Clinical & Translational Science Fellowship Program

2018-2019 Handbook
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Welcome

Welcome to the Institute for Clinical Research Education (ICRE) at the University of Pittsburgh, and to your TL1 Clinical and Translational Science Fellowship.

The TL1 Clinical and Translational Science Fellowship is a translational research training program for pre- and post-doctoral students who find innovative ways to advance research from the initial discovery through improved patient outcomes and health policy.

This is a 1-year fellowship that is personalized for each CTS Fellow, based upon their particular phase of translational research (T1-T4). The program provides career development training and a multidisciplinary mentoring team to assist each Fellow in completing one or more translational research projects. Your appointment is for one year, starting and ending on the dates contained in your offer letter. Your appointment is renewable for one additional year, based on your progress. All fellows are strongly encouraged to apply for an F award. Please refer to your offer letter for details regarding your stipend, tuition and health benefits, and training-related expenses and travel funds.

This handbook points you to important information that will help you throughout your time at the ICRE. However, it is likely you will have questions that are not answered here. Do not hesitate to contact any of us to let us know how we can be of help.
Program Faculty & Staff

Leadership/Advisors:

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Responsible for: General CTS Fellowship program coordination for faculty and trainees.

Cierra Jenkins
Fiscal Specialist
200 Meyran Avenue, Suite 300
Pittsburgh, PA 15213
(p) 412-586-9670
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Responsible for: Financial administration of research and career development funds.

Megan Miller, MEd
ICRE Administrative Director 200 Meyran Avenue, Suite 300 Pittsburgh, PA 15213
(p) 412-692-2018
(f) 412-586-9672
messt82@pitt.edu

Responsible for: Financial, regulatory, and personnel administration of the ICRE.
NIH Prior Approval and Notification – Policies & Procedures

I. Background

In 2012, NIH issued new notices that advised investigators that in certain circumstances NIH prior approval must be obtained before spending NIH research funds on a new or modified research protocol involving human subjects. The full notices are available at:


As a trainee provided with pilot funding through the NIH/NCATS-funded Clinical and Translational Science Institute (CTSI), these polices apply to you.

- **Note:** Human subjects protocols that qualify for an exemption (categories 1-6), and animal studies entailing IACUC approval, require formal NIH notification but not prior approval. Please see table below for more information.

II. Procedures

To comply with these requirements, all TL1 trainees are required to notify ICRE Administrator Megan Miller (messt82@pitt.edu / 692-2018) in advance whenever planning to submit a new or modified protocol to the IRB. New protocols for which you are the Principal Investigator will automatically require NIH prior approval. For modifications, you will be asked for information to determine whether the change constitutes a significant ‘change in scope.’

To expedite things as much as possible, it’s advisable to prepare your NIH prior approval paperwork in advance at the same time you submit your IRB approval. As soon as you get your IRB protocol approved, the prior approval request can then be submitted to NIH. Expect prior approval to take 1-2 months to obtain after IRB approval. Please contact Patrick for information about the forms to complete and the expected timeline for approval.

A. NIH Prior approval is required when:

- You are named as the Principal Investigator of the IRB protocol (i.e., not your mentor) AND
  - For all newly approved, non-exempt Human Subjects IRB protocols
  - For modifications to ongoing protocols that are deemed to increase risks to subjects (consult ICRE coordinator)
• **Note:** TL1 funds cannot be used to support clinical trials research beyond Phase IIA. Exceptions may be granted for rare diseases, but requires NIH prior approval and issuing of a revised Notice of Grant Award.

**B. NIH Prior approval requires:**

• Completion of several forms summarizing your IRB protocol
• Submission of these forms along with your IRB approval form to NIH

**C. While waiting for NIH prior approval:**

• No CTSI funds may be spent toward the aims of the new / modified protocol under review
• You may begin work on the protocol if no expenses are incurred, or if expenses can be charged to departmental (‘hard money’) accounts
• Any expenses incurred prior to NIH approval being granted **cannot** be transferred to your CTSI program funds retroactively

**D. NIH Notification is required when:**

• You are named as the Principal Investigator of the IRB / IACUC protocol (i.e., not your mentor) AND
  o For all newly approved IACUC protocols

**E. NIH Notification requires:**

• Completion of several forms summarizing your IRB / IACUC protocol
• Submission of these forms along with your IRB / IACUC approval form to NIH

**F. NIH Notification:**

• Does **not** prevent you from starting work on your new IRB / IACUC protocol or spending CTSI funds toward the new protocol
NIH Sample Entries

Other Support – sample entry

1 TL1 TR001858 (Kapoor) 10/1/2018 – 9/30/2019*12.0 CM
NIH/NCATS $xxxxx*
The University of Pittsburgh Clinical and Translational Science Institute – Clinical and Translational Science Fellowship Program

The Clinical and Translational Science (CTS) Fellowship Program provides multi-disciplinary career development training, including didactic instruction and mentored research experience, to investigators preparing for careers in clinical and translational science.

NIH Biosketch – sample entry

1 TL1 TR001858 (Kapoor) 10/1/2018 – 9/30/2019
NIH/NCATS
The University of Pittsburgh Clinical and Translational Science Institute – Clinical and Translational Science Fellowship Program

The Clinical and Translational Science (CTS) Fellowship Program provides multi-disciplinary career development training, including didactic instruction and mentored research experience, to investigators preparing for careers in clinical and translational science.

Role: Predoctoral Fellow OR Postdoctoral Fellow

*Note – Ask program staff for dates and funding amounts specific to your award.
Publication Acknowledgment

“Research reported in this publication was supported by the National Center For Advancing Translational Sciences of the National Institutes of Health under Award Number TL1TR001858. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

Press Releases

Trainees who plan a press release concerning the outcome of NCATS grant-supported Research should notify the NCATS Office of Communications at 301-435-0888 in advance to allow for coordination.

NIH Public Access Policy

TL1 trainees must comply with the NIH Public Access Policy mandating public access to publications arising from NIH-supported research. For more information: https://publicaccess.nih.gov/
NIH Inclusion Monitoring

- Trainees engaged in human subjects research must comply with NIH’s requirement for monitoring and reporting inclusion of individuals based on sex/gender, race, and ethnicity.

**For general information:**
http://grants.nih.gov/grants/funding/women_min/women_min.htm

**For a decision tree on types of research to which the policy applies:**
http://grants.nih.gov/grants/funding/women_min/Women_and_Minorities_Inclusion_Decision_Tree.pdf

- Data will be solicited each year as part of the TL1 annual report to NIH, and trainees will be asked to provide an Inclusion Enrollment Report for each of their applicable protocols, using the form below.
Guidelines for use of CTS TL1 Training Funds

This guide describes University of Pittsburgh and NIH policies that govern the use of the funds awarded to you for research and training costs under the TL1. Please pay special attention to the HIGHLIGHTED NOTES. These are common mistakes that have caused prior trainees time, money, and frustration in the past.

A FEW PRELIMINARY DO’S AND DON’TS…

<table>
<thead>
<tr>
<th>Please <strong>DO</strong>…</th>
<th>...and please <strong>DON’T</strong>…</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use us as a resource! Check with us for advice and help on buying things, arranging travel, hiring people, and purchasing services. Save yourself money, time, and frustration.</td>
<td>• Buy anything with your own money before checking with us; some things are not allowable and can’t be reimbursed</td>
</tr>
<tr>
<td>• Keep original receipts and turn them in promptly for reimbursement</td>
<td>• Allow someone to work on your research and try to figure out how to pay them later. Always talk to us first about options for hiring and paying people – it can be complicated.</td>
</tr>
<tr>
<td>• Plan your spending to use funds effectively throughout the year. Pay attention to your monthly reports. Don’t wait until the last minute.</td>
<td>• Obtain bio-materials or data without first getting a materials transfer agreement or data use agreement</td>
</tr>
</tbody>
</table>

I. Research Costs – Supplies, Services, and People

A. Computers and Software

**WE MUST BUY IT FOR YOU:**

**The ICRE Fiscal Coordinator must purchase all computers and software. All purchases will be made through University of Pittsburgh purchasing systems.**

• Computers – You must provide a written justification explaining why the computer (e.g., laptop, iPad), including any requested hardware features, is required to complete the specific aims of your proposed research. Approval will not be given to purchase computers for general purposes (e.g., web access, writing papers). The ICRE Fiscal Coordinator, who must make this purchase
through University of Pittsburgh purchasing systems, has limited access to models, features, and brand names. If your justification is approved, the ICRE Program Coordinator will find the computer product that most closely matches your request.

- **Software** – The ICRE Fiscal Coordinator must order any software that is required for your research. You must provide a research justification, description, and web link to the requested software.

**B. Research Personnel and Services**

- Please talk to the ICRE Fiscal Coordinator before allowing any individual or any organization to begin working on your research project. This includes services you may seek from individuals or companies for transcription, statistical or specimen analyses, etc. The rules for who may be hired or contracted with are complicated by many factors, and we can help you sort them out quickly.

**NO RETROACTIVE PAY:**

**If you allow an individuals or organizations to provide effort and services without first working with us to establish the appropriate payment mechanism, we cannot pay them for work done prior to the proper steps being taken to establish payment (e.g. hiring of personnel, written service agreement).**

**C. Data and Biomaterial Purchases**

- The acquisition and/or purchase of data sets (e.g., public health data from the government or a private agency) and biomaterials require execution of a signed Data Use Agreement (DUA), or Materials Transfer Agreement (MTA). These contracts between the University of Pittsburgh and the agency providing the data or materials govern proprietary, confidentiality, and other legal issues, and must be signed off before data or materials are received.

**PLAN AHEAD:**

**Executing a DUA or MTA can take several weeks or even months, so please plan accordingly.**

**D. Participant Payments**

- We can set you up in the University’s online ‘We Pay’ system that allows you to pay research participants using pre-loaded debit cards. Please allow 4 to 6 weeks for full setup of We Pay services for your research study. Setup includes mandatory training.
E. Supplies

- **Lab** – We can buy lab supplies at special contracted prices from companies such as Fisher Scientific, R&D Systems, and many others. We can review supplier options with you.

- **General research supplies** – We can purchase limited stock and brand supplies at discount prices. If you need a general supply product, we can order from one of the brand names available.

F. Meals/Food

- Meals and other food purchases are generally not paid or reimbursed from research funds. An exception can be made if food is provided to a gathering of research study participants, or for certain types of ‘business’ meetings. Please check with us.

II. Travel costs – Registration, Planes, Hotels, and Food

**RECEIPTS:**

**When submitting receipts for your conference travel, include the name of the conference, dates of travel, and an itemized list of all receipts that should be reimbursed. All receipts must be the original and sent as a pdf or dropped off in person. Pictures of receipts will not be accepted.**

- **Registration Fee** – we can pay for registration fees in advance. If you choose to pay the registration fee personally (i.e. use your own credit card), you will be reimbursed only after the event is complete.

- **Flights** – You must find your flight online and give the ICRE Fiscal Coordinator the flight information to purchase the tickets through the University of Pittsburgh travel agent. Although the University of Pittsburgh Travel Agent charges a $25 service fee, the Pitt Travel Agent allows you to charge the cost directly to your TL1 grant funds. If you choose to purchase the flight yourself, reimbursement must wait until after the event is complete. **You will only be reimbursed for flights out of Pittsburgh International Airport, directly to and from the event. If you are flying to another event before flying back to Pittsburgh, please notify me before making arrangements.

**ADVANCE PAYMENT:**

**Registration fees and flight costs are allowable costs only for conferences that will be attended during the same budget year (ending May 31st). TL1 funds cannot be used to pay in advance for conferences that will occur after the end of the current TL1 budget period, except in cases when a scholar will be reappointed for a subsequent year.**
• **Hotel** – You can be reimbursed for conference stays only after travel is complete. You must provide an itemized hotel checkout slip or zero balance print out. Allowable charges are limited to room charges, taxes, and internet service only.

**PAY YOUR OWN BILL:**
**You must pay for your own hotel bill. Do not use your credit card to pay the bill of colleagues, or allow them to pay for you. University travel policy does not permit reimbursement for rooms occupied by anyone other than you.**

**ROOM SERVICE:**
**Room service is unallowable unless there is an itemized receipt detailing the charges. Hotel stays that extend beyond the conference time frame will not be reimbursed.**

• **Food and incidentals** – For reimbursement of the cost of your food and other incidentals (e.g., tips, taxi fare), you have a choice. You may either submit receipts for your exact out of pocket costs, or request Government set ‘per diem’ reimbursements that vary by city. For government per diem rates, see [www.gsa.gov/mie](http://www.gsa.gov/mie). If you choose to be reimbursed for exact receipts, your total daily reimbursement cannot exceed the government per diem limit. You must keep your original itemized receipts to receive reimbursement for all meals, taxi fares, tolls, and public transit fees.

• **Parking** – With original receipt, you can be reimbursed for parking outside of Pittsburgh City Limits when traveling to conferences.

• **Personal Car Use** – If you use your car for conference travel, we can pay a mileage rate based on federal guidelines. Distance to the destination will be based on departing from the University of Pittsburgh Oakland campus. We cannot pay for gasoline costs on personal cars.

• **Vehicle Rental** – All vehicle rentals must be pre-approved. Check with us for discount codes that can be applied to rentals.

### III. Academic Costs: Tuition & Books

A. **Tuition**

• We can pay your bill for tuition and fees directly from your TL1 funds. Please let us know when you register for classes that you want to use your TL1 funds to pay for them.

• If you add or drop a class, please email us and let us know so we can pay the extra bill and keep a record of refunds.
- TL1 funds cannot be used to pay the ‘Graduate Activity Fee’ (typically $6-$12). You must pay this with a personal credit card.

B. Books

- To be eligible for reimbursement, you must purchase books directly from the Pitt Book Store.
- Books you purchase at scientific conferences are also reimbursable.
- We can also purchase the books for you from the Pitt Book store or Amazon. Just send us the information.

IV. Health Insurance

You may use your training funds to reimburse yourself for the out of pocket cost of health insurance deducted from your monthly stipend check. You may seek reimbursement for either self-only or family plans, and for medical, dental, and vision coverage. Questions should be directed to the University of Pittsburgh Benefits office at 412-624-8160.

A. Plan Eligibility:

1. Predoctoral fellows – see [http://www.hr.pitt.edu/student-in/graduate-s/medical](http://www.hr.pitt.edu/student-in/graduate-s/medical) and [http://www.hr.pitt.edu/benefits/student-be/graduate-s](http://www.hr.pitt.edu/benefits/student-be/graduate-s)

2. Postdoctoral fellows - see [http://hr.pitt.edu/benefits/benefit-el](http://hr.pitt.edu/benefits/benefit-el) and [http://hr.pitt.edu/benefits/health-and-wellness](http://hr.pitt.edu/benefits/health-and-wellness)

Reimbursement procedure: Provide a copy of your monthly paystub showing the amount deducted to the ICRE Fiscal Coordinator.
Program Requirements

I. Career Development Seminars

Trainees are required to attend weekly, 1-hour Career Development Seminars (CDS) that take place on Friday mornings, except when there is a Professional Development presentation or a Career Development Workshop (see below). Each CDS will have one of the following formats:

- Trainee Progress Report
- Advising Session
- Professional Development Meeting (these will be held at 8:00am-9:00am or 8:00-10:00am)
- Writing Group Session

A. Trainee Progress Report

- Trainees are expected to present a progress report to the fellowship directors and fellow CTS trainees. Trainees should format their presentation using the progress report slide template. Primary mentors are expected to attend their mentee’s presentation.

B. Professional Development Meetings

- Throughout the year, University of Pittsburgh professionals will be invited to attend the CDS and talk about their area of expertise. These meetings typically take place on one Friday a month at 8:00am with the ICRE KL2 and K12 scholars. Past topics have included:
  - Entrepreneurship
  - Communicating Research
  - Commercialization
  - Time Management
  - Reproducible Research

C. Writing Group Session

- Trainees will be assigned to a small group of peers. On a monthly basis, one member of each group will submit writing materials for review by their group. Groups are expected to review the materials in advance of the CDS and come prepared to provide feedback. Statisticians and faculty members will participate in each group.
II. Mentoring

Each fellow will have a primary mentor who will be an accomplished independent investigator and committed to the career development of their mentees. The fellow will have at minimum weekly contact and meetings with their primary mentors (often more frequently). The entire team is expected to meet at least monthly to design and plan research projects, discuss progress, develop solutions to specific problems, provide advice on project management, and help guide data collection, analysis, and manuscript preparation (including a required authorship agreement). In addition, each fellow may have additional one or more co-mentors, preferably from different disciplines, forming a multidisciplinary team. Mentors and mentees will complete a Mentoring Contract (Appendix A) at the start of their fellowship. This will outline the expectations for the mentoring relationship as a mentor and mentee. Mentoring contracts should be completed at the start of the fellowship, and submitted to Lindsay Bell, belllf@upmc.edu. Mentors are also required to attend their mentee’s annual Trainee Progress Report at the Career Development Seminars.

III. Authorship Agreement

Misunderstandings can happen when researchers collaborate on a manuscript. Some of these misunderstandings revolve around authorship order, people failing to adhere to agreed-upon revision timelines, or disagreements about where to publish the work. These tensions can strain collaborations and delay time to publication. Research indicates that early-career researchers find it difficult to initiate authorship conversations with their mentors.

The NIH encourages collaboration and has an interest in speeding publication and translation of research. To that end, we have implemented an Authorship Agreement form. Mentors and mentees are required to execute this written agreement before work begins on any manuscript, regardless of the mentee’s position in the authorship order. The document sections are based upon suggestions and surveys of ICRE trainees, and upon the areas of tension most often cited in anecdotes or in the literature. It is editable so that rows can be added as the team working on the manuscript expands or contracts, or if the timeline changes. You can download the Authorship Agreement template by clicking here, and update it at mentor meetings.

Much like the Mentoring Expectations and Contract form, requiring an Authorship Agreement provides a learning opportunity for TL1 Fellows. Upon submission (not acceptance) of a manuscript, we are now asking mentees to email the completed Authorship Agreement form to mayowski@pitt.edu. We appreciate your support in utilizing what we feel will be a beneficial tool in this important mentor/mentee relationship.

Any questions may be directed to Colleen Mayowski, EdD, MLIS, mayowski@pitt.edu who is charged with implementing this requirement.
IV. Customized Career Development Plans

Trainees will complete an online Customized Career Development Plan at the start of their fellowship. These plans will identify goals, objectives, and outcomes for the trainee. Once the CCDP is complete, it will be submitted to mentors and program directors for approval.

The CCDP will be regularly updated and reviewed throughout the year by the trainee, mentoring team, and program director. The CCDP will be used to evaluate a trainee’s success and opportunity for reappointment at the end of the 12-month fellowship.

V. Course Requirements

It is strongly recommended that trainees take the ICRE Summer Core. This consists of:
- Computer Methods in Clinical Research (CLRES 2005)
- Clinical Research Methods (CLRES 2010)
- Biostatistics (2020)
- Measurement in Clinical Research (CLRES 2040)

Students will also be encouraged to take following courses during their fellowship:
- Medical Writing and Presentation Skills (CLRES 2141)
- Managing Your Career in Clinical and Translational Science (CLRES 2077)
- Advanced Grantwriting Parts I and II (CLRES 2071 & 2072)

Course requirements will be tailored to each trainee’s individual research background with the help of the CTS Fellowship program director.

VI. Career Coaching Sessions

Each fellow will meet with Dr. Wendell for career coaching sessions. The coaching will occur monthly for 4 months, with a 15 minute check-in 2 weeks after the meeting. These will be a total of 7 coaching sessions. Dr. Steve Wendell is the director of the Center for Doctoral and Postdoctoral Career Development and faculty member in the School of Medicine.
Association for Clinical and Translational Science

http://www.actscience.org/

The Association for Clinical and Translational Science (ACTS) is the premier organization in the field, and is active in the realms of:

- **Research** – improving the efficiency with which new therapies may reach the public
- **Education** – serving as the academic home for all educational activities for the full spectrum of translational sciences
- **Advocacy** – engaging at all levels with other professional organizations
- **Mentoring** – facilitating collaboration and professional relationships between trainees and mentors

ACTS holds an Annual Meeting that brings together all of the disciplines involved in clinical and translational research and all of the participants in the field—including trainees, investigators, educators, as well as representatives from industry and government. Due to the multidisciplinary and multidimensional nature of the field, collaboration and interfacing is practically a prerequisite for success—and the Annual Meeting provides an ideal opportunity for networking and advancement.

TL1 Fellows are expected to attend the annual meeting, unless a compelling reason not to attend is provided. Trainees can apply for a travel award to assist with the conference expenses.

Our fellows consistently return from these meetings full of praise for how helpful the conference is for their careers:

- **Inspiring** – Participants are inspired by stories of success in clinical and translational research and its positive impacts on people’s lives
- **Informing** – Attendees learn of the most up-to-date and valuable information in the field
- **Supporting** – Trainees are provided with a supportive forum to present their research to a broad array of investigators
- **Providing resources** – Participants are presented with novel methods, best practices, and resources to achieve successful translation
- **Developing** – The meeting offers high-quality career development programs for trainees and mentors to progress in their roles

Recent plenary presentations have featured directors of CTS Institutes at universities across the country, and officials in the Department of Health and Human Services, the National Institutes of Health, the FDA, as well as advocacy organizations for pharmaceutical research companies.

Save the Date!
2019 ACTS Translational Science Conference
March 6-9, 2019
Washington Marriott Wardman Park Washington, D.C.
*Registration expected to open in December 2018*
Appendix A. Clinical and Translational Science Fellowship Mentoring Expectations and Contract

Mentoring is critical to career success in research. Each fellow will have a primary mentor who will be an accomplished independent investigator and committed to the career development of their mentees. The fellow will have at minimum weekly contact and meetings with their primary mentors (often more frequently) since the fellow will be working in the laboratory of the primary mentor or work on a related project. In addition, each fellow may have additional one or more co-mentors, preferably from different disciplines, forming a multidisciplinary team. We will obtain written commitments from all of the mentors to have continuous involvement with the fellows throughout the program. Because the fellowship is promoting team science through the conduct of multidisciplinary research and the use of team mentoring for mentees, the entire mentoring team will meet with the mentee at least monthly to design and plan the research projects, complete or update authorship agreement forms, discuss progress, provide advice on project management, and to help guide data collection, analysis, and manuscript preparation.

Expectations for Mentors

1. **Team meetings with the mentee.** There should be a minimum of one hourly meeting of the primary mentors and the mentee per week, and one hourly meeting per month of the entire mentoring team and the mentee.
2. **Attending fellow’s presentations.** The mentoring team is expected to attend meetings and seminars in which the mentee is presenting.
3. **Evaluation.** The mentoring team will participate in biannual evaluations and assessments of mentoring relationships.
4. **Confidentiality.** The content of all exchanges between the team mentors and the mentee are subject to the expectations of professional confidentiality.
5. **Customized Career Development Plan (CCDP).** The mentors are expected to review, approve, and monitor progress of mentee’s CCDP.

Expectations for Mentees

1. **Team meetings with mentors.** There should be a minimum of one hourly meeting with the primary mentors per week and at least one hourly meeting twice a year with the entire mentoring team.
2. **Training.** The mentees participate in the half-day training to obtain skills in working in with mentors in a team science environment.
3. **Fellow’s presentations.** The fellows present their work at research-in-progress meetings and at seminars with the mentoring team in attendance.
4. **Evaluation.** The mentee will participate in biannual evaluations and assessments of the mentoring relationships.
5. **Confidentiality.** The content of all exchanges between the team mentors and the mentee are subject to the expectations of professional confidentiality.
6. **Customized Career Development Plan (CCDP).** Develop CCDP, review CCDP with mentor and TL1 director, and review progress.

We, acting as team mentors and mentee, agree to enter into a team mentoring relationship based on the expectations described above.

___________________________ (mentor’s signature)     date____/____/____

___________________________ (mentor’s signature)     date____/____/____

___________________________ (mentee’s signature)     date____/____/____

___________________________ (TL1 director's signature)    date____/____/____
Appendix B. Authorship Agreement Form

(Download the template at http://www.icre.pitt.edu/ctstl1/mentoring.html.)

This agreement is intended to help establish and maintain clear expectations regarding authorship. It should be considered a *living document* that is revisited during meetings and revised as needed.

**Working Title of Manuscript:**
[Write title here]

**Authorship Criteria**
Authors included on this manuscript should satisfy the [criteria for authorship](http://www.icre.pitt.edu/ctstl1/mentoring.html) recommended by the Committee of Medical Journal Editors (ICMJE):

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

**Authorship Order**
Please list authors in the order they will appear on the publication, adding rows as necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Author Position</th>
<th>As author, I commit to... (e.g., writing the first draft, designing the tables, writing the methods section, corresponding with journal)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Author</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Second Author</td>
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<tr>
<td>4</td>
<td>Senior Author</td>
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**Publication Goal**

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<th>Intended Journal</th>
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Submission Goal

This manuscript will be submitted to the intended journal on:

MM/DD/YYYY

Next Deliverables and Deadlines

Identify key deliverables and deadlines, adding rows as needed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable(s) (e.g., first draft, feedback on draft, second draft)</th>
<th>Person responsible</th>
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<td>3</td>
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</tbody>
</table>

Upon submission (not acceptance) of the manuscript, please email a copy of the completed form to:

Colleen A. Mayowski, EdD, MLIS
Assistant Professor
Department of Medicine and
Clinical and Translational Science Institute
Assistant Director for Mentor Training
Institute for Clinical Research Education
mayowski@pitt.edu
Appendix C. CTS Fellowship Purchasing Form

Purchase requests should be sent to ICREPURC@pitt.edu

<table>
<thead>
<tr>
<th>Is order &gt; $5000?</th>
<th>Y or N</th>
<th>Ship to Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If less expensive items can be found, can it be purchased elsewhere?</td>
<td>Y or N</td>
<td></td>
</tr>
</tbody>
</table>

**If the item ordered is a computer, laptop, or piece of equipment, justification of the purchase is needed.**

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Company Name/Website</th>
<th>University Supplier Y/N</th>
<th>Qty</th>
<th>Unit</th>
<th>Item # (Catalog #)</th>
<th>Item Description</th>
<th>Price/Unit</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
## Appendix D. CTS Fellowship Travel Form
Submit form to ICRETRVL@pitt.edu

<table>
<thead>
<tr>
<th>Date Submitted (DD/MM/YYYY):</th>
<th>Requesting (Please Tick):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>** If sending receipts, please make sure to only send clear PDF documents. You may also upload all receipts into the Concur System as you receive them. Please Note: You may only be reimbursed after the conference/meeting has ended.</td>
</tr>
<tr>
<td></td>
<td>TRAVEL BOOKING:</td>
</tr>
<tr>
<td></td>
<td>☐ Flight booking</td>
</tr>
<tr>
<td></td>
<td>☐ Hotel booking (Expedia Only)</td>
</tr>
<tr>
<td></td>
<td>☐ Conference</td>
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<tr>
<td></td>
<td>Reimbursement:</td>
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<tr>
<td></td>
<td>☐ Flight</td>
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<td></td>
<td>☐ Per Diem</td>
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<td>☐ Mileage</td>
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<td></td>
<td>☐ Poster printing</td>
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<td></td>
<td>☐ Health Insurance</td>
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<td></td>
<td>☐ Other:</td>
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<tr>
<td></td>
<td>☐ Hotel</td>
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<td></td>
<td>☐ Car Rental</td>
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<td></td>
<td>☐ Parking</td>
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<td></td>
<td>☐ Abstract submission</td>
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<td></td>
<td>☐ Supplies/Books</td>
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<tr>
<td></td>
<td>☐ Baggage Fees</td>
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<td></td>
<td>☐ Tolls</td>
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<td></td>
<td>☐ Taxi/Car Service</td>
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<tr>
<td></td>
<td>☐ Event Registration</td>
</tr>
<tr>
<td></td>
<td>☒ Group Business Meal</td>
</tr>
</tbody>
</table>

| Name: |
| Cell Phone Number: |

### Travel/Conference Details

<table>
<thead>
<tr>
<th>Name as it appears on ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of Travel:</td>
</tr>
<tr>
<td>Reason for Travel:</td>
</tr>
<tr>
<td>Conference/Meeting Name:</td>
</tr>
<tr>
<td>Conference/Meeting Dates:</td>
</tr>
<tr>
<td>Conference Location:</td>
</tr>
<tr>
<td>URLs for conference/meeting:</td>
</tr>
<tr>
<td>Frequent Flyer Miles:</td>
</tr>
<tr>
<td>Window/Aisle Preference:</td>
</tr>
</tbody>
</table>

### Flight and Hotel Options

(Please provide your desired flight/hotel information below – make sure to include dates, flight numbers, desired airports, and desired hotel room type)

Flight option 1: |
Flight Option 2: |
Hotel: |
Appendix E. Evaluation/Tracking

Purpose of Evaluation/Tracking

The ICRE takes several steps to continuously evaluate the CTS Scholars Program. Through year-round evaluation and tracking, we are able to identify strengths and weaknesses of the program, chart career progress of Scholar outcomes, determine appropriate modifications to the program, and comply with NIH requirements for rigorous evaluation. **Timely Scholar participation in the evaluation process is greatly valued and crucial to the continued success of the program.**

II. Evaluation Mechanisms

The ICRE has several mechanisms to help ensure that evaluation is thorough and multi-faceted. These include:

- **A detailed web-based tracking portal** – this system helps us track Scholar progress as they advance in the program and their careers
- **Annual surveys of Scholars and mentors** – these surveys are critical to the evaluation of the program and help us evaluate completed milestones and objectives of Scholars, mentor-mentee relationships, academic productivity, and any appointments or promotions obtained by Scholars
- **Course and seminar evaluations** - evaluation of courses and seminars developed for this program are important for determining what aspects are most beneficial during Scholar training

III. Example Outcomes

The ICRE tracks a number of short- and long-term outcomes. Below is a list of some examples that highlight the main goals of our evaluation strategy:

A. Short-Term Outcomes

- Scholars’ satisfaction with the program (didactic training and mentored research)
- Percentage of Scholars submitting grant applications to NIH or other agencies
- Percentage of Scholars dedicated to careers in multidisciplinary clinical/translational research

B. Long-Term Outcomes

- Percentage of current effort in multidisciplinary research
Clinical and Translational Science Fellowship Program

- Grant funding on multidisciplinary projects
- Number of core faculty positions held at a multidisciplinary center or institute
- Number of presentations and publications produced by Scholars

IV. IRB & Informed Consent

IRB approval has been obtained for our data collection and evaluation of the CTS Scholars Program. Some of the data we collect from our evaluation surveys are used to inform our research concerning successful education, training, and careers of clinical/translational scientists. For this reason, informed consent is obtained from Scholars prior to completing their initial survey.