

UW PREP Mentor Guide

Program Description

The University of Washington Post Baccalaureate Research and Education Program (UW PREP) is a biomedical research training program focused upon minorities and socio-economically under-represented individuals who plan to enter a PhD program in the biomedical sciences. Through a series of defined objectives, we shall (1) recruit high-quality under-represented individuals to our program, (2) develop and implement individualized training plans to provide laboratory research experience and academic training to improve the skill set of each PREP fellow, (3) provide additional training modules to develop the professional skills of fellows, and (4) provide support and training in the successful application of fellows to PhD programs. The goal of UW PREP is to increase the numbers of under-represented individuals in the sciences, as well as to increase research focus upon reducing health disparities.

PREP Objectives

- Identify, recruit, and select qualified students
- Support the academic development of fellows in preparation for graduate school and enhance fellows graduate school admission prospects
- Assess the fellows to determine strengths and weaknesses
- Expand fellows' fundamental academic and research skills
- Expose fellows to professional activities by immersing them in a research environment in their chosen fields
- Assist fellows' exploration of biomedical research career options

Faculty Mentor Expectations

Individualized Career Development Plan (IDP)

The IDP is a short checklist that will be prepared once the fellow arrives in the program. The list will entail a framework of research training and academic courses that each fellow will undertake to improve their prospects of success in graduate study. The IDP helps fellows define their goals, provides direction toward stated short/long-term objectives, is focused on enhancing a particular fellow's academic and research skills and knowledge, and will aid in the exploration of graduate schools. The IDP is not meant to be a rigid plan and can be modified over time.

Mentors are asked to meet with the fellow to discuss their career/educational goals and to share insights about the role of a graduate student. Mentors should help the fellow understand the graduate school environment and resolve unrealistic concerns about pursuing a doctorate. Mentors will consult with the fellow during the graduate school application and interview process. It is common for fellows to seek a letter of recommendation from their UW PREP mentor.

Research Planning and Experience

Mentors will work with each fellow to define and focus the research project, paying attention to the project's manageability within the timeframe available. Mentors will also ensure that the fellow clearly understands the goals and expectations set forth in their IDP, and will establish regular meeting times to discuss a fellow's research progress. ***Mentors will notify PREP staff immediately if the fellow is experiencing personal or academic difficulties.***

Professional Training Activities

Mentors will be encouraged to take fellows professional conferences in their area of specialization, ideally in the spring once the fellow has become more familiar with the research area. In addition, mentors will instruct the fellow on which UW or FHCRC seminar series to regularly attend during their PREP year. Such meetings will expose the fellows to new and original research across disciplines, and will allow them to interact with academicians in a different type of educational setting.

PREP fellows will have the opportunity to attend the Society for Advancement of Chicanos and Native Americans in Science (SACNAS) National Conference or Annual Biomedical Research Conference for Minority Students (ABRCMS). Both conferences are an excellent place to network and investigate graduate school options. Nearly 300 organizations (including graduate schools) will be exhibiting.

Program Evaluation

Faculty Mentors will participate in pre- and post- program surveys to help outline the elements of the mentoring relationship from the faculty perspective.

Research Article

When successful progress is made on a fellow's project and where appropriate, mentors will assist the fellow in the preparation of a research article describing their research. For each publication that results from this award, NIH support should be acknowledged by a footnote in language similar to the following: "<Name of Fellow> was supported by NIH grant number 5 R25 GM086304-02." Award recipients are required to comply with the NIH Public Access Policy. This includes submission to PubMed Central (PMC), upon acceptance for publication, an electronic version of a final peer-reviewed manuscript

resulting from research supported in whole or in part, with direct costs from NIH. The author's final peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. For additional information, please visit <http://publicaccess.nih.gov/>.

Travel Support

PREP will cover fellow travel expenses for one national professional meeting.

PREP Fellow Expectations

Specific Commitments

- Attend New Employee & program orientation and all required training
- Attend all PREP meetings and activities
- Attend all designated program workshops, classes, events and meetings. Any and all assignments must be completed by the deadlines set by the instructor(s)
- Participate in drafting IDPs and keep PREP staff up-to-date on progress
- Engage in research activities under the direction of their faculty mentor
- Schedule regular meetings with PREP staff and their faculty mentor
- Take the GRE exam by mid-September 2015.
- Apply to at least five graduate programs for Fall 2015 admission
- Submit applications to at least three viable graduate fellowship opportunities
- Present research talks and/or posters at local and national meetings
- Complete and submit pre- and post-survey, as well as other program evaluations for all workshop, courses, activities, and research experiences.

General Expectations

- Maintain a professional relationship with PREP staff, their faculty mentor, and UW or FHCRC staff
- Contact the PREP office and your prospective department immediately if unable to attend any scheduled appointment, class/seminar, or function
- Check e-mail and/or voicemail daily for PREP correspondence
- Notify PREP staff of any and all potential schedule conflicts, including, but not limited to, class time conflicts, other travel, or personal emergency
- Complete any and all forms, evaluations, and other necessary program materials on or before the specified deadlines

IMPORTANT Timepoints (This is not a conclusive list)

late June UW PREP orientation, (schedule TBA)

June - July GRE preparation course will meet Monday – Thursday, 9:00AM – 12:00PM, location TBA

July first week first bimonthly PREP meeting, schedule details TBA

September first two weeks Science writing course time and location TBA

September individual meeting with each PREP fellow

October–SACNAS (Society for Advancement of Chicanos/Hispanics and Native Americans in Science) national conference

November- Graduate school deadlines, Annual Biomedical Research Conference for Minority Students (ABRCMS)

May- UW Undergraduate Research Symposium, date TBA. All fellows are required to submit an abstract and attend.

This guide was adapted from the University of New Mexico 2012 Mentor Guide.