

**PROFESSIONAL DEVELOPMENT AND ENHANCEMENT CURRICULUM
FOR R25 CANCER EDUCATION SCHOLARS**

SSRP & R25 ORIENTATION

Monday, May 24, 2021

Kornhauser Library Auditorium

8:45 – 9:00	Sign in	
9:00 – 9:10	Welcome Scholar & mentor responsibilities, stipends, Research!Louisville, evaluations, etc.	J. Christopher States, Ph.D. Associate Dean for Research School of Medicine
9:10 – 9:20	Distinction in Research Track (DIR)	Dale Schuschke, Ph.D. Professor & Vice Chairman Physiology & Biophysics
9:20 - 10:20	Training: Research Ethics & Integrity	LaCreis Kidd, Ph.D., M.P.H. Associate Professor Pharmacology & Toxicology
10:20 – 10:30	Break	
10:30 – 11:00	Human Subjects Consent & HIPPA, Privacy, Protected Health Info (PHI)	Paula Radmacher, Ph.D. Vice Chair Biomedical IRB
11:00-11:30	Animal Care & Use	Leslie Sherwood, DVM Assoc. Professor, Research Resources Assist. Vice President for Research Services
11:30– 12:00	Library Research Resources	Gina Genova Kornhauser Library Reference Dept.
12:00 - 1:00	Lunch	Lunch provided in CTRB Lobby
1:00 - 2:30	Laboratory Safety & Hazardous Waste Training	Lillian Seitz Department of Environmental Health & Safety
2:30-2:45pm	R25 Updates & Questions regarding the NCI Cancer Education Program for Medical & College Students. (Note: After the meeting, Medical Students will meet with their mentors)	David Hein, PhD, R25 Founding Director LaCreis Kidd, PhD, MPH, Co- Director, Professional Development Coordinator

2:45-4:30pm	Students requiring parking passes, paperwork for Cardinal Cards and lanyard for your cardinal cards should visit Sonya Cary in CTRB.	Location: Clinical Translational Research Building (CTRB), 505 South Hancock Street, Room 114, Louisville KY
3:00pm	Individual Photos for R25 undergraduates	Susan Harrison LOCATION: Dental School, Lower Level, Room 060
3:15pm-	R25 undergraduates will meet with their mentors	Email your mentor to get their exact lab location, as needed.

- **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 6/4/21)
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**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.

Tuesday May 25th (Parking Garage at 416 West Chestnut Street Garage, Louisville, KY, between Preston & Jackson Street)

- 9:30am Non-University of Louisville students must go to the parking office at the Chestnut Street Garage on Tuesday, May 25 at 9:30 to obtain their Cardinal Card.

***Tuesday June 1st (Online using Microsoft Teams)**

- 3:45pm Virtual Engagement & Interaction - will allow students to interact with one another, give a 15-30 second spiel about themselves/research project, discuss challenges/solutions, Q&A about action items, special announcements (Note to self: <https://www.youtube.com/watch?v=DMfsilBhW7A>)
- 4:00-5:00pm Clinical Oncology Perspective Seminar
 - Speaker: Michael Egger, MD
 - Title: Changes to the Management of Melanoma in the 21st Century
- **Action Items:**
 - Setup a professional LinkedIn account and request a connection with Dr. David Hein, Dr. LaCreis Kidd, faculty/lab mentor, R25 trainees. [Using LinkedIn Effectively: Seventh in the "How to" Series](#) (Due 6/8/21)

Wednesday June 2nd (Building A, Room 302)

- 9:00-10:00am Radiation Safety Training

- Speaker: Sarah Hughes
- Action Items
 - Watch this video in preparation for June 4th
 - [Interviewing for Professional School](#) (9/21/2009)

***Friday June 4th (Online using Microsoft Teams - Undergraduates Only)**

- 8:45am Virtual Engagement & Interaction
- 9:00-10:00am Navigating the Application & Interview process for Professional School
 - MD program (Stephanie Daily)
 - MD/PhD program (Dr. Russell Salter)
 - MSc in Clinical Investigation Sciences (Dr. Paul McKinney)
 - MPH (Dr. Brian Guinn)
- **Action Items:**
 - Submit the title of your summer research project to Dr. Hein (David.hein@louisville.edu)
 - Prepare questions to ask cancer survivors regarding their diagnosis, treatment or cancer survivorship on June 8th 2021

***Tuesday June 8th (Online using Microsoft Teams)**

- 3:45pm Virtual Engagement & Interaction
- 4:00-5:00pm R25 Community Outreach, Education & Cancer Survivorship
 - Speaker: Virginia Bradford of the Kentucky African Americans Against Cancer
 - Cancer Survivors: TBA
 - Topic: Cancer Education & Prevention Outreach Events & Cancer Survivors Testimonies
- **Action Items:**
 - Watch the video in preparation for June 11th (undergraduates only)
 - [Writing Personal Statements for Professional School](#)

***Friday June 11th (Online using Microsoft Teams -Undergraduate Students Only)**

- 8:45am Virtual Engagement & Interaction
- 9:00-9:30am How to Prepare Personal Statements for Graduate School
 - Speaker: Leah Siskind
- 9:30-10:00am How to Prepare Personal Statements for Medical School
 - Speaker: Tania Condurache
- **Action Item:**
 - Take a selfie or picture of that features your R25 Cancer Education Experience along with a caption and share on LinkedIn. Please tag the R25 program.

***Tuesday June 15th (Online using Microsoft Teams)**

- 3:45pm Virtual Engagement & Interaction
- 4:00-4:30pm Cancer Research Seminar
 - Speaker: Dr. Sucheta Telang
 - Title: Targeting Cancer's Sweet Tooth: Inhibiting Glucose Metabolism in Tumors
- 4:30-5:00 Clinical Oncology Perspective
 - Speaker: Dr. Suzanne King
 - Title: structural and functional complications associated with radiation treatment for laryngeal and pharyngeal cancer

***Friday June 18th (Online using Microsoft Teams)**

- 8:45am Virtual Engagement & Interaction

- 9:00-9:30am Navigating Clinical Oncology Residency/Fellowship Programs
 - Speakers: Dr. Tyler Mouw (surgical oncology)
- 9:30-10:00am Navigating Cancer Research Training as a Graduate Student
 - Speakers: TBD
- **Action Item:**
 - Take a selfie or picture of that features your R25 Cancer Education Experience along with a caption and share on LinkedIn. Please tag the R25 program.

***Tuesday June 22nd (Online using Microsoft Teams)**

- 3:45pm Virtual Engagement & Interaction
- 4:00-4:30pm Clinical Perspective Seminar
 - Speaker: Dr. Nicolas Ajkay
 - Title: Clinical research in Breast Cancer Surgery: Where We are and Where are We Headed?
- 4:30-5:00pm Clinical Perspective Seminar
 - Speaker: Dr. Rebecca Redman
 - Title: "High-dose versus weekly cisplatin definitive chemoradiotherapy for HPV-related oropharyngeal squamous cell carcinoma of the head and neck"
- **Action Items:**
 - Watch this video to prepare for July 6th >>> [Talking Science: Designing and Delivering Successful Oral Presentations](#)

Friday June 25th (CTRB Foyer)

- 9am-1pm Annual Metastatic Breast Cancer Symposium
- **Register for this mandatory event:**
<https://interland3.donorperfect.net/weblink/weblink.aspx?name=E349052&id=44>

***Tuesday July 6th (Online using Microsoft Teams)**

- 8:45am Virtual Engagement & Interaction
- 9:00-10:00am EMOTE: How to Connect with your Audience for Oral Presentations
 - Speaker: Dr. Luz Guiomar Huntington-Moskos
- **Action Items:**
 - Prepare and Practice a 90-second elevator pitch for your summer research project (due July 13th)
 - Watch this video in preparation for July 19th
 - [Successfully Publishing a Scientific Paper](#)

***Friday July 9th (Online using Microsoft Teams)**

- 8:45am Virtual Engagement & Interaction
- 9:00-10:00am How to Organize an Abstract & Manuscript
 - Speaker: Dr. LaCreis Renee Kidd
- **Action Item:**
 - Take a selfie or picture of that features your R25 Cancer Education Experience along with a caption and share on LinkedIn. Please tag the R25 program.
 - Start working on a draft of your abstract (a summary of the background, objectives, hypothesis, results and conclusion of your summer research project)
 - Watch these videos in exchange
 - [Improving Spoken English](#)
 - [Communicating Science: Tools for Scientists and Engineers](#)

***Tuesday July 13th (Online using Microsoft Teams)**

- 3:45pm Virtual Engagement & Interaction
- 4:00-5:00pm 90 Second Elevator Pitch Contest
 - Moderator: Dr. LaCreis Kidd
 - Judges: Dr. Jill Steinbach, Dr. Brian Ceresa, Shao-yu Chen
- **Action Items:**
 - Email your mentor a draft of your abstract for constructive feedback. If you do not have results, please include what results you expect based on your hypothesis.
 - Start working on a draft of your poster presentation.
 - Watch this video in preparation for July 16th
 - [MD/PhD: Is It for You?](#)

Friday July 16th (Online using Microsoft Teams)

- 3:45pm Virtual Engagement & Interaction
- 4:00-4:30pm Navigating Careers in Clinical Oncology & Cancer Research
 - Speaker: Robert Martin, MD, PhD, FACS, Professor of Surgery, Director, Division of Surgical Oncology, Department of Surgery
- 4:30-5:00pm Juggling Medical School & Cancer Research as a MD/PhD Student
 - Speakers: Anne Geller, Natalia Bilchuk (MD/PhD), Evan Tracy
- **Action Items:**
 - Watch these videos to prepare for July 16th
 - [Creating and Presenting Dynamic Posters](#)
 - [Talking Science: Designing and Delivering Successful Oral Presentations](#)

***Tuesday July 20th (Online using Microsoft Teams)**

- 3:45pm Virtual Engagement & Interaction
- 4:00-4:30pm How to Prepare an Award Winning Poster
 - Speaker: Dr. Levi Beverly
- 4:30-5:00pm How to Prepare a Competitive Travel Award Application for Research Conferences
 - Speaker: Dr. David Hein
- **Action Items:**
 - Finish working on your poster presentation

***Friday July 23rd (Online using Microsoft Teams)**

- 8:45am Virtual Engagement & Interaction
- 9:00am-10:00am Navigating Careers in Public Health Research & Information Sciences
 - Speakers: Richard Baumgartner, Kathy Baumgartner, Stephanie Boone
- 10:00-11:00am Two 25-minute Breakout Sessions
- **Action Items:**
 - Submit your poster to Dr. Hein for review (due July 23rd)
 - Practice your poster presentation over the weekend

Wednesday July 28th Crazy Idea Day

- 4pm James Graham Brown Cancer Center engaged in basic, clinical or translational research present wacky cancer research ideas that are actually logically sound.
- Speakers: TBD

Friday July 30th 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 >>> [2012-2019-research-abstracts&posters](#)
- 3:15pm Group Photo Health Science Campus Courtyard
- 3:30-4:00pm Closing reception for all faculty mentors, mentees & staff. [CTRB, Rm 101/102]
 - Closing Remarks
 - Pass out certificates of completion for medical & college students

October 25-29, 2021 Research!Louisville

- Abstract Submission Opening Date: TBD
- Abstract Submission deadline: TBD
- Presentation Date: 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 >>> [2012-2019-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). Please contact Dr. Hein to apply for travel funds]

- **International Cancer Education Conference** - 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.
- **Experimental Biology** – 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** >>> [aspnet-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 >>> <https://www.aacr.org/professionals/education-and-training/science-education/awards-prizes-and-opportunities/>
- Click here for >> <https://www.aacr.org/professionals/meetings/>

Consult with your mentor to determine if you need the training below

1. Department of Environmental Health & Safety

Rachel Cary

Contact: 502-852-6670

Hours of operation: M-F 8-4:30pm

Online training is available: <https://louisville.edu/dehs/training>

Employees are required to complete all EHS trainings appropriate for their work environment. The training matrix below provides a list of training courses that apply to specific job duties. [Training Matrix \(DF\)](#)

Commonly required courses include:

- General Lab Safety & Hazardous Waste
- Radiation Safety
- Bloodborne Pathogens
- Shipping Biologicals and Dry Ice
- Basic Biosafety
- Formaldehyde Safety

To access online courses and register for classroom sessions, login to BioRAFT using your UofL credentials.

Some courses are offered by appointment only, or must be provided by your supervisor or building coordinator.

Please contact DEHS for scheduling or assistance.

In addition to DEHS training, supervisors must provide on-the-job safety training.

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.

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.

Radiation Safety Training The Radiation Safety Office (RSO) is responsible for and oversees the safe use of radiation and radioactive material on all University of Louisville campuses, University Hospital, and the James Graham Brown Cancer Center. The RSO performs services to ensure compliance with State of Kentucky radioactive materials licenses, Joint Commission on Accreditation of Healthcare Organizations, and other pertinent laws, regulations and guidelines. It is also the lead agent to keeping radiation exposure to employees as low as reasonably achievable (ALARA). It consults as well with local agencies on radiation safety matters and maintains an active participation in professional organizations that are concerned with the practice of radiation safety. Questions regarding the Radiation Safety Program can be directed to the Radiation Safety Officer or call 502-852-5231.

2. Online Human Subjects CITI & HIPAA Training

Course: [HTTPS://LOUISVILLE.EDU/RESEARCH/HUMANSUBJECTS/LIFECYCLE/CITI-REGISTRATION](https://louisville.edu/research/humansubjects/lifecycle/citi-registration)

Information regarding HIPAA training may be found here: <http://louisville.edu/privacy/training>

HIPAA Privacy training is for individuals who are assigned to areas of the campus which are within the University of Louisville health care component. HIPAA Privacy training is also provided to health science campus students. Specific HIPAA policy and procedure training may also be required by facilities where students, staff, or health care providers are assigned to work.

We also provide HIPAA Research training for individuals working on University of Louisville research projects.

The **Information Security Office** provides HIPAA Security training for individuals who are assigned to a department or unit within the health care component. HIPAA Security training is **required** for all persons completing the HIPAA Privacy or Research training.

Individuals may complete the training online through the Collaborative Institutional Training Initiative (CITI) site.

3. Lab safety guidelines and a list of training courses offered by DEHS can be located at <https://louisville.edu/dehs/training>
4. **Responsible conduct of research online** at <http://ori.hhs.gov/ori-introduction-responsible-conduct-research>. Please review at least Chapters 1-3 and 6-10, and any of the other chapters that are needed for your research.

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)

[Networking! Networking! Networking!](#) (4/9/2008)

[Interviewing Etiquette and Skills](#) (4/9/2008)

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

[Career Counseling Workshop: Planning for Career Satisfaction and Success](#) (6/12/2007)

[Finding a Postdoc](#) (3/17/2009)

[Using LinkedIn Effectively: Seventh in the "How to" Series](#) (4/30/2012)

Industry Careers

[Top 10 List: Things Scientists Ask about Finding an Industry Job](#) (11/28/2012)

[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)

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)

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

[Medical School Application Schedule for Admission in 2022](#) (register for online classes)

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](#)