

SUBMISSION INSTRUCTIONS

Please submit the following materials to Jennifer Anderson (janderso@fhcrc.org) or Lené Loest (hloest@nmsu.edu):

- Career Development Plan;
- Curriculum Vitae;
- Mentor(s) biosketch; and
- Mentor(s) letter of support (limit 2 pages)

The aforementioned materials will be reviewed by the U54 Mentoring Core, in addition to your abstract and proposal. Written feedback will be provided following the review of your career development plan. Committee members may suggest that you revise your plan in which case, you will be asked to submit a one-page Re-submission Response [in addition to your revised career development plan]. This document should serve as a response to the U54 Mentoring Core's comments in a point-by-point format.

U54 Career Development Template

The following template provides an outline of the section headers and suggested content for each portion of the U54 Career Development Plan. You are welcome to embellish the content of each section respective to your background, professional experience, goals, etc.; however please try to follow the format of this career development plan as best you can and remember to incorporate specific details wherever appropriate.

<Insert: Investigator Name, Title, Institution>

A. CANDIDATE DESCRIPTION

Provide a brief description of your professional background, such as:

"Dr. —, designated as co-PI from —on this collaborative project, is considered a junior faculty member/postdoctoral fellow without prior independent research funding from the NIH. Dr. —is submitting this proposal as part of the U54 partnership to *(list your personal goals, which may include, but are not limited to):* (1) make scientific contributions in the area of cancer-related health complications, (2) eliminate cancer disparities among minority and socio-economically disadvantaged populations, (3) develop the skills and abilities to become an independent investigator with competitively funded, peer-reviewed support in the area of cancer research, (5) enhance the opportunities for minority students to become trained and experienced in cancer research."

Conclude with an explanation as to **how** your participation in this collaboration will impact the goals of this partnership.

B. CANDIDATE BACKGROUND AND SCIENTIFIC BIOGRAPHY

Describe your educational background and highlight your research interests and accomplishments. Detail your involvement with past research efforts and describe your intended contributions to the project being proposed. Explain **how your** participation on the U54 will impact the goals of this collaboration. Describe **how** your personal goals (listed above) will be of benefit to this collaboration.

This section should be highly detailed and fairly lengthy.

C. (Select one) JUNIOR FACULTY/POST-DOCTORAL FELLOW: CAREER GOALS AND OBJECTIVES

List, in order of priority, your long-term career objectives (including whether you aim to become an independent researcher or a staff scientist) followed by a short paragraph detailing **how** you plan to achieve those goals.

In a separate paragraph, describe the overall objective of your career development plan and **how** this plan will help you achieve your professional goals.

C.1. CAREER DEVELOPMENT PLAN

The components of this section should include a: (1) description of career development activities; (2) mentor description; (3) mentorship plan; (4) U54 Mentoring Core (provided).

C.1.a CAREER DEVELOPMENT ACTIVITIES

Please use the table below to detail the grant applications and publications you intend to submit, in addition to any presentations given (include the conference name and presentation title). Be sure to include any training and professional development workshops attended, as well as any other relevant scientific meetings. *Please note: **training in grant writing is mandatory.**

	YEAR 1	YEAR 2	YEAR 3
Grant Applications	Examples of grants: • NIH R01 •	• •	• •
Publications	Examples of manuscripts topics: • •	• • •	• •
Presentations	Name the conference(s) where you will present information and/or provide examples of presentation topics: •	•	•
*Training and Workshops	Examples of event titles: • •	• • •	• • •
Meetings and Seminars	Examples of meeting titles: • •	• • •	• • •
Mentoring	Quarterly meetings with designated mentors. Scientific consultation and review of manuscripts and grants.		

C.1.b MENTOR(S)

(1) Mentor name, Degree, Institution

Provide a detailed description of your mentor, including their professional background and mentorship skills, as well as **what** the benefit of working with this particular mentor is and **what** skills are to be gleaned from the individual. You may also wish to describe your previous work history with this person and reference the fact that a letter of support from Dr. XX is featured at the conclusion of this plan.

(2) Mentor name, Degree, Institution

Provide a detailed description of your mentor, including professional background and mentorship skills, as well as **what** the benefit of working with this particular mentor is and **what** skills are to be gleaned from the individual. You may also wish to describe your previous work history with this person and reference the fact that a letter of support from Dr. XX is featured at the conclusion of this plan.

C.1.c MENTORSHIP PLAN

Describe **how** the mentorship plan will help you achieve your long-and short-term career goals and objectives. Provide a description of the mentorship plan, including **how** the mentor is going to participate in the relationship and **what** the intended outcome of the mentor relationship is.

C.1.d U54 MENTORING CORE

In addition to the individual mentors named in this Career Development Plan, the U54 Mentoring Core was formed to oversee the career development of all junior investigators participating in the U54 mechanism. The U54 Mentoring Core consists of four senior researchers from the Fred Hutchinson Cancer Research Center (FHCRC) and two from New Mexico State University (NMSU). Members of the U54 Mentoring Core are responsible for ensuring that each junior investigator receives excellent mentoring to achieve success as a scientist.

To fulfill its role, the U54 Mentoring Core will meet semi-annually to review the progress of each junior investigator. Investigators will submit reports on their progress covering the areas described above. After individual review of the career development progress reports, the mentors will meet as a group to discuss the investigator's progress-to-date. In the event that an investigator is not making satisfactory progress in career development, the U54 Mentoring Core has a number of options, including finding new mentors, serving as mentors themselves, creating a regular meeting schedule with the investigator, and other actions considered appropriate by the committee. The Core will develop procedures to fulfill its roles as necessary and may elect to convene more frequently if desired. The U54 Mentoring Core offers a tremendous resource to the junior investigators and this committee will ensure that junior investigators are receiving the best advice and guidance possible to become successful scientists.

Partnership for the Advancement
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