



Guidelines for Career Development Program

June 30, 2009 - Version 1.0

Study website - <http://www.csc.unc.edu/hchs/>

Guidelines for Career Development Program

TABLE OF CONTENTS

1. BACKGROUND ON THE STUDY	3
2. CAREER DEVELOPMENT COMMITTEE (CDC) PURPOSE.....	3
3. CDC GOALS.....	3
4. CDC OBJECTIVES.....	3
5. PURPOSE OF THIS DOCUMENT	4
6. GUIDELINES AND SUGGESTIONS FOR CAREER DEVELOPMENT	4
7. DESCRIPTION OF MENTORING AND MENTEE.....	4
9. STUDYWIDE HCHS/SOL CAREER DEVELOPMENT APPLICATION FORM.....	4
APPENDIX I STUDYWIDE APPLICATION FORM	5
APPENDIX II COVER SHEET FOR ACTIVITY REPORT	7
APPENDIX III ACTIVITY REPORT	8

1. Background on the Hispanic Community Health Study/ Study of Latinos (HCHS/SOL)

In 2007, the National Institutes of Health-National Heart, Lung, Blood Institute (NIH-NHLBI) launched a six and a half year epidemiological study of health and disease among the Hispanic/Latino populations living in the United States. The Hispanic Community Health Study (HCHS) has four (4) Field Centers located in: Miami (University of Miami), New York City (Einstein College of Medicine), Chicago (Northwestern University Department of Preventive Medicine, College of Medicine) and San Diego (San Diego State University, School of Public Health). Each Field Center is responsible for the recruitment and retention of 4,000 Hispanics/Latinos and conducting comprehensive assessments of the health and medical needs of study participants representing two or more of the following groups: Mexicans/Mexican Americans, Puerto Ricans, Cubans/Cuban Americans and persons born or descended from those born in Central or South America. The Field Centers are guided by a research Coordinating Center (CC) located at the University of North Carolina (UNC) at Chapel Hill. Principal Investigators, other key members of the research team, the NHLBI Project Office, Staff, researchers and staff from the Coordinating Center (CC) and Field Centers, are represented by a Steering Committee (SC). Collectively, and by consensus, this body discusses and sets policies regarding all aspects of the research and community activities.

2. Career Development Committee (CDC) Purpose

The CDC is one of many working committees established by HCHS/SOL Steering Committee (SC). Its purpose is to provide career development information and to foster training opportunities for the next generation of investigators within the Hispanic Community Health Study/Study of Latinos.

3. CDC Goals

The goals of the CDC are to: 1) contribute to the selected HCHS/SOL communities and the Latino community at large by increasing the number of diverse and culturally-sensitive researchers and 2) encourage HCHS/SOL investigators to address career development along the entire spectrum of learning including high school, undergraduate, graduate, post-doctoral, and junior investigators in each local community of the four field centers.

4. CDC Objectives

The CDC, with representatives from each of the four HCHS/SOL field sites, the Coordinating Center and Reading Centers will assist each site/center to achieve the following specific measurable objectives:

- To increase the number of high school, undergraduate, graduate, post-doctoral, junior investigators pursuing careers in research from Hispanic/Latino and other underrepresented groups.
- To help each HCHS/SOL field site establish a career development plan to meet goals at the local level.
- To identify and create an inventory of mentors organized by their specialty.
 - Consider using “E-mentoring”
 - Develop a system for cross-site mentoring
 - Promote what exists right now

- To develop a plan to encourage early career investigators to apply for and submit career development using different funding options.
- To facilitate inter-site collaboration on career development research efforts.

5. Purpose of this document

This document is considered a guide that contains a series of recommendations for HCHS/SOL field sites, coordinating center and reading centers to promote a variety of career development mechanisms that support individuals at every career stage of career development: high school, undergraduate and pre-doctoral students, post-doctoral fellows, new investigators, junior faculty and established researchers. It also contains reporting formats to monitor activities at each site and provides a framework for a unified reporting mechanism across all sites.

6. Guidelines and Suggestions for Career Development

This section describes general guidelines in developing and sustaining programs and systems to increase the number of high school, undergraduate, graduate, post-doctoral and junior investigators involved in research who are Hispanic/Latino or from other underrepresented groups.

Many career development support mechanisms are institute/organization specific. Some eligibility criteria and levels of award vary by institute/organization, so it is important to match the area of research with the appropriate institute and to verify eligibility with each relevant Institute. Both governmental and private support mechanisms should be considered.

7. Description of Mentoring and Mentee

For purposes of clarity and consistency, the following terms are defined:

Mentor: In the broad sense, a mentor is someone who takes a special interest in helping another person develop their professional career. The Council of Graduate Schools (1995) cites Morris Zelditch's useful summary of a mentor's multiple roles: "Mentors are advisors, people with career experience willing to share their knowledge; supporters, people who give emotional and moral encouragement; tutors, people who give specific feedback on one's performance; masters, in the sense of employers to whom one is apprenticed; sponsors, sources of information about and aid in obtaining opportunities; models, of identity, of the kind of person one should be to be an academic."

Mentee : Simply stated a mentee is someone who is counseled, guided and advised.

8. Potential Funding Mechanisms: see the HCHS/SOL and local institutional websites.

9. Studywide HCHS/SOL Career Development Application Form

This form (Appendix I) is recommended for use across all sites so that information on all career development participants and profiles can be aggregated for reporting and evaluation purposes.

Appendix I Studywide Application Form



HCHS/SOL Research Training Position
Reporting Field Site: _____

Reporting Period ____/____/____ to ____/____/____

Date of Submission: (mm/dd/yyyy)

PART I. General Applicant Information

Participation Level

- | | |
|---|--|
| ☐ Community Research Partner | ☐ High School Student |
| ☐ Undergraduate Student | ☐ Predoctoral Fellow |
| ☐ Postdoctoral Fellow | ☐ Visiting Investigator |

Name: _____
Last First Middle

Address: _____ Apt.# _____

City: _____ State: _____ Zip Code: _____ Country: _____

Country of origin: _____ Ethnicity: _____

Degree: _____ Title: _____

Citizenship: _____

(If not a United States citizen, provide evidence of legal permanent alien resident status)

Year obtained highest degree: _____

Major research interest(s): _____

Special needs/disabilities: _____

Current Academic Institution/Place of Employment

Name of Institution: _____

Department /Academic Unit: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Email: _____ Telephone: _____

Organization's web address: _____ Fax: _____

Dates of Planned Participation

From _____

To _____

Available Work Hours:

- ☐ Full time ☐ Part time ☐ Evening ☐ Weekends ☐ Other

Funding Source (if applicable) _____

Part II. Studywide Application Form

Identified Mentor(s): HCHS/SOL _____

Other(s): _____

Part III.

HCHS/SOL Local Resources needed:

- ☐ Computer
- ☐ Office Space
- ☐ Library Resources
- ☐ Other, please specify _____

Part IV. Research Project Summary (please follow local guidelines for page limitations)

Part V.

References: (Name, title, organization, address, phone number and email address).

1. _____
2. _____

Appendix II Cover Sheet for Activity Report

Reporting Period ____/____/____ to ____/____/____

Reporting Field Site: _____

HCHS/SOL Research Training Appointment

Date of Submission: (mm/dd/yyyy)

Name of person filling out report: _____

Title: _____

Phone: _____

email: _____

Electronic versions are preferred for submissions to HCHS/SOL Career Development Committee.

Email or fax report to:

HCHSAdministration@mail.csc.unc.edu

HCHS/SOL Administration Fax (919) 962-3265

Appendix III Activity Report

The purpose of this information is to provide HCHS/SOL Career Development Committee with an overview of specific career development activities and their progress.

Reporting Period: ____/____/____ to ____/____/____

Reporting Field Site: _____

1. Research Trainees Global Inventory

Name	Degree(s)	Sex	Race/Ethnicity	Name of Mentor(s)	Title of primary research project

2. Grants submitted by Research Trainees

Name	Title of Proposal	Date Submitted (mm/dd/yy)	Date funded (mm/dd/yy)	Funding Mechanism	Total Award	# years	Funding Source

3. Diversity Supplements

Name	Title of Proposal	Date Submitted	Date funded	Total Award	# Years	Funding Source

4. Role of trainees working or volunteering

Name	Sex	Ethnicity	Affiliation	Academic Level	Responsibilities (code)	Status (not sure what this means)	Length of time Mentored	Mentor's Name

5. Presentations Inventory by Trainee Status

Name	Academic Level (HS, Bac, Masters, Phd, MD)	Title of presentation	Non-Peer Reviewed	Peer Reviewed	Title of Meeting	Location	Date

6. Publications Inventory by Trainee Status

Name	Academic Level (HS, Bac, Masters, Phd, MD)	Title of publication	Non-Peer Reviewed	Peer Reviewed	Citation

7. Other Funding Obtained

Name	Academic Level (HS, Bac, Masters, Phd, MD)	Private	State	Federal	Amount	Duration