

Fred Hutchinson Cancer Research Center | New Mexico State University  
*Partnership for the Advancement of Cancer Research*

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## CAREER DEVELOPMENT PROGRESS REPORT

Please provide a thorough and detailed response to the questions outlined below and submit the following materials to Jennifer Anderson ([janderso@fhcrc.org](mailto:janderso@fhcrc.org)) and Lené Loest ([hloest@nmsu.edu](mailto:hloest@nmsu.edu)) no **later than noon on Friday, May 7, 2010:**

- Career Development Progress Report;
- Curriculum Vitae; and
- Mentor(s) biosketch (*if you have a new mentor(s) from the previous career development plan/progress report*)

Your career development progress report, CV, and mentor(s) biosketch (*if you have a new mentor(s) from the previous career development plan/progress report*) will be reviewed by the U54 Mentoring Core. Upon review of your career development progress report, committee members may follow-up with you on an individual basis and/or request that you respond to any concerns/issues in a one-page Re-submission Response (*this document should serve as a response to the U54 Mentoring Core's comments in a point-by-point format*).

**Name:**

**Check one:**     PI             Co-PI             Post-doc             Graduate student

**Project Title:**

**Mentors:**

### CAREER GOALS AND OBJECTIVES

State your long-term career objectives [from your career development plan] and note any changes in your goals. Describe the progress made towards accomplishing your long-term career objectives. Please address how your career objectives relate to the specific aims of your U54 project.

### ACCOMPLISHMENTS

Identify the most significant accomplishment in your professional development this year (*may be repeated below*):

### CAREER DEVELOPMENT ACTIVITIES

List any grants or awards submitted or in progress since June 2009:

*In Progress:*

*Submitted:*

*Awarded:*

List any papers published or in progress since June 2009:

*In Progress:*

*Submitted:*

*Published:*

List any presentations you have made since June 2009 (include the name of the event(s), if applicable and/or the presentation topic(s)/title(s):

List any conferences and/or training or professional development workshops (*\*a grant writing workshop, Toastmasters, Teaching Academy, etc.*) you have attended since June 2009 or plan to attend within the next six months. **\*Please note: training in grant writing is mandatory.**

List any meetings or seminars you have attended since June 2009:

List any honors you have received since June 2009:

### **CONTRIBUTIONS TO THE PROJECT**

Address how the partnership is working, including a description of the frequency, format (e.g., in-person, conference call, etc.), and duration of investigator meetings. Please also summarize the distribution of effort at each institution. Include an overview of the work accomplished towards the specific aims of your U54 project since the last project progress report submission in June 2009 and/or since your proposal was funded.

### **MENTORSHIP**

Please provide a specific description of mentoring interactions that have occurred and those that are planned within the next six months with your mentor(s), such as the frequency and format of meetings (e.g., in-person, conference call, etc.). Be sure to address how your mentors are involved in the development of the project's aims and progress. Include any problems or issues with your mentor(s).

Lastly, describe how you have mentored the graduate student(s), if any, working on your project. If you're scheduled to mentor a graduate student in the later years of the project, describe how you plan to mentor the student. Include the name(s) of the graduate student(s) and the qualifications/skills the individual(s) bring to the project. Briefly describe the types of mentoring activities that will occur [meetings, coffee breaks, etc], and any products he/she will produce. Lastly, highlight the individual's career development objectives for the following year, such as coursework, contributions to publications, and plans to attend professional workshops, scientific meetings, leadership training or present research findings. A graduate student career development plan template is provided for your reference.

### **ADDITIONAL COMMENTS**

Include any additional information you wish the Mentoring Core to know about your work during the past year, i.e. administrative/leadership duties, committee work, etc.