEP Undergraduates
- 11:30am Arrive at the Clinical Translational Research Bldg, Foyer, HSC
- 11:30am Post up your poster (CTR, Foyer)
- 12:00-3:00pm Poster Session
  - Please acknowledge NCI R25 grant support University of Louisville Cancer Education Program NIH/NCI (R25- CA134283) on both the abstract, poster and future manuscripts.
  - You can view posters from the previous years here >>> 2012-2015-research-abstracts&posters
- 3:00-4:00pm Closing reception for all faculty mentors, mentees & staff. [CTRB, Rm 101/102]
  - Closing Remarks

October 9-12, 2018 Research!Louisville
- Abstract Submission Opening Date TBD
- Abstract Submission deadline TBD
- R!L Poster Competition TBD
- Please acknowledge NCI R25 University of Louisville Cancer Education Program (R25- CA134283) on both the abstract, poster and future manuscripts.
- You can view posters from the previous years here >>> 2012-2017-research-abstracts&posters

UPCOMING NATIONAL SCIENTIFIC MEETINGS
[If you plan on presenting your summer research project at a local, regional, national, international or global scientific meeting, please secure your mentor’s approval and acknowledge NCI R25 grant support University of Louisville Cancer Education Program NIH/NCI (R25- CA134283)]

- Experimental Biology, April 2019 – this meeting is ideal for undergraduates and graduate students. You may compete for travel awards. This intimate meeting offers a lot of professional development and networking opportunities.
- Abstracts Due: December
- Travel Awards are Available >>> aspet-travel-awards
- Click here to learn more about ASPET >>> https://www.aspet.org/

- **American Society of Clinical Oncology** – this meeting is ideal for professional students interested in presenting the cancer research projects, networking and learning about the progress in the field of clinical oncology.
  - Click here for >>> asco-meetings

- **American Association for Cancer Research** – this meeting offers lots of travel award opportunities for medical students, graduate students and undergraduates. Travel awards (e.g., Minorities in Cancer Research, Women in Cancer Research) cover your travel and hotel accommodations to present your summer research to the scientific community. The Annual meeting is in April; however, AACR has a host of other specialty meetings such as the Cancer Health Disparities or Frontiers in Cancer Prevention, so make sure you check out all the offerings.
  - Abstract Due: January
  - Early registration: February
  - Travel Awards are available >>> aacr-travel-awards
  - Click here for >> aacr-meetings&workshops
Other seminars you are welcome to attend:

Brown Cancer Center Translational Rounds – 3rd Monday of the month, 12:00-1:00 pm, CTRB 123
All Cancer Center Seminar – 1st Wednesday of the month, 11:45-1:00 pm, CTRB 101-102
Medical Oncology Multi-Modality Conference – Thursdays 12:00-1:00 pm, CTRB 101-102
JGBCC Hematology/Oncology Grand Rounds – Fridays 12:00-1:00 pm, ACB Metro Conference Room, 550 South Jackson Street
Consult with your mentor to determine if you need the training below:

1. **Online Blood Borne Pathogen Training, Environmental Health & Safety**
   
   Contact: 502-852-6670  
   Hours of operation: M-F 8-4:30pm  
   Online training is available: [https://louisville.edu/dehs/training](https://louisville.edu/dehs/training)

   Bloodborne Pathogens (BBP) training is required for all university employees who may have occupational exposure to human blood, body fluids, tissues or other potentially infectious materials (OPIM) including human cell lines. This course meets the OSHA training requirements and includes information on the OSHA standard, development of an individualized Exposure Control Plan, the UofL Hepatitis B Vaccination Program and Post Exposure Evaluation and Follow-up. DEHS has developed a web-based training course to assist you in meeting your initial and annual Bloodborne Pathogens training requirements. After completing the course material, you will proceed to a short test. Upon successful completion of the test, please print your Certificate of Completion, keeping a copy yourself and providing a copy to your supervisor or PI. You may be asked to provide a copy of this certificate in the future.

   *Annual refresher training is required for all university employees who have already taken the initial Bloodborne Pathogens training and continue to have occupational exposure. Upon successful completion of the course you will receive a certificate, which is valid for one year.

2. **Online Human Subjects CITI & HIPAA Training**
   
   Contact: Research Integrity program, 502-852-2403

   **For individuals who have never completed the CITI Basic Course:**
   [http://louisville.edu/research/humansubjects/irb/investigator-info/training/first-time](http://louisville.edu/research/humansubjects/irb/investigator-info/training/first-time)

   **For individuals who have previously completed the CITI Basic Course but need a refresher:**
   [http://louisville.edu/research/humansubjects/irb/investigator-info/training/refresher](http://louisville.edu/research/humansubjects/irb/investigator-info/training/refresher)

   Information regarding HIPAA training may be found here: [http://louisville.edu/privacy/training](http://louisville.edu/privacy/training)

3. **Lab Safety and Hazardous Waste Training**

   Lab Safety and Hazardous Waste Training are presented together each month for the convenience of laboratory research personnel.
   Please contact the DEHS Lab Safety Coordinator (Mr. Lloyd Asher) at 852-2830 or Cathy Price to schedule an appointment, if the pre-scheduled session will not work for your schedule.

   **General Laboratory Safety Training** is required for all newly hired laboratory personnel and should be completed as soon as possible. The class provides information on the physical and health hazards of chemicals, fume hoods, personal protective equipment,
emergency procedures and the OSHA Lab Standard.

**Hazardous Waste Training** is mandatory for all persons who manage either hazardous or infectious waste in university facilities. The class provides information about the basics of complying with both the hazardous waste regulations and infectious waste management requirements; and instructs university personnel in the proper procedures for preparing both types of waste for pick-up and disposal. The training will also provide guidance for completing a Hazardous Waste Pick-Up Request to DEHS.

4. Lab safety guidelines and a list of training courses offered by DEHS can be located at [https://louisville.edu/dehs/training](https://louisville.edu/dehs/training)

5. **Responsible conduct of research online** at [http://ori.hhs.gov/ori-introduction-responsible-conduct-research](http://ori.hhs.gov/ori-introduction-responsible-conduct-research). Please review at least Chapters 1 and 2, and any of the other chapters that interest you.
APPENDIX

Videocast sponsored by OFFICE OF INTRAMURAL TRAINING AND EDUCATION

(press CTRL+CLICK to view training videos; use internet explorer)

Communication

Improving Spoken English (6/5/2009)

Creating and Presenting Dynamic Posters (7/11/2013)

Talking Science: Designing and Delivering Successful Oral Presentations (1/11/2013)

Communicating Science: Tools for Scientists and Engineers (12/15/2009)

Science Skills

Successfully Publishing a Scientific Paper (3/16/2009)

Grants and Grant Writing

Grant Writing 101 (1/18/2013)

Introduction to Grant Writing I: Demystifying the NIH Grant Review Process (6/29/2010)

Introduction to Grant Writing II: Strategies for Writing Effective Training and Research Plans (7/14/2010)

Job Search

CVs and Resumes: Essential Job Search Documents (9/1/2009)


Interviewing Etiquette and Skills (4/9/2008)

Getting the Most Out of a Job Fair (9/6/2007)


Finding a Postdoc (3/17/2009)

Using LinkedIn Effectively: Seventh in the "How to" Series (4/30/2012)
Industry Careers


Industry Careers Overview and Job Packages (1/24/2013)

The Industry Job Search: Navigating the Application Process (12/7/2009)

Resumes and Cover Letters for Industry (11/18/2008)

Industry: Interviews (3/4/2013)

Business Etiquette (NIH only) (3/25/2009)

Making the Transition to Industry (4/6/2010)

Academic Careers

Academic Job Search: Applying and Interviewing (8/13/2014)

How to Give an Effective Job Talk (6/30/2008)

Evaluating Positions and Negotiating Job Offers (2/23/2015)

Academics: Transitioning Successfully from Postdoc to Faculty (4/22/2015)

See also the videocasts from a March 2010 two-day NIGMS Workshop for Postdocs Transitioning to Independent Positions

Non-Bench Careers

Non-bench Careers for Scientists at NIH (11/16/2009)

Career Exploration

Careers in the Federal Government: Ninth in the "How to" Series (7/18/12)

Careers in Epidemiology and Behavioral Sciences (May 14, 2013)

Careers in Government (March 11, 2013)

Careers in Industry (February 11, 2013)

Public Health from Admissions to Career Opportunities (7/8/2010)
Getting To Professional (Medical/Dental) School

Applying to Medical School: Assessing Your Application (6/25/2013) an overview of everything you need to know to get into medical school.

Interviewing for Professional School (9/21/2009)

Advice from the Trenches: Getting to Professional School (6/30/2009)

MD/PhD: Is It for You? (7/20/2012)

Applying to Medical School (1/18/2011)

Writing Personal Statements for Professional School (3/29/2012; NOTE that you may need to click on "CC" to make the closed captioning visible.)

Preparing for the MCAT 2015 (NOTE: this is a YouTube video)

Medical School Application Schedule for Admission in Fall 2017 (handout)

Getting To Graduate School

Everything You Need to Know to Get into Graduate School (6/18/2013)

Getting to Graduate School (from the 2010 Graduate & Professional School Fair) (7/8/2010)

Preparing for the GRE - featuring the NEW computer-based GRE (9/5/2012)

Choosing and Applying to Graduate School (9/23/2010)

Writing Personal Statements for Graduate School (10/5/2010)

Interviewing for Graduate School (12/13/2010)

Lectures

The Big Picture: Thoughts on the Future of Science (1/13/2009)

NIH Academy Short Course, Part I, (9/18/2012) The NIH Academy Short Course provides a fundamental understanding of the definition and measurement of health disparities as well as the causes and determinants of these disparities.

Special Event

2010 Community College Day

NIH Academy Videocasts on Health Disparities on heath disparities topics