**TRANSLATIONAL BIOMEDICAL SCIENCE (TBS) PROGRAM**

**EXPECTATIONS OF SCHOLARS AND MENTORS**

\*Based on NCATS [Core Competencies for Clinical and Translational Investigator Training](../Documents/TBS/Core%20Competencies%20for%20Clinical%20and%20Translational%20Science.pdf)

\*Must commit to at least ***1 full year*** in the TBS Program; preference will be given to those who can commit for 2 years

\*Funding for travel is based on meritorious performance in TBS program

\*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)
	1. ***Weekly attendance and full participation***(minimum: 28 out of 35 per year though attendance is expected to be closer to 100% when invited speakers are scheduled).
2. **Seminars**
	1. ***Monthly attendance*** (minimum: 7 out of 10 per year) 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.
	2. ***Monthly attendance*** (minimum: 5 out of 8 per year) at Windows into Translation (**WiT**) series (1 hour).
3. **Conferences**
	1. ***Annual,*** attend(minimum: 1 full day) theAssociation for Clinical and Translational Science (ACTS) meeting (held in April in Washington, DC) (***research presentation highly recommended)***.
	2. ***Annual,*** give aresearch presentation at a major national or international meeting in the TBS Scholars’ discipline.
	3. ***Annual,*** judge a local research day event.*Example: Howard University Research week (April 10- 14, 2017); Georgetown Department of Medicine Research Day; or, GUMC Student Research day (*at Georgetown University, September 27, 2016) (***optional though******highly recommended***).
4. **Course Requirements**
	1. GHUCCTS Summer Intensive Workshop on Biostatistics, Epidemiology and Clinical Research (***or equivalent***).
	2. GHUCCTS Grant Writing Workshop (***optional though******highly recommended***).
	3. Drug Development – From Molecule to Bedside (CLTR700) (***optional though******highly recommended***).
5. **Grant Submission**
	1. TBS Scholar will submit an [F series (F30, F31, F31 diversity, F32) NRSA](https://researchtraining.nih.gov/programs/training-grants?CFID=63206008&CFTOKEN=b72b9109b9d21030-8384B2A0-5056-9439-7E3F6FE9B3C5918D#fellowships) within the first year of the program, if TL1 supported.
6. **Career Progress Meetings**
	1. ***Quarterly*,** meeting with TBS Scholar and at least one one member of the TBS Executive Committee.
	2. ***Semi-annually,*** joint meeting with TBS Scholar, Mentors & at least two members of the TBS Executive Committee*.* TBSScholar is responsible for setting up the appointment with assistance from the TBS Administrator at the beginning of each semester.
	3. Provide contact information and updates on research and career activities when requested for up to 5 years’ post-award for the alumni participation.
7. **Requests for Travel**
	1. ***Submit budget and justification*** within 45 days of appointment,to the TBS Administrator. Once approved, meet with TBS Administrator to book travel and review travel policies.
	2. ***Schedule Meeting*** with TBS Administrator to book and pay for travel expenses 2 months prior to conference or before **March 1**.
8. **Reporting**
	1. ***Timely*** (within one month of purchase), provide the TBS Administrator with receipts and proof of payment for travel-related expenses.
	2. ***Timely*** (within one month of event), provide the TBS Administrator updates to presentations, publications, grants, awards & honors for the TBS newsletter & website ([http://www.translationalbiomedicalscience.org](http://www.translationalbiomedicalscience.org/index.html)).
	3. ***Annually***, provide updated career information for the annual NIH progress report through the [TBS Scholar Evaluation](http://goo.gl/forms/qmi4WDIGYm8rAZBI2).
	4. ***Participation;*** prior to event, email TBS Administrator if unable to attend workshop/seminar/conference or other TBS activity.
	5. ***Personal research-related expenses;*** submit a budget and justification for approval for $2,000 of research-related expenses to TBS Administrator and coordinate payment options within 45 days of appointment. (Note: a computer purchase can take up to 3 months to process)
9. **NIH requirements**
	1. The NCATS TL1 grant [**TL1-TR001431**] **must be cited** on all publications, talks & posters involving the TBS Scholar.
	2. The NIH Public Access policy requires that **all** **publications** are submitted to Pubmed Central (PMC) & cited with PMC identification numbers.
10. **Metric Expectations**
	1. Minimal metrics in year 1:
		* Abstract submitted & accepted
		* Paper submitted
		* Grant submitted
		* IRB application submitted
	2. 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)
		* Received IRB approval for human subject study

**EXPECTATIONS OF MENTORS**

1. **Progress Meetings*:***
	1. ***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.
	2. Hold meetings with TBS Scholar ***at least twice a month*** to discuss trainee research and career progress.
2. **Training:**
	1. TBS scholars whose mentors have documented **mentorship training** are given preference in funding decisions.
	2. TBS scholars with mentors who have a track record of trainees funded on individualized training awards (e.g., F30, F31, F32) are given preference in funding decisions.
3. **Program Specific**:
	1. All mentors fully support the TBS program requirements and expectations.
	2. ***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.
	3. 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.
	4. Primary mentor updates the TBS administration ***annually*** on where the TBS Scholar is and what they are now doing for a minimum of ***up to 5 years after they completed the program*** to address the NIH requirements for training grant reporting.
4. **Changing Mentorship during the TBS Program:**
	1. The TBS Program Director must be notified at least 90 days prior to the change in mentorship.
	2. The TBS Scholar must submit a new Individual Development Plan (IDP) at least 75 days prior to the change in mentorship.
	3. 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.
	4. 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.
	5. 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: \_\_\_\_\_\_\_\_\_\_\_\_