

## Vice President's Clinical and Translational (VPCAT) Research Scholars Program

### -- Final Program Report Instructions --

**All Report Components Due by 5:00 pm on Thursday, February 3, 2022 to [Erin Wachs](#)**

We require you to attend your Final VPCAT Mentee/Mentor Review Meeting (see [Handbook](#) for details) and complete and return a 4-component *Final Program Report*, which includes:

1. VPCAT Scholar Career Development Plan (VS-CDP)
2. Written Final Program Report *with* Updated CV
3. Scholar Self-Assessment ([online](#))
4. Program Evaluation ([online](#))

This process was created to not only support your self-reflection on your growth and advancement over the past year, but to assist you in reassessing your professional priorities and goals as well. We have found that this approach fosters accountability, communication, and development for all those involved in the program, now and in the future.

We **expect** for you to fully engage in and complete the requested items (see **Checklist Table** below). **on time** by the aforementioned date. Your report **will be** shared with your department chair and/or college dean, as well as your VPCAT senior mentor.

### 1. VPCAT SCHOLAR CAREER DEVELOPMENT PLAN (VS-CDP)

Nearly one year ago, you completed your Mid-Program VS-CDP. Now, we **require** that you **review and update your VS-CDP** to reassess and, as needed, realign your goals to meet your evolved priorities by completing the following steps.

1. Review and re-evaluate your VS-CDP and SMART goals.
2. Complete a **new VS-CDP**.
3. Log into your Customized Career Development Platform ([CCDP](#)) online account to update your SMART goals. For further CCDP instructions, see *VPCAT Scholar Mentor CCDP User Guide* [here](#).
4. As soon as possible, **schedule** your Final VPCAT Mentee/Mentor Review Meeting and attend.
5. Together, with your VPCAT mentor, review and revise your SMART goals.
6. Finalize your SMART goals and other components.

### 2. WRITTEN FINAL PROGRAM REPORT WITH UPDATED CV

You are **required** to provide a **4-page** (maximum) narrative progress report following the instructions outlined on the next page. You **must** submit your updated CV that includes details on your administrative position(s); pending, completed, and/or funded grant applications; publications (pending & published); memberships, honors, and other professional activities; mentees; courses taught; and abstracts and presentations. If you are unsure what to include within your CV, review the CV example [here](#).

### 3. SCHOLAR SELF-ASSESSMENT

Your Scholar Self-Assessment is a personal evaluation of where you think your skills are in the areas of scientific career development, grant writing and management, and leadership. Complete the **required** online assessment by clicking: <https://www.surveymonkey.com/r/VPCATSelfAssess>.

## 4. PROGRAM EVALUATION

Your feedback, ideas, and opinions are important to the future success of our program! Complete the **required** online evaluation by clicking: <https://www.surveymonkey.com/r/VPCATFinalEvaluation>.

## WRITTEN REPORT INSTRUCTIONS AND FORMAT

**Instructions [READ ME]:** Provide concise and clearly written content. Format your narrative using the listed bolded headers. Narrative must be in Arial 11-point font, single spaced with ½ inch margins.

### FINAL PROGRAM REPORT

#### **Career Goals and Objectives**

1. Summarize your stated career goals and objectives.
2. Explain any significant changes to the goals, including a change in direction.
3. Explain progress made since the start of your second year in the program.
4. Describe your up to date results (i.e., achievements, skills gained, challenges faced, etc.).
5. Describe what **impact the VPCAT program** (i.e., VPCAT mentors, curriculum, etc.) had on making or changing career goals and objectives.
6. Briefly outline your goals and objectives for next 12-24 months to continue your trajectory towards your goal as an independent investigator.

#### **Research Goals and Objectives**

1. Summarize your research goals and objectives as stated in your VPCAT application.
2. Explain any significant changes to the goals, including a change in direction.
3. Explain progress made since the start of your second year in the program.
4. Describe your up-to-date results (i.e., number of interviews/experiments performed, summary of statistics, project generated materials, study findings, any other results of your work, etc.).
5. Describe what impact the VPCAT program had on attaining your research goals.
6. Briefly outline your goals and objectives for next 12-24 months to continue your trajectory towards your goal as an independent investigator

#### **Other Activities**

1. Briefly describe other career and research activities you participated in since starting the program, including: a) clinical, teaching, and administrative duties; b) conferences attended or institutional presentations; and/or c) meetings with VPCAT mentor and participation in program curriculum.
2. Explain any planned activities for the remaining period of the program.
3. If appropriate, describe what impact the VPCAT program had on any specific activity.

#### **Publications, Abstracts, and Presentations**

Since last year, list any pending, submitted, presented, and/or published manuscripts, abstracts, or poster presentations using the [AMA Manual of Style](#). Include PMCID as appropriate. If none, state this.

#### **Grant Applications Submitted or Awarded**

Since joining the VPCAT Research Scholars Program, list any pending, submitted, or funded grants using the Other Support Form [format](#). Each item listed should include: grant number (if applicable), PI's last name, start and end date, level of effort, agency name, estimated annual direct costs, grant title, goals of the grant, and your role. Include both intra- and extramural awards.

## MINI FINAL PROGRAM REPORT CHECKLIST

Completed Final VPCAT Mentee/Mentor Review Meeting (see <a href="#">Handbook</a> for details)	<input type="checkbox"/>
VPCAT Scholar Career Development Plan (VS-CDP)	<input type="checkbox"/>
Written Final Program Report ( <b>4-page limit</b> )	<input type="checkbox"/>
Updated CV	<input type="checkbox"/>
Scholar Self-Assessment ( <a href="#">online</a> )	<input type="checkbox"/>
Program Evaluation ( <a href="#">online</a> )	<input type="checkbox"/>
Senior Mentor Written Report & Evaluation [sent to mentor separately]	<input type="checkbox"/>