

Convocation Presentation of Concept Paper, Specific Aims, & Career Development Plan

Guidance for Fellows

Each Fellow will give a presentation at the Certificate Program's Convocation on June 20-21, 2017. The presentation should have 3 main components: Concept Paper, Specific Aims, and Career Development. Thirty minutes will be allotted for each fellow to present; please allow at least 10 minutes for questions and discussion.

The purpose of the presentation is to share the methods you used in developing your concept paper and specific aims section, explain the content of those documents and your career development plan, and to give you an opportunity to request input from experts in the audience. Experienced members of the audience (mentors, Steering Committee Members) may be able to offer helpful guidance and suggestions.

Use Powerpoint for your presentation and bring it with you on a USB drive. **Bring to the Convocation 15 hardcopies of your Powerpoint presentation and 15 copies of your Specific Aims document.** These copies will be provided to the mentors, Steering Committee members, and other fellows to whom you will be presenting.

Below is the outline for the presentation.

- Provide a title slide for the overall presentation.
- **Concept Paper.** Provide background on your line of inquiry – describe the topic area; indicate the specific aspects you are seeking to study; briefly describe past research or clinical experience you have had in this area, if any; and indicate why this area interests you.
- Describe the PBRN you worked with, who the stakeholders were, how you accessed them and how you engaged them in the development of your concept paper. Share the steps in the process and your timeline. Ideally, the process should mirror the steps laid out in the concept paper assignment, however, things don't always go according to plan. Describe any challenges you faced and how you dealt with them.
- Succinctly present the following sections from your concept paper: Goal Statement, Research Questions, Methods, and Timeline. (You will spend more time covering these topics in the portion of the presentation on the Specific Aims section.)
- Describe the stakeholder input you obtained and indicate how it shaped your concept paper. What changes did you make (if any) in your concept paper in response to stakeholder input? Describe these changes in detail. What aspects of your final concept paper would be missing or different if you hadn't obtained their input? What did you learn about the value and utility of stakeholder input? If you could go back to the beginning of the process knowing what you know now, what would you do differently?

- **Specific Aims**. To begin the Specific Aims portion of your presentation, share the title of the research project that the Aims will propose.
- Walk the audience through the components of the Aims section as outlined below (or the portions that correspond to your mentor's preferred structure if it is different):
 - Introductory paragraph
 - The second paragraph
 - The Aims
 - The final summary paragraph
- Describe any challenges you had in formulating the Specific Aims section and any issues or parts that still need to be worked out, modified, or improved. Feel free to ask the audience for their input on any parts of your Specific Aims Section that you may be wrestling with.
- Describe a funding opportunity announcement that your Specific Aims section could target. This can be a request for applications from a federal agency or a foundation, although your Specific Aims should follow the general NIH format for Specific Aims sections. Identify the funding agency (eg, NCI, PCORI, Robert Wood Johnson Foundation), the funding mechanism (eg, R21, R01, etc), the FOA name, its focus, the maximum number of project years permitted, the maximum allowable annual budget, and explain why the RFA is a good fit for your line of inquiry.
- **Career Development Plan**. Briefly outline goals for your career development over the next 1-3 years. Limit this portion of the presentation to 3 minutes or less. Use the following outline:
 - Describe your planned line(s) of inquiry over the next 1-3 years
 - Identify any gaps in your knowledge and skills that you wish to address; indicate how you can obtain additional training or experience in these areas
 - Identify your mentoring needs and your options for meeting them
 - Describe your relationship with local or regional PBRN(s) and how this can be further developed
 - Describe your publication opportunities over the next 1-3 years (existing opportunities and/or how you can create new opportunities)
 - Describe your grant writing goals over next 1-3 years

The due date for the Convocation Presentation is June 20-21, 2017 (it is due at the program's Convocation).