

Check-list for Trainees

First year

- Create Individual Development Plan (IDP) with your preceptor and update every 6 months

Responsible Conduct of Research

- Successful completion of “Taking Responsibility for Responsible Conduct of Research” offered by NUCATS. A certificate of completion is required. This is part of the NAVIGATING THE RESEARCH ENTERPRISE series on the 1st Mondays of the month. Link here: <http://www.nucats.northwestern.edu/education-career-development/early-career-faculty-development-programs/navigating-the-translational-research-enterprise/schedule-and-materials.html>

Education & Career Development Activities (e.g. grant writing, lab management, presentation skills)

- Regular attendance at Works in Progress and other Dept seminar series and Grand Rounds
- Regular participation in career development activities offered through Northwestern University, NUCATS, and the Bioprofessionals Career Development Program (e.g. NUCATS Grant Writing Workshops, etc.)

Independent Support

- Submission of a grant application for some independent support; by end of the T32, it is ideal to submit for junior award funding to the NIH

Progress Updates & Program Evaluation

- Meet with your preceptor at least quarterly to review your progress
- Submit an annual report of your progress for submission to NIH
- Meet with Director (Dr. Lavker) semi-annually to review progress
- Submit copies of all abstracts, manuscripts, and submitted grants; IRB or IACUC approval for T32-supported research project; and (for trainees engaged in human subjects research) documentation of successful completion of education on the protection of human subjects (i.e. CITI training)
- Participation in anonymous program feedback and review
- After the conclusion of T32 support, trainees will be expected to inform the NU T32 program of their positions and funding in perpetuity

National Meeting

Attendance at SID or similar conference

Presentations & Publications

- Present annually to your mentorship and executive committee
- Present at T32/ Dept. Research Day
- One presentation in a seminar series in your field at Northwestern University or affiliate during each year of support
- Submission of an abstract for presentation at the annual SID or other national meeting during each year of support
- One or more original manuscripts in press by the end of the second year of support

ACKNOWLEDGE THE T32

All scholarly publications related to research supported by this grant must contain the following statement: "[TRAINEE NAME] is supported in part by Grant Number T32 AR060710 from the National Institute of Arthritis and Musculoskeletal and Skin Diseases." *It is each Trainee's responsibility to ensure that the T32 grant is properly acknowledged in press and PubMed.* As appropriate, please be sure to acknowledge the SDRC as well