



Conquer Cancer Foundation of ASCO Medical Student Rotation for Underrepresented Populations

2013 REQUEST FOR APPLICATIONS

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Conquer Cancer Foundation

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CONQUER CANCER FOUNDATION

The Conquer Cancer Foundation is working to create a world free from the fear of cancer by funding breakthrough research, by sharing knowledge with physicians and patients worldwide, and by supporting initiatives to ensure that all people have access to high-quality cancer care. Working in close collaboration with a global network of top scientists and clinicians, as well as leading advocacy and research organizations, the Foundation draws on the passion and expertise of the nearly 30,000 oncology professionals who are members of its affiliate organization, the American Society of Clinical Oncology (ASCO.) For more information, visit www.conquercancerfoundation.org.

I. Purpose

The Conquer Cancer Foundation of ASCO Medical Student Rotation for Underrepresented Populations provides clinical or clinical research rotations for U.S. medical students from populations underrepresented in medicine who are interested in pursuing oncology as a career.

To qualify, applicants must be enrolled in a DO or MD U.S. medical school program and be of an underrepresented population as defined by the program eligibility criteria. Candidates must be U.S. citizens, U.S. nationals, or permanent residents. Candidates must also demonstrate an interest in pursuing oncology as a career and have a record of good academic standing.

The oncology rotation can take place in a private practice, hospital or academic setting, with a focus on either direct patient care or research, provided that the research is clinically-oriented. The minimum time commitment is 8 weeks, 35 hours per week or equivalent (280 hours). The oncology rotation will generally occur during the summer between the student's first and second year of medical school; however, medical students beyond their first year who can commit a minimum of 280 rotation hours are welcome to apply.

Each participant will be paired with a mentor for the rotation. The role of the mentor is to oversee the student in his or her rotation as well as to provide ongoing academic and career guidance following the rotation experience. Participants may preselect a mentor for their rotation or ask for assistance in arranging a mentoring partnership with an ASCO member.

Following the rotation, recipients will have the opportunity to attend the ASCO Annual Meeting, held in early June 2014 in Chicago, IL, where they can interact with oncology professionals. Students who agree to attend the Annual Meeting will receive \$1,500 to cover travel expenses. Recipients will be encouraged to remain involved with Conquer Cancer Foundation of ASCO throughout medical school, including attendance at future ASCO meetings.

Please note that the rotation is not designed to replace a clinical clerkship in oncology nor will the student receive academic credit, unless arrangements are made between the student and medical school independent of CCF and ASCO. Students are encouraged to check with their medical school to inquire if credit may be obtained.

Funding Available

The Medical Student Rotation for Underrepresented Populations will award a \$5,000 stipend for the rotation plus \$1,500 for the future travel to the ASCO Annual Meeting. An additional \$2,000 will be provided to support the student's mentor.

Key Dates:

Online Application Opens:	September 24, 2012
Full Application Due:	December 3, 2012
Notifications:	March 2013

II. Eligibility

To qualify to receive the Medical Student Rotation for Underrepresented Populations award, applicants must meet the following criteria:

- Be enrolled in a DO or MD U.S. medical school
- Be a U.S. citizen, U.S. national, or permanent resident
- Be of an underrepresented population. For the purposes of this program, underrepresented population is defined according to the Association of American Medical Colleges definition, currently specified as those racial and ethnic populations that are underrepresented in the field of medicine relative to their numbers in the general population. Races/ethnicities that have been

identified include but are not limited to: American Indian/Alaska Native, Black/African American, Hispanic/Latino, and Native Hawaiian/Pacific Islander.

- Have a record of good academic standing

III. Finding a Mentor

Medical students may choose a mentor and rotation setting on their own, or they can request the Conquer Cancer Foundation assistance in pairing them with a mentor. Mentors are responsible for ensuring that the student receives consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role. The mentor is responsible for defining the goals and objectives of the rotation for the student, orienting the student to the office or hospital setting, and for providing regular feedback to the student. The mentor will assist the student in identifying an appropriate project and providing guidance and oversight through its completion.

The mentor is also encouraged to provide ongoing academic and career guidance following the rotation.

It is hoped that mentors who participate in this program and the students who shadow them will develop a professional relationship that follows the student through residency and at key junctures in the medical student's career.

Students selecting their own mentor are required to supply a letter of support as well as a MSR Rotation Plan, completed and signed by the mentor.

If an applicant does not have a mentor relationship already arranged, Foundation staff will assist the student with mentor pairing, using the selection criteria provided by the applicant in the online application. Every effort will be made to assist in finding a mentor that meets the applicant's selection criteria.

IV. Mentor Requirements

Individuals must meet the following criteria in order to serve as a mentor for a Medical Student Rotation for Underrepresented Populations award recipient:

- Be an ASCO member;
- Commit to hosting a Medical Student Rotation for Underrepresented Populations award recipient for a minimum of 8-10 weeks period at his or her hospital or institution at a time mutually agreeable to the student and mentor;
- Assist the student in setting the goals and objectives at the start of the rotation; including helping the student determine their rotation project;
- Be willing to provide consistent guidance and supervision throughout the rotation, either directly or by another member of the oncology practice or staff able to perform this role;
- Obtain any necessary permission with the hospital or institution in which the student will be present for the rotation;
- If mentoring in a research environment, the mentor must ensure that research must have a direct patient-oriented focus including clinical trials and/or translational research involving human subjects; and
- Complete a student evaluation and program evaluation at the end of the rotation and mentor the student's writing of his/her rotation project summary.

V. The Medical Student Rotation for Underrepresented Populations

If selected to receive an award, students must commit to completing the rotation at a time that is mutually agreed upon by the student and mentor. The minimum time commitment is 8 weeks, 35 hours per week or a total of 280 rotation hours. Although there is flexibility in accommodating the student's schedule, the rotation must be completed by March 31, 2014.

The Medical Student Rotation for Underrepresented Populations can take place in either a patient-care setting or a clinical research setting, depending on the student's interests and preferences. In some cases, it may be possible to experience both environments if the mentor is engaged in more than one setting. In considering a mentor and rotation placement, it is important a student identifies what setting type is of most interest to him or her. A description of both types of experiences is provided below, as well as information on what students can be expected to gain from each.

Patient Cancer Care Settings: A rotation in a patient cancer care setting, whether outpatient or inpatient, provides hands-on exposure to the treatment and management of patients. It should acquaint students with the practice of oncology as a profession as well as introduce them to the clinical evaluation and staging of the patient with cancer. The experience also should teach students about the importance of a multidisciplinary approach to cancer management, as well as facilitate the development of faculty-student mentorship and student professionalism. A rotation in a patient care setting is intended as a "shadow" experience with the student observing the mentor. While students should not be expected to perform independent patient management, they are encouraged to participate in the workup, evaluation, and planning of treatment for patients they see. The rotation experience may include accompanying the mentor on patient visits, hospital rounds and/or conferences at the mentor's institution and attending weekly tumor board(s) and academic conferences, where possible.

For rotations completed in a patient cancer care setting, students are responsible for completing a project designed to enhance their learning experience. Project examples include developing patient education materials; collecting a series of cases with an interesting diagnosis and preparing a literature review of the topic; or writing a case report. Students will be required to submit a project summary at the end of the rotation.

Clinical Cancer Research Settings: A rotation in a clinical cancer research setting will provide students with hands-on laboratory research experience supervised by the mentor. The research must have a direct patient-oriented focus including clinical trials and/or translational research involving human subjects. The rotation should acquaint students with the field of clinical cancer research as a profession as well as facilitate the development of faculty-student mentorship and student professionalism. A clinical research rotation is intended to introduce or enhance medical students' understanding of clinical research principles; strengthen skills in critical evaluation of data and reinforce the concept of evidence-based medicine; and broaden medical students' knowledge of the role and relevance of research to clinical medicine. Events that can supplement the research experience include seminars and tours of selected facilities and labs, where possible.

For rotations completed in a clinical cancer research setting, students are responsible for completing a research project to enhance their learning experience. Please note it is not a requirement that your project produces positive data or results. Students will be required to submit a project summary at the end of the rotation, describing what they have learned as well as their project goals and outcomes.

VI. Income Tax Liability

Please note that the IRS requires reporting of payments over \$600. Therefore, the \$6,500 (\$5,000 for the rotation and \$1,500 for travel to the 2014 Annual Meeting) that you will receive under the MSR will result in taxable income, and you will be responsible for payment of any federal or state taxes due. You will receive an information statement (IRS Form 1099-MISC) showing the total amount of the award under the MSR. *Please consult a tax advisor regarding any further questions about taxes on the MSR funds you will receive.*

VII. Application Process – Online Application

All applications must be submitted in accordance with the requirements and instructions of this RFA.

The online application opens on **September 24, 2012** and must be submitted by **11:59PM EST on December 3, 2012. Please note that late applications will not be accepted.**

The most up-to-date information, including any updates to the RFA, and the link to the online application, will be posted at www.conquercancerfoundation.org/MSR. To initiate an application through Easygrants, please go to <https://grants.conquercancerfoundation.org>.

has Applicants who have not previously used Easygrants will be required to create an account. Creating an account allows you access to the MSR application. Please note that applicants are not required to complete the entire application at one time. The grant application can be saved and returned to until the application deadline at **11:59PM EST on December 3, 2012. Once the grant application has been submitted, edits or revisions cannot be made.**

Applications are evaluated by a review and selection subcommittee of the Conquer Cancer Foundation. ASCO and the Conquer Cancer Foundation maintain the right to consider any relevant information in awarding the MSR. Among applicants who have submitted timely and complete applications and have been determined to meet the eligibility criteria, the following factors will be considered in determining which applicants will receive a MSR award:

- Demonstration of an interest in pursuing oncology as a career;
- Demonstration of leadership, volunteerism and/ or commitment to underserved populations or health disparities;
- Letters of recommendation; and
- Overall academic record.

Full online applications must include the following sections:

- 1) Contact Information
- 2) Current Resume
- 3) Personal Statement
- 4) Rotation Form
- 5) Proof of US Citizenship and Residency
- 6) Transcript or Letter of Good Standing
- 7) References and Recommendations

Applicants with pre-selected mentors will also require the following components:

- 1) Mentor Letter of Support
- 2) Mentor Curriculum Vitae or Biosketch
- 3) Rotation Plan

Contact Information

- Name
- Educational Institution
- Address
- Phone
- Email

Please note that primary address, phone, and email are required in the Contact Information form in Easygrants and that the "Primary" box must be checked.

Applicant Information

The applicant information requests the following information:

- Degree (Optional)
- Field of Research Training (Optional)
- Field of Oncology Training (Optional)
- Gender (Optional)
- Race/Ethnicity (Required)

References

The MSR application requires applicants to submit at least two (2) letters of recommendation. (For more information about the letter requirements, please see the Uploads section of this RFA.)

For this section of the application, add the following contact information for all of your MSR references:

- Name
- Project Role – Please specify if your reference is your:
 - Academic Advisor or Instructor
 - Mentor*
 - Program Director
 - General Reference
- Phone Number
- Email

*NOTE: For applicants applying with a pre-selected mentor, one of your references must be your mentor.

Uploads

Uploads can be in PDF or MS Word although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

Resume (Upload)

Applicants must upload a current resume. Please ensure that your resume includes information pertaining to your medical school education and any applicable demonstration of leadership, volunteerism, and/or commitment to underserved populations or health disparities.

Personal Statement (Upload – 5 Page Maximum)

Applicants must upload a signed and dated personal statement.

Applicants will be scored based on the content of the personal statement. In the personal statement, you should describe your:

- Interest in pursuing a career in clinical oncology;
- Current and future career goals;
- Demonstrated leadership, volunteerism and commitment to underserved populations or health disparities.

Medical Student Rotation Form (Upload – Template Provided in Application)

Applicants must submit the MSR Rotation Form to provide details on medical school attendance and mentor and rotation information. The form requires the following information:

- Medical School Information
 - Medical School
 - City and State
 - Year in Medical School

- Expected Graduation Date
- Mentor and Rotation Information
 - Mentor Selection
 - Location Preference (If applicable)
 - Practice Setting (If applicable)
 - Oncology Interest

Proof of US Citizenship or Residency (Upload)

Applicants must upload documentation of evidence of U.S. citizenship, status as a U.S. National or permanent resident. Documentation can include a copy of any one of the following:

- Certified birth certificate issued by the city, county or state;
- U.S. Passport; or
- Naturalization Certificate.

Official Transcript (Upload)

Applicants must upload a copy of an official medical school transcript. If you are a first-year student and do not have a transcript, you are required to provide a letter from your registrar or dean verifying enrollment and good academic standing. Please note that the letter must be submitted on institutional letterhead and include the signature and contact information of the registrar or dean.

Medical Student Rotation Plan (Upload – Template Provided in Application). This form is required for applicants applying with a pre-selected mentor.

The MSR Rotation Plan verifies the applicant’s mentor selection and outlines the rotation objectives and project. The plan must be completed and signed by both the applicant and the mentor. The form requires the following information:

- Applicant contact information;
- Mentor contact information;
- Mentor’s ASCO membership number;
- Rotation location;
- Expected rotation start and end date;
- Rotation Type;
- Rotation Objectives, including academic and career guidance that will be offered during and after the rotation; and
- Rotation Project Description

Letters of Recommendation (Upload)

Applicants must upload at least two Letters of Recommendation:

- One recommendation from the applicant’s academic advisor or a medical school instructor; and
- An additional recommendation from someone who has supervised or overseen the applicant’s academic or professional work, or, if applying with a pre-selected mentor, the second reference must be from your mentor.

Letters of recommendation must be written on letterhead and include the following:

- Reference Contact Information, including:
 - Name
 - Title
- A statement of the writer’s relationship to you;
- An illustration of why you are an outstanding candidate for this award; and
- A description of how this program would benefit your overall career development.

Mentor Biosketch or CV (Upload – Required only for applicants applying with a pre-selected mentor)

Applicants must upload a copy of the mentor's NIH-format biosketch or CV (4 pages maximum.) A template is provided if mentors do not already have an NIH-format biosketch.

VIII. Application Submission

The submitted online application, including all Reference Letters, must be received before the deadline of 11:59PM EST on December 3, 2012.

IX. General Information

The online application website is: <https://grants.conquercancerfoundation.org>

Please visit www.conquercancerfoundation.org/MSR for the most up-to-date version of the application details and the link to the online application.

Applicants will be notified if they have been selected to receive the Medical Student Rotation for Underrepresented Populations beginning in March 2013.

If you have questions about the Medical Student Rotation for Underrepresented Populations or the application process, please email grants@conquercancerfoundation.org.