


Cancer Prevention and Control Training Program (CPCTP)

...more than 30 years and going strong



Program Overview

- Begun in 1988 under the R25 funded mechanism – John Waterbor, MD, DrPH was on the leadership team. Dr. Doug Heimberger (now at Vanderbilt led the program for most of that time).
 - In 2009, Dr. Tim Nagy assumed interim directorship
 - In 2010, Demark-Wahnefried assumed directorship
 - In 2013, Dr. Karen Meneses joined as MPI
 - Under R25 154 pre- and post- doctoral fellows were trained
 - In early years, the grant supported clinicians, educators and researchers
 - In 2010, a focus on research was mandated.
 - 2018 successful conversion to T32 (Demark-Wahnefried and Meneses) funded in July 2018. Dr. Marie Bakitas assumed Dr. Meneses' role in August 2018. Dr. Teri Hoenemeyer provides support
 - 2020 Dr. Lyse Norian Co- leads NTR 728
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Cancer Control and Population Sciences

Program Leaders: Elizabeth Brown, Ph.D. and
Laura Rogers, M.D.

41 Members /19 Departments

Adult/Acute Health, Chronic Care, Foundations

Anesthesiology

Biostatistics

Communication Studies

Community Health, Outcomes and Systems

Epidemiology

Family, Child Health and Caregiving

Genetics

Gerontology/Geriatrics

Health Behavior

Medicine

Neurology

Nursing, Family, Community & Health Systems

Nutrition Sciences

Obstetrics and Gynecology

Pathology

Pediatrics

Psychology

Radiation Oncology

Cancer Control & Population Sciences Program

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Radiation Oncology

Cancer Chemo-Prevention Program

Program Leaders

Craig Elmets, M.D.
Clinton Grubbs, Ph.D.

Associate Director

Wendy Demark-Wahnefried, Ph.D.

26 Members / 11 Departments

Biochemistry and Molecular Genetics

Biology

Chemistry

Dermatology

Environmental Health Sciences

Medicine

Nutrition Sciences


Oral and Maxillofacial Surgery

Pathology

Surgery

Urology

Expectations

- Individual Development Plans (IDPs)
 - Goal: To promote communication between the mentor and the trainee
 - Structure: Questions that stimulate discussion on the following topics-
 - ✓ Career objectives
 - ✓ Project details
 - ✓ Course work
 - ✓ Timeline
 - Update and report progress every 6 months:
 - These should be reviewed and signed by your primary mentor; send a completed copy to Dr. Hoenemeyer.
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MyIDP.ScienceCareers.Org




- myIDP provides:
 - ❑ Exercises to help you examine your skills, interests, and values
 - ❑ A list of **20 scientific careers** with a prediction of which ones best fit your skills and interests
 - ❑ A tool for setting strategic goals for the coming year, with optional reminders to keep you on track
 - ❑ Articles and resources to guide you through the process
- There is **NO** charge to use this site.

Expectations

Syllabus: NTR 728

- Unless Drs. Demark-Wahnefried or Bakitas have agreed to an absence, you are required to attend each NTR 728 seminar every Wednesday from Noon – 1:00 pm in NB 585 .
 - 1st Wednesday will be a lecture by a CCPSTP Mentor; topics to be determined.
 - 2nd Wednesday will be Journal Club; don't forget to sign up.
 - 3rd Wednesday will be skills training.
 - 4th Wednesday will be attendance for the CCPS seminar held in Room 101, UAB Comprehensive Cancer Center (Wallace Tumor Institute).
 - Lunch will be provided.

Keep your website presence up to date

- Plan for a group photo of the leaders and the trainees on steps of Comprehensive Cancer Center
 - Individual Photo
 - Brief Bio (mentors, research interests, plans to graduate or leave the program, long term goals)
 - CV with links to pubs
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Policies and Procedures

Special IRS Rules for Fellows

- Tuition and fees paid in pursuit of a degree are non-taxable.
- Stipend support is *taxable* scholarship.
- Excess of tuition, fees, and required books and equipment is subject to federal income tax.
- UAB does not withhold taxes from fellowships or issue W-2 forms.
- Students are advised to pay quarterly estimated federal taxes.
- You may request that Payroll deduct a portion of your stipend and pay it directly to your federal taxes.



Policies and Procedures

Special IRS Rules for Fellows


Resources for requirements and guidance:

- UAB Finance:
<https://www.uab.edu/financialaffairs/paying/trainee/federal-and-state-tax-filing-requirements>
- <http://www.irs.gov/publications/p970/index.html>
- <http://pfforphds.com> Emily Roberts, PhD
*Personal Finance for PhDs seminars,
coaching, and websites*



Policies and Procedures

To Plan Your Travel

1. Your primary mentor must approve your choice of conference.
 - Send an email to your primary mentor describing the conference (name of organization, location and dates). Include a copy of your abstract and a budget of estimated expenses (flight, hotel, meals, conference fee, Uber fares, etc.)
 - Copy Dr. Hoenemeyer.
 2. You must obtain confirmation from Drs. Demark-Wahnefried or Bakitis in writing (via email) in advance of travel. Once your abstract has been accepted, please email them to approve travel.
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Travel Budget Template

CCPS Trainee Conference Budget	
	Item Estimated Total
Airfare	
Conference Fee	
Abstract Fee	
Hotel	
Transportation (Uber, etc)	
Food	
Other	
TOTAL	\$-
Please list here funding source for any expenditures above the agreed to training program budget allowance:	

Policies and Procedures

Plan Your Travel


- Once abstract is accepted, UAB can pay our conference fees and flight:
 - Complete conference registration form; for payment, request “Mail Payment”.
 - Email a copy of the registration to Sarah Peek. Copy Dr. Hoenemeyer. She will issue payment request and mail the check to the organization. You should then receive confirmation.
 - Identify a flight you would like and send this to Sarah Peek; she will contact our Travel Agency, get a price and issue a Purchase Order. You will then receive confirmation once the tickets are purchased. Copy Dr. Hoenemeyer.
 - Make your hotel reservation using your personal credit card with a least 24-hour cancellation.

Policies and Procedures

Plan Your Travel

- Remember: you have a travel budget limit!
Anything over this limit requires special permission from your primary mentor for departmental support and/or Drs. Demark-Wahnefried or Bakitas.
(Travel budget limit = \$1000 for pre-docs; \$1500 post-docs)
- Expenses are typically reimbursed *after* the travel has occurred.
- Submit your receipts to Dr. Hoenemeyer as soon as possible after travel.
- You must follow UAB rules on expenses.
 - No alcohol.
 - Meals must comply with current daily allowable.
\$25 for breakfast, \$50 for lunch, \$75 for dinner
- For more information, visit:
<https://www.uab.edu/financialaffairs/traveling/trainee>

Do's and Don'ts of Trainee Travel

- Don't register for a conference before you know it is approved.
 - Do not put alcohol on your receipts you turn in. UAB Accounting is looking for this, and will hold your reimbursement if they have any doubts. ITEMIZED RECEIPTS are required.
 - Do not pay any costs for third parties and expect to be reimbursed. These costs are not allowable.
 - Uber/taxis/buses are allowed only to and from airport to your conference hotel. Other transportation is allowable if Public Transportation is not available and suitable hotels were unavailable within walking distance of the conference.
 - If your conference includes meals you will need to eat them rather than forgoing the meals included with the conference registration.
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Policies and Procedures

Plan Your Travel

- Seek other funding to help with travel.
- The Graduate School and the Postdoctoral Education offices have travel funds that assist trainees with travel. Information at one of these links:
 - <http://www.uab.edu/gsa/travel-grants>
 - <http://www.uab.edu/postdocs/awards/travel-award>
- Many conferences also have travel awards you can request directly.

Expenses: Tuition, Books and Supplies

- Work with your primary mentor's department for tuition payments.
- Submit expenses for books and supplies to Dr. Hoenemeyer.
 - You have a budget limit on supplies:
 - ✓ Pre-docs = \$500
 - ✓ Post-docs = \$1500
- Tuition expenses should be submitted to your department for processing.

Discussion

