**Vice President’s Clinical and Translational (VPCAT) Research Scholars Program**

--- VPCAT Mid-Program Report Instructions ---

*All Report Components Due by 4:00 pm on Friday, January 29, 2021 to Jenny Cochrane*

At the mid-program mark, we require scholars to complete and return a 4-component VPCAT Mid-Program Report, which includes:

1. VPCAT Scholar Career Development Plan (VS-CDP)
2. VPCAT Written Progress Report with Updated CV
3. VPCAT Scholar Self-Assessment
4. VPCAT Program Evaluation

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 this report process. We expect you to submit the completed requested items (see Checklist below) in a single, combined PDF file titled, “LastName_VPCATMidReport,” 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.

**Component 1: VPCAT Scholar Career Development Plan (VS-CDP)**

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

- **Step 1:** Review and re-evaluate your initial VS-CDP. If you need a copy, contact the VPCAT Program Coordinator.
- **Step 2:** Complete a near final draft of the included Mid-Program VS-CDP.
- **Step 3:** As soon as possible, schedule and meet with your VPCAT mentor prior to the deadline.
- **Step 4:** Together, with your VPCAT mentor, review and revise your mid-program SMART goals to align with and support your Plan for Transition into an Independent Investigator.
- **Step 5:** Finalize your VS-CDP, including your SMART goals.

**Component 2: VPCAT Written Progress Report with Updated CV**

You are required to provide a 4-page (maximum) narrative mid-program progress report. Your report should be concise and clearly written, as well as formatted using the bold headers outlined in the instructions below. Narrative must be in Arial 11-point font, single spaced with ½ inch margins.

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 provided “VPCAT_Example_CV” PDF.

**VPCAT WRITTEN PROGRESS REPORT**

**Career Goals and Objectives**

1. Summarize your stated career goals and objectives and explain progress you made since the start of the program. As applicable, explain any significant changes to the goals.
2. Describe what opportunities for training and professional development you have taken advantage of while in the program and how they impacted your “Plan for Transition into an Independent Investigator.”

3. Describe what impact the VPCAT program (i.e., protected effort, VS-CDP, VPCAT mentors, curriculum, etc.) has had on your career goals and objectives.

4. Briefly outline your goals and objectives for the remaining period; if appropriate, describe if/how these have evolved since your time in the program.

5. Explain milestones achieved or adjustments made to your “Plan for Transition into an Independent Investigator” since the start of the program.

Research Goals and Objectives
1. Summarize your research goals and objectives as stated in your VPCAT application and, as applicable, explain any significant changes to the goals, including a change in direction.

2. Describe: 1] activities and accomplishments; 2] specific objectives and how they were met; 3] results, including findings, developments, or conclusions (both positive and negative); 4] key outcomes or other achievements; and, as applicable, 5] include a discussion of stated goals not met.

3. Briefly outline your goals and objectives for the remaining period and explain how it will contribute to expanding your research platform.

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. If appropriate, describe what impact the VPCAT program had on any specific activity.

Publications, Abstracts, and Presentations
1. List any abstracts, presentations, and publications, including manuscripts in preparation, in review, or in press, as well as preprints, completed during the reporting period using the AMA Manual of Style. Include PMCID as appropriate. If there are no publications, please state this.

2. List the URLs for any internet site(s) that disseminate your results and/or career successes including a short description of each.

3. Identify technologies, techniques, or patents that have resulted over the reporting period.

Grant Applications Submitted or Awarded
For this reporting period, list any pending, submitted, or funded grants (intra- and extramural) using the Other Support Form format (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).

Component 3: VPCAT Scholar Self-Assessment
Complete the required online self-assessment by clicking here. Your VPCAT Scholar Self-Assessment is a personal evaluation of where you think your skills are now in the areas of scientific career development, grant writing and management, and leadership.

Component 4: VPCAT Program Evaluation
Complete the required online program evaluation by clicking here. Your feedback, ideas, and opinions are important to the future success of our program.

Mid-Program Report Checklist
- VPCAT Scholar Career Development Plan (VS-CDP)
- Met with VPCAT Senior Mentor
- Written Progress Report (4-page limit)
- Updated CV
- VPCAT Scholar Self-Assessment (online)
- VPCAT Program Evaluation (online)