**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)

\* Note 7 out of 10 Scholars were reappointed for a 2nd year of funding

**Expectation of 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**) Friday lunch series *(in person or online*) (1 hour)
   2. ***Monthly attendance*** (minimum: 5 out of 8 per year) at Windows into Translation (**WiT**) lunch series (*in person or online*) (1 hour)
3. **Conferences** 
   1. ***Annual attendance*** (minimum: 1 full day) at theAssociation for Clinical and Translational Science (ACTS) meeting (held in April in Washington, DC) (***research presentation highly recommended)***
   2. ***Annual research presentation*** at theTBS Retreat (***TBD)***
   3. ***Judging at local research day event.*** *Example: Howard University Research week (April 10- 14, 2017); or Georgetown Department of Medicine Research day; or GUMC Student Research day (*at Georgetown University, September 27, 2016).
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. Scholar will submit a [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 3 months of funding, if TL1 supported
6. **Career Progress Meetings** 
   1. ***Quarterly*,** meeting with Scholar and at least one TBS Director
   2. ***Semi-annually,*** joint meeting with Scholar, Mentors & at least two of TBS Executive Leadership
   3. Scholar must set up appointment with TBS Administrator at the beginning of each semester
7. **Requests for Travel** 
   1. ***At least two months before a conference,*** the rationale for attending a conference and an estimated budget needs to be submitted to the TBS Administrator
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 by **January 5** for the annual NIH progress report through the [TBS Scholar Evaluation](http://goo.gl/forms/qmi4WDIGYm8rAZBI2)
   4. ***Participation;*** email TBS Administrator if unable to attend workshop/seminar/conference
   5. ***Research related expense;*** need to get approval from TBS Administrator and coordinate payment options
9. **NIH requirements** 
   1. The NCATS TL1 grant [**TL1-TR001431**] **must be cited** on all publications, talks & posters involving the Scholar
   2. The NIH Public Access policy requires that **all** **publications** are submitted in Pubmed Central (PMC) & cited with PMC identification (ID) numbers

**EXPECTATIONS OF MENTORS**

1. **Progress Meetings*:***
   1. ***Semi-annual meeting*** with TBS Executive Leadership (at least 2 members) and mentee. Scholar will schedule with TBS Administrator
   2. ***Meet*** biweekly with Scholars (**minimum**)
2. **Training:**
   1. Scholars with mentors who have documented mentorship training are give preference in funding decisions
3. **Program Specific**:
   1. ***Research Funding for Scholar’s research***; guaranteed for 2 years during fellowship
      1. ***Research Funding includes***; supplies, equipment, software, etc
   2. Mentor provides at least $1000 per year for Scholar Travel
   3. Mentor support TBS program requirements and expectations
   4. Mentors with Scholars who achieve funding though [F series NRSA grants](https://researchtraining.nih.gov/programs/training-grants?CFID=63206008&CFTOKEN=b72b9109b9d21030-8384B2A0-5056-9439-7E3F6FE9B3C5918D#fellowships) are given preference in Scholar funding decisions

Scholar

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Mentor

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_