UNIVERSITY OF MINNESOTA

Minnesota Craniofacial Research Training (MinnCResT) Program

It’s all in your head.

Fellows’ Handbook
2015 – 2016

Funded by the National Institute for Dental and Craniofacial Research (NIDCR)
T90 DE022732 ♦ R90 DE023058
Introduction

Welcome to the Minnesota Craniofacial Research Training (MinnCResT) Program. The MinnCResT Program is supported by a grant from the National Institute of Dental & Craniofacial Research. Although this handbook will be able to answer most of your questions about this training program, the NIH Grants Policy Statement is the final authority on the terms and conditions of your appointment. The MinnCResT Program is a Ruth L. Kirschstein National Research (NRSA) Service Award, or an Institutional Research Training Grant, sometimes more commonly called a NIH T90/R90 award. The current policy statement for this program may be found at http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch11.htm.

This Fellows’ Handbook was created to help you find answers to your questions and learn about the opportunities MinnCResT can offer you. It is available in hard copy each July or on the initial date of appointment and on the Current Fellows page of the MinnCResT website.

Information in this handbook is subject to change. Periodic updates will be made to the online version. It is up to you to verify that the information in the handbook is still current.

MinnCResT Program Mission

To train the next generation of independent investigators exploring questions in craniofacial, dental, and oral health research.

The MinnCResT Program is dedicated to providing innovative interdisciplinary training for dentist-scientists (DDS/PhD), PhDs, postdoctoral fellows, and post-DDS postdoctoral PhDs. Trainees engage in novel research that is fundamental to biology and human health, and applied research that expands the frontiers and scope of craniofacial, dental, and oral health. Particularly strong aspects of the MinnCResT program that have demonstrated success are:

- Cultivating concepts of interdisciplinary research and putting them into practice;
- Modeling all aspects of the career ladder for scientist-trainees, through exposure to established scientists in settings where discussions can range from how to build a strong interdisciplinary research record to career-life balance; and
• Encouraging basic science trainees to think translationally about craniofacial, dental, and oral health research problems by providing an intellectually nurturing environment.

Central to the MinnCResT program mission are the superior mentoring environment for trainees and a robust clinical and translational research training program.
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Administration

Mark Herzberg, Director. The director has overall responsibility for the ethical and mission-centered operation of the MinnCResT Program. To conduct ongoing operations, the director works closely with the Executive Committee. He convenes and chairs the Steering Committee at least twice annually. Every two years, the director convenes the External Advisory Committee for an on-site extramural review of the program, which includes a written critique. Contact Mark with questions about careers, mentors, approval for TRE and travel expenditures, or any other aspect of the program.

Raj Gopalakrishnan, Joel Rudney, and Yoji Shimizu, Co-directors. The MinnCResT co-directors assist with recruitment and training of our non-clinical PhD and postdoctoral fellows as they develop as scientists in the spirit of the MinnCResT Program mission. Raj Gopalakrishnan is the Director of the School of Dentistry’s Division of Oral Pathology. Joel Rudney is the School of Dentistry’s Assistant Dean for Research and director of the Summer Research Fellowship Program. Yoji Shimizu is a professor in the Department of Lab Medicine and Pathology and director of the MD/PhD Program.

Ann Hagen, Assistant Director. The assistant director is responsible for day-to-day operations and administration. Duties include managing NIH appointments, coordinating the application and selection process, overseeing daily operations, and creating grant reports and correspondence. See Ann for questions regarding the internship program, TRE and travel fund approvals and processes, payroll, insurance, course registration, and all other matters.

Natasha Kataeva, Student Office Assistant. Natasha works 10 hours each week, assisting with the day-to-day operations of the MinnCResT Program.

Executive Committee. The Executive Committee consists of the director, co-directors, and the assistant director. The Executive Committee oversees all aspects of the program, reviews applicants and trainee progress, and engages the External Advisory Committee for on-site programmatic review every two years.

Steering Committee. The Steering Committee membership includes the faculty mentors of all current MinnCResT fellows, the director, two co-directors and the assistant director. The Steering Committee reviews applications and individual trainee progress.
**External Advisory Committee.** The MinnCResT program retains a strong External Advisory Committee to ensure compliance with its mission. Members include:

- a director of a major NIH or NSF (or equivalent) research training grant program. During the Spring 2012 visit, Richard Ellen, University of Toronto, and Paul Krebsbach, University of Michigan, served in this role.
- a leader from the University of Minnesota Center for Teaching and Learning Services. David Langley, PhD, the director of the Center, serves in this role.
- an upper level R and D executive from the local biotech or high-tech industry. Currently, Bo Hedlund, PhD, President and CEO, Biomedical Frontiers, Inc., serves in this role.

The External Advisory Committee reviews, evaluates, and makes written recommendations bi-annually about the MinnCResT program’s adherence to mission, including the quality of mentorship and the cross-disciplinary nature of the state-of-the-art training offered. This Committee evaluates the director and the Executive Committee for quality of leadership and management, training options and career development opportunities, the applicant pool, and the success and satisfaction of the trainees and alumni. The evaluation is presented to the Steering Committee for review and comment. The evaluation of the External Advisory Committee is appended to the progress report, which is sent to NIDCR.
**AADR & IADR**

The American Association for Dental Research (AADR) and the International Association for Dental Research (IADR) are the primary professional associations for dental researchers. Each organization hosts an annual conference. MinnCResT fellows are required to attend an AADR meeting and present their work at the NIDCR Trainees’ poster session at least once during the course of their fellowships.

*When you apply to present your research, be sure to check the “NIH travel award assistance” box.* NIH provides travel grants to some presenters and such assistance will allow you to reserve your MinnCResT travel funds for another meeting.

**2016 meeting**

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**2017 meeting**

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Annual Review

Each year, Fellows and their mentors submit an annual progress report, identifying each Fellow’s progress towards program benchmarks/milestones (see p. 26). These progress reports require each fellow to complete a form and forward it to his/her mentor(s) for comment. Completed forms are submitted to the Assistant Director for presentation to the Steering Committee for final review. Portions of the annual reports are included in the annual Progress Report submitted to NIDCR.

The MinnCResT Director and/or Assistant Director are always available to meet with each Fellow to discuss progress and integration with the mission of the training program and to offer support. Progress reports are reviewed by the Executive Committee and Steering Committee. All trainees also meet with the External Advisory Committee during the biannual site visits. The External Advisory Committee is able to review all trainee files during a site visit.

Change of Address/Filing Status

Please report all address changes as follows:

- To the University: go to http://myU.umn.edu and click on the “My Info” link.
- To NIH: go to the eRA Commons (https://commons.era.nih.gov/commons/). Select “Personal Profile” and “Residential Address.”
- To the MinnCResT Program: Please e-mail the new and old address to mncrest@umn.edu. Program staff will update their records and your vendor record for reimbursements.

Failure to notify any or all of the above about address changes may result in delayed or lost paychecks and travel reimbursements.

To change your filing status or withholding, please contact the School of Dentistry’s Human Resources Department. Anthony Untiedt, 612-624-8903, is assigned to the MinnCResT Program.
Classes
All trainees, regardless of academic major or research focus, are required to attend courses and seminars to be knowledgeable about the scope and state-of-the art in craniofacial, dental, and oral health research. We encourage attendance research seminars hosted by School of Dentistry or the weekly graduate student-run seminars in Oral Biology. All trainees are also expected to attend weekly research seminars in their major fields or as recommended by the Steering Committee.

Registration for Postdoctoral Fellows

Course requirements
Over the course of their NIH appointment in the MinnCResT program postdoctoral fellows are required to complete 12 credits as follows:

- Audit six (6) credits of Oral Biology (or equivalent) courses. Please talk with your mentor about what courses will best support your research. Courses outside of Oral Biology require justification and prior approval. If a non-Oral Biology course will allow increase your potential to do craniofacial research in the future, it may be approved. Independent/directed reading, research, or study may also fulfill this requirement (prior approval required).
- Preparing Future Faculty (PFF) course sequence
  - GRAD 8101: Teaching in Higher Education, 3 credits, A/F or S/N.
  - GRAD 8200: Practicum for Future Faculty, 1 credit, S/N only. Prerequisite GRAD 8101. This course may be waived for trainees with prior extensive teaching experience. Talk to the MinnCResT Director for more information.
  - GRAD 8200: Teaching and Learning Topics in Higher Education, 1 credit, A/F only. List of topics available at PFF website.

Course descriptions of U of MN courses are available through the online Course Catalog. Go to http://myU.umn.edu, “Academics,” and select “Course Catalog” under Enrollment Tools.

Except for the PFF courses, you will register as a “Non-degree seeking undergraduate” and will most likely need to get permission from an instructor to register for graduate level courses. This can be done by emailing the instructor directly.

Registering for courses over the summer requires pre-approval. See below for more information on tuition payments.

When do I register?
You must register for classes before the first day of the semester or you will be assessed a late fee (currently $50). The MinnCResT Program will not pay late fees. Keep in mind that
you may need extra time in order to secure an instructor permission number and complete off-line registration and other requirements. We recommend you register well in advance.

**How to register**

The forms you need to register as a “Non-degree seeking undergraduate” (this category simply allows you to register without being formally admitted to a program) are available online by following this pathway: http://onestop.umn.edu/non-degree/registration/index.html

- **Web registration:** If you have taken classes within the last year as a non-degree undergraduate, you can register online.

- **Activate for non-degree registration:** Use this online option if you are a first-time registrant or unable to access Web registration for any reason. (Please note: until you are in the system you cannot register on-line. However, once you are, all future registrations can be done via the web by going to the same section and selecting “Web Registration.”)

**Filling out the registration form**

You may be asked about health insurance; indicate you have insurance through the Graduate Assistant Health Plan; your policy number may be pending. The MinnCResT Program will not pay the “Optional Fees.”

Classes: see requirements listed above.

Grading option: select audit.

**What happens to the bill for tuition**

Please let Ann know ASAP (to avoid late fees and holds on your record) each semester whether you have registered for course(s) by emailing her directly at mncrest@umn.edu.

Once you are registered: the MinnCResT program will cover your tuition and fees (MinnCResT does NOT pay late fees) and Ann will authorize payment directly to Student Financial Services.

If you continue to notice tuition charges on your student account please contact Ann ASAP.

**Questions**

Contact via email at mncrest@umn.edu or by phone at 612-626-4483 with questions or concerns.

*Please note that courses at the University of Minnesota can be audited, but will require official registration and corresponding fees.*
Registration for MinnCResT Predoctoral Fellows

Course requirements
Entering degree students are required to minor in Oral Biology, except for those who major in Oral Biology, who select another interdisciplinary minor. Advanced PhD students are required to audit at least six credits in graduate Oral Biology. Otherwise, the graduate program in which you are enrolled determines all course work.

Courses for personal and professional enrichment (predocs only): MinnCResT covers tuition for fulltime enrollment for predoctoral fellows up to 14 credits. If you are making adequate progress in your program and your required courses during the semester fall below 14 credits you are free to use the remaining credits to take a class for your personal or professional enrichment. Fellows are responsible for paying for tuition beyond the 14-credit limit.

Registering for courses over the summer is NOT permissible for predocs without prior approval by the Program Director.

What happens to the bill for tuition
Please let Ann know ASAP (so we don’t have to pay late fees and you don’t get an annoying hold on your record) each semester whether you have registered for course(s) or not by emailing directly at: mncrest@umn.edu

Once you are registered: the MinnCResT program will cover your tuition and fees (MinnCResT DOES NOT pay late fees) and Ann will authorize payment directly to Student Financial Services.

If you continue to notice tuition charges on your student account please contact Ann ASAP.

Questions
Contact via email at mncrest@umn.edu or by phone at 612-626-4483 with questions or concerns.
Communications & Contact Information

Email is the preferred form of communication in the MinnCResT program. You are responsible for all information communicated via email. When an email indicates a response is necessary, it is imperative you respond in a timely manner.

Fellows Roster & Contact Information

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<tr>
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<th>Mentor</th>
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<td>Argyris, Prokopios</td>
<td>Herzberg, Mark</td>
<td>Diagnostic &amp; Biological Sciences</td>
<td><a href="mailto:argyr005@umn.edu">argyr005@umn.edu</a></td>
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<tr>
<td>Post</td>
<td>Bierle, Craig</td>
<td>Schleiss, Mark</td>
<td>Pediatrics</td>
<td><a href="mailto:cjbiele@umn.edu">cjbiele@umn.edu</a></td>
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<td>Biesecker, Kyle</td>
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<td>Neuroscience</td>
<td><a href="mailto:bies0051@umn.edu">bies0051@umn.edu</a></td>
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<td>DSTP</td>
<td>Caldwell, Alita</td>
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<td>Post</td>
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<td>Simone, Don</td>
<td>Diagnostic &amp; Biological Sciences</td>
<td><a href="mailto:gcataldo@umn.edu">gcataldo@umn.edu</a></td>
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<td>Post</td>
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<td>Low, Walter</td>
<td>Neurosurgery</td>
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<td>Dunny, Gary</td>
<td>Microbiology</td>
<td><a href="mailto:dalex019@umn.edu">dalex019@umn.edu</a></td>
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<td>Herzberg, Mark</td>
<td>Diagnostic &amp; Biological Sciences</td>
<td><a href="mailto:hall1119@umn.edu">hall1119@umn.edu</a></td>
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<td>Mansky, Lou</td>
<td>Diagnostic &amp; Biological Sciences</td>
<td><a href="mailto:lock0154@umn.edu">lock0154@umn.edu</a></td>
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<td>Gopalakrishnan</td>
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<td><a href="mailto:hunt6046@umn.edu">hunt6046@umn.edu</a></td>
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<td>R90</td>
<td>Kidwai, Fahad</td>
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<td>DSTP</td>
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<td>McDonald, Leanna</td>
<td>Veglia, Gianluigi</td>
<td>BMBB</td>
<td><a href="mailto:lmcdonal@umn.edu">lmcdonal@umn.edu</a></td>
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Staff & Administrative Contact Information

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<th>MinnCResT Staff &amp; Admin Contacts</th>
<th>Phone Number</th>
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<th>Campus Mail</th>
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<tr>
<td>Mark Herzberg, Director</td>
<td>625-8404</td>
<td><a href="mailto:mcherzb@umn.edu">mcherzb@umn.edu</a></td>
<td>17-164 Moos Tower</td>
</tr>
<tr>
<td>Ann Hagen, Assistant Director</td>
<td>626-4483</td>
<td><a href="mailto:hagen055@umn.edu">hagen055@umn.edu</a></td>
<td>17-160 Moos Tower</td>
</tr>
<tr>
<td>Natasha Kataeva, Student Office Assistant</td>
<td>625-5984</td>
<td><a href="mailto:katae001@umn.edu">katae001@umn.edu</a></td>
<td>17-164 Moos Tower</td>
</tr>
<tr>
<td>John Schepers, Grant Accountant</td>
<td>625-0436</td>
<td><a href="mailto:schep001@umn.edu">schep001@umn.edu</a></td>
<td>18-104 Moos Tower</td>
</tr>
<tr>
<td>Anthony Untiedt, HR/Payroll</td>
<td>625-8903</td>
<td><a href="mailto:auntiedt@umn.edu">auntiedt@umn.edu</a></td>
<td>15-116 Moos Tower</td>
</tr>
<tr>
<td>Doug Magney, Invoice payment / Dept contact</td>
<td>624-9123</td>
<td><a href="mailto:magne002@umn.edu">magne002@umn.edu</a></td>
<td>17-252 Moos Tower</td>
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<tr>
<td>Graduate Assistant Insurance Office</td>
<td>625-6936</td>
<td><a href="mailto:gradins@bhs.umn.edu">gradins@bhs.umn.edu</a></td>
<td>N323 Boynton Health</td>
</tr>
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</table>
**DDS/PhD Fellows**

DD/PhD trainees encounter unique situations and concerns while completing their training. Answers to the most commonly asked questions appear in this section.

**How It Works**

Trainees need 8 years to complete both the DDS and PhD. The degrees may be awarded simultaneously upon completion of all requirements of both programs or at any point when the requirements of one of the degrees have been fully met. There are 2 paths to graduation; both begin in the PhD program:

1. Complete 4 years of PhD study before beginning DDS coursework. Redundant basic science courses in the DDS curriculum are waived, allowing time for completion of PhD requirements such as dissertation writing and defense by the end of the 8th year. This is the preferred path.

2. Complete 2 years of PhD study and begin the DDS curriculum in year 3, be exempted from redundant basic science and other preclinical courses, while continuing some graduate research training simultaneously. The DDS curriculum is completed by year 6 and you then return to full-time PhD research, completing all requirements by the end of year 8.

**Thesis Defense**

Thesis defenses may take place as soon as all PhD degree program requirements are met. Students do not need to wait until their final year of the DDS program to defend. As long as DDS/PhD students stay connected to research training after defending the thesis, the MinnCResT Fellowship may be used to cover the DDS tuition.

**F30 Submission**

DD/PhD Fellows are expected to write and submit an F30 application to NIDCR early in their fellowship. Ideally, fellows will use the text of their written preliminary exam as a basis for the grant application and submit the application as soon as possible after passing the written preliminary exam. Fellows are strongly encouraged to accept an F30 award if one is offered. Fellows who submit applications but do not receive an F30 award will not
lose their MinnCResT support. Fellows who do not submit F30 applications may not be renewed for the DDS portion of their studies.

**Incorporating Research Training during the Clinical Years**

DDS/PhD Fellows need to find ways to incorporate research into their 4 years of dental school. To encourage DDS/PhD students to stay engaged in both clinical and research training during all eight years on campus, The School of Dentistry established the following modifications to the DDS/PhD program in 2012:

1. DDS/PhD students who have begun their clinical training are required to continue participating in the Oral Biology Seminar (OBIO 8030, 1 credit). **Other than when students are assigned to conflicting rotations, weekly attendance and active participation in Oral Biology Seminar is a requirement for dual degree students.**

2. Each DDS/PhD trainee will be placed in a clinical group led by a faculty member who is committed to encouraging research training for DDS/PhD students. **The Group Leader will work with the DDS/PhD student to create a clinical schedule that allows the student to maintain at least one half-day per week in the lab and attend all MinnCResT seminars and lab meetings as long as the student is making adequate clinical progress.** DDS/PhD students will enroll in Dent 6631 and Dent 6632 to obtain academic credit for this non-clinical requirement. As clinical competencies are achieved, the Group Leaders will review the clinical progress of each DDS/PhD student to determine whether even more time for research activities will be scheduled with the credits for Dent 6631 and 6632 adjusted accordingly.

3. **The School of Dentistry encourages DDS/PhD students to use the earned course relief time to work on research activities including writing papers, finalizing research, and completing and defending their dissertations.**

Additionally, DDS/PhD students are strongly encouraged to continue:
- Attending lab meetings
- Setting aside time for regular literature reviews
- Attending one seminar per month outside of MinnCResT
- Using the 10-week break between the D1 and D2 years and winter and spring breaks to work in the laboratory
Some DDS/PhD fellows take DENT courses while completing PhD requirements. All DDS/PhD students who do so must meet with the Assistant Dean of Students prior to the D1 year to see if s/he will waive some of the coursework required for the DDS, based on DENT courses taken and graduate-level courses taken for the PhD. If courses are waived, consider using the free time write manuscripts and your thesis, work in your lab, and review current literature.
Events & Seminars

Seminars
The MinnCResT Program presents a monthly seminar series. Seminars are generally held on the 3rd Wednesday of the month from 4-7pm and vary in format; some feature invited speakers and others involve chalk talks by fellows or roundtable discussions with local faculty and experts.

Seminars featuring an invited speaker consist of a public lecture from 4-5pm followed by dinner and discussion among the MinnCResT fellows and speaker. These discussions give fellows the opportunity to thoroughly explore the speaker’s topic and discuss a variety of other issues, including work-life balance, career paths, and interdisciplinary connections. Fellows invite and host speakers. Fellows will have the opportunity to invite a speaker at least once during the term of their fellowship. MinnCResT encourages fellows to dream big and invite the top scientists in their research fields.

Chalk talks will be held 3-4 times during the year. At these events, 3 fellows will each have 10 minutes and a blank whiteboard to present a problem they are encountering in their research. No other props, AV, or handouts will be permitted. After the presentation, fellows brainstorm with the group about solving the problem.

Roundtable discussions are generally held twice per year. Each roundtable features a panel of 3-4 speakers addressing a topic chosen by the fellows. Panelists each have 5 minutes to present their viewpoints on the topic and the remainder of the event is spent in discussion with the fellows.

Inviting & hosting a speaker
Inviting
Speakers are invited to foster research interests in the context of the MinnCResT Program mission, but invitations should only be extended to accomplished investigators who have broad appeal to the group. You are to let speakers know that they will speak to a general non-expert audience and that their talk should include sufficient explanatory information to make the major points of the talk easily accessible.
If you are charged with inviting a speaker, first consult your mentor and create a short list of candidates. Then, share the list with Mark before extending an invitation. The speaker’s information (name, institution, area of study) and a biosketch or CV are helpful. Once Mark has approved your selection, send an invitation to the speaker with the available seminar date (see below for a sample template).

Speakers should be invited at least 3 months before the seminar. Ann recommends sending invitations out 6 months in advance.

Upon acceptance of your invitation, send the speaker’s contact information and 2-3 sentences describing your reason(s) for inviting the speaker to Ann. Request a topical review article and at least one recent research report that highlights the recent activities of your speaker. This information and the papers will be circulated to fellows and mentors when the seminar is announced. Ann and Meghan will send the speaker a letter of confirmation, make travel arrangements, and provide details for the visit. You will be copied on these details as they progress.

Speakers will be encouraged to arrive the night before the lecture and spend the day meeting with fellows and faculty. The seminar will be held at 4 PM followed by our dinner and discussion with the fellows. We are somewhat flexible with these arrangements as needed.

This template is a suggestion; modify and personalize it any way you see fit or write one all your own.

**Speaker invitation template**

Dear ________,

I am a graduate student/postdoc at the University of Minnesota working in Dr. _____’s laboratory. I am also a fellow in the Minnesota Craniofacial Research Training (MinnCResT) Program, a T32 training program directed by Dr. Mark Herzberg. The MinnCResT program is putting together a seminar series for next year and each of the fellows has the opportunity to invite and host one speaker. I am very interested in your work and I would like to invite you to visit the University of Minnesota, present a seminar on your work, and enjoy a roundtable dinner discussion with the pre-doc and post-doc fellows in our program. There will also be time for you to meet with MinnCResT and other faculty as your schedule permits.
The proposed date for your visit is ________. The seminar will begin at 4:00 pm, followed by dinner and discussion with the MinnCResT fellows. We would appreciate your flying in the evening before so you have time to meet individually with fellows and faculty. We would be pleased to offer you an honorarium and we will cover your travel expenses.

The seminar series is being scheduled now. If you would like to visit but cannot make the above date, it may be possible to find another date that works better for you.

I'm looking forward to your reply.

Sincerely,

Your name

**Hosting**

This is your opportunity to get to know a top researcher in your area of interest. We want you to make the most of the time your speaker is here and also to entertain him/her in a manner that will reflect well on the MinnCResT Program and the University. Therefore, hosting carries the following obligations, though these can be modified if there is need:

- Keep in touch with Ann regarding your speaker’s travel details. She will copy you on important correspondence with the speaker.
- Post seminar flyers around your lab and distribute to interested parties.
- Meet the speaker at the airport and convey her/him to the hotel.
- Make an appointment on the speaker’s schedule to introduce him/her to your mentor, give a tour of your lab, and discuss your research.
- Be prepared to meet the speaker at the hotel and deliver her/him to the first appointment of the day.
- Host the fellows’ lunch at the Campus Club. Ann/Natasha will make the reservation for you and send you a list of those attending. You will meet the speaker at his/her last appointment before lunch and bring him/her to the Campus Club. You’ll introduce him/her to the other fellows, facilitate the conversation, and bring the speaker to his/her next appointment. Make sure to collect the lunch receipts and give them to Ann for payment.
- Meet the speaker and program staff at 3:30pm before the seminar to help set up.
• Introduce the speaker before her/his seminar. In the introduction include her/his name, institution, research, and something of interest you learned about her/him earlier in the day.
• Facilitate the roundtable and dinner discussion.
• Bring the speaker back to the hotel when the dinner is over or to whatever other activities you have planned with her/him.
• Bring him/her to the airport for her departure.
• Thank him/her for his/her time.
• Follow-up with a thank you note. MinnCResT has cards available and will mail from the office to cover postage.

When entertaining your guest keep in mind:
• MinnCResT will not reimburse for alcohol.
• The meal allowance per person is $75. Your mentor and lab mates are welcome to join the meal, but MinnCResT will only reimburse you for the costs incurred by the speaker, your mentor, and yourself.
• MinnCResT cannot reimburse gratuity over 20% of the bill.

Symposium
The MinnCResT Program sponsors an annual symposium each June or July. A full-day or half-day conference includes a special lunch or dinner, which serves to recognize the departing MinnCResT Fellows and highlight the exciting discoveries they have made. Fellows are required to attend the special meal event and are strongly encouraged to attend as much of the conference as possible. Conference topics change annually.

As always, we welcome your suggestions regarding these events. Share your ideas with Ann via e-mail or in person.
Grant Numbers

If you began your fellowship before 7/1/2012, you are supported by grant numbers T32 DE 07288 and T90 DE 022732.

If you began your fellowship after 7/1/2012 and are a U.S. citizen, you are supported by grant number T90 DE 0227232.

If you began your fellowship after 7/1/2012 and are a foreign national dentist, you are supported by grant number R90 DE 023058.

Insurance

Health Coverage

You and your family, if applicable, are covered under the Graduate Assistant Health Plan, which is the same plan available to Graduate Assistants at the University of Minnesota. You can find the Graduate Assistant Insurance Office (GAIO) on the first floor in the Boynton Health Services, 410 Church Street S.E. Telephone 612-624-0627 or e-mail studins@bhs.umn.edu.

Coverage

For the most updated information on your insurance plan, always check the plan website: http://www.shb.umn.edu/twincities/graduate-assistants/gahp/graduate-assistant-health-plan.htm.

• Name of the insurance plan: Graduate Assistant Health Plan
• Policy number is your University/student ID number
• Insurance company: HealthPartners, 952-883-7500

Enrollment

Fellows already enrolled in the plan with NO dependents enrolled, do not have to do anything. As long as you remain an eligible graduate assistant, fellow, or trainee your enrollment in the GAHP will automatically continue next term.

If you have dependents enrolled, you must re-enroll yourself and dependents annually. Even if you do not want to re-enroll for dependent coverage, you must enroll yourself for coverage to be continued.

To enroll in the 2015-16 Graduate Assistant Health Plan, please complete all actions by September 15, 2015 or within 14 days of your appointment start.
date. Coverage will begin September 1 for those who meet the enrollment
deadline, or from the starting date of a qualifying appointment. Coverage for
those who miss the deadline will begin on the date forms are processed by
the Office of Student Health Benefits. Enrollment instructions may be found

**Premiums & Co-Pays**

MinnCResT will pay the FULL MONTHLY premium for trainees, which
will be $363.75 ($4365 for the year). Coverage is still provided by
HealthPartners. **You will be responsible for $109.74 each semester
(monthly cost of $18.29).** NIH rules do not allow us to reimburse you for
this cost.

MinnCResT does not pay dependent health insurance coverage as of 9/1/12,
but mentors may do so.

Refer to the BHS website for the most current information. Below figures copied on 6/10/15.

<table>
<thead>
<tr>
<th>Dependent Plan 1</th>
<th>Cost in 2011-12</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>$275.83 per month</td>
<td>$304.75 per month</td>
</tr>
<tr>
<td>Single Child</td>
<td>$180.39 per month</td>
<td>$199.38 per month</td>
</tr>
<tr>
<td>Two or More Children</td>
<td>$324.83 per month</td>
<td>$358.75 per month</td>
</tr>
<tr>
<td>Family</td>
<td>$467.82 per month</td>
<td>$516.41 per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dependent Plan 2</th>
<th>Cost in 2011-12</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>$190.95 per month</td>
<td>$210.22 per month</td>
</tr>
<tr>
<td>Single Child</td>
<td>$122.73 per month</td>
<td>$135.15 per month</td>
</tr>
<tr>
<td>Two or More Children</td>
<td>$219.44 per month</td>
<td>$241.37 per month</td>
</tr>
<tr>
<td>Family</td>
<td>$332.02 per month</td>
<td>$365.24 per month</td>
</tr>
</tbody>
</table>

If your mentor needs assistance with the spousal insurance paperwork,
contact Ann.

As in 2011-12, primary members have a $10 office visit co-pay. Dependents
covered under Dependent Plan 1 also have a $10 office visit co-pay.
Dependents covered under Dependent Plan 2 have a $25 office visit co-pay
and are subject to an annual deductible and coinsurance.

If you do not want to be covered under the Graduate Assistant Health Plan,
you must contact the Office of Student Health Benefits before 9/14/15 to
request a waiver. The University now requires all students to have health
insurance.
Contacts
Coverage Questions: HealthPartners
Phone: 952-883-7500 or 866-270-5434
http://www.healthpartners.com/uofmga

On-Campus Health Care Questions: Boynton Health Service
Appointments: (612) 625-3222; http://www.bhs.umn.edu

Emergency Travel Assistance Questions: FrontierMEDEX
Phone: 1-800-527-0218
Email: info@medexassist.com; http://www.medexassist.com

Dental Coverage
Boynton Health Service Dental Clinic is your primary clinic for all covered services. It is located on the 4th floor of the Boynton Health Service Building. Call the Boynton Dental Clinic (612-624-9998) to set up your dental appointments.

Fellow Coverage
Exams, x-rays, cleanings, and other services as described on the plan website will be paid for by the Graduate Assistant Health Plan when service is provided at Boynton Health Service Dental Clinic.

See the GAHP for coverage details:
http://www.shb.umn.edu/twincities/graduate-assistants/gahp/graduate-assistant-dental-benefits.htm

Dependent Coverage
Your dependents do not receive preventive services at no cost. They will receive preventive and other covered restorative dental services at a discount of 20-30% below the regular fee schedule. The discount does not apply to patients who already have other dental insurance coverage.

Contacts
Dental Questions: Boynton Health Service Dental Clinic
Clinic Phone: (612) 624-9998
Email: mkiffe@bhs.umn.edu
Leaves of Absence

It may be possible to take a leave of absence from your fellowship. Trainees must review the NRSA terms and conditions at http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch11.htm before making a leave request.

- Parental leave: Trainees may receive stipends for up to 60 calendar days of parental leave per year for the adoption or birth of a child. Either parent is eligible for parental leave. If a trainee requests more than 60 calendar days of leave, the fellowship must be terminated after 60 days and the trainee will be reappointed upon return. This will affect insurance and other benefits. Parental leaves of ANY length must be documented through a Memorandum of Understanding signed by the trainee, the faculty mentor, and the MinnCResT Director. Contact Ann Hagen to initiate the leave request and documentation.

- Unpaid leave: Trainees requiring extended periods of time away from their fellowship (more than 15 calendar days of sick leave or more than 60 calendar days of parental leave) must contact the Program Director. NIH may be able to grant an unpaid leave but insurance and other benefits will likely be affected.
Mentors

The MinnCResT program provides opportunities for research trainees to take advantage of strong mentor faculty who work across departments in an interdisciplinary, collegial manner. The MinnCResT mentors work in 32 schools and departments, which collectively house at least 2086 full-time faculty, 1576 graduate students and 413 postdoctoral fellows. Our mentors are participating faculty on no fewer than 19 other T32 and K30 pre- and postdoctoral training grants at the University of Minnesota, illustrating the depth and breath of peer training opportunities. The professional development and mentoring activities offered to MinnCResT trainees aligns with a recent National Science Foundation (NSF) directorate highlighting “the need to provide formal training and structured oversight of postdoctoral career development activities” (NSF 06-038, August 2, 2006).

Collaboratively, the mentor and fellow submit an annual report to the Steering Committee, describing training experiences and cross-disciplinary elements, research progress, and performance. Through this process, each mentor certifies continuing support of the program’s training mission.

Before assuming responsibility for a MinnCResT fellow, a faculty member meets the following criteria: belongs to the graduate faculty of the University; maintains an extramurally supported research program; and commits to several important tenets of the program, including the concepts of strong research training based on exploring questions in the spirit of the program, interdisciplinary minors and related fields for PhD student fellows, dual or shared mentorship, and integrated research and clinical training for clinical scientists. The graduate faculty, who serve as MinnCResT mentors, represent over 30 disciplines, ranging from Neuroscience to Molecular, Cellular, and Developmental Biology, and Genetics to Oral Biology.

MinnCResT currently has 70 mentors. Those with active Fellows serve on the Steering Committee. All MinnCResT mentor faculty participate in events and other program activities.
Milestones

The MinnCResT Program’s mission is to train the next generation of independent investigators exploring questions in craniofacial, dental, and oral health research. All trainees, regardless of research focus, are required to pursue coursework and professional development activities that will meet the program’s mission. Trainees are bound by the milestones stated in their original offer letter; changes to milestones are mandatory only for new trainees.

Postdoctoral fellows are expected to:

- Attend monthly MinnCResT seminars;
- Submit updated CV with annual activity report, which addresses progress towards benchmarks;
- Complete a draft of one research article for submission to a peer-reviewed journal by the end of the first fellowship year, with the goal of submitting two papers over a three-year period;
- Present research at a national/international professional meeting once a year;
- Present research at an AADR or IADR meeting or NIDCR T32 fellows’ poster session at least once during fellowship;
- Draft and submit a NIH F, K, or R series (or similar) research proposal;
- By the end of the second fellowship year, present a seminar or lecture at one college or university seeking new faculty or in response to a job posting;
- By the end of the third fellowship year, apply and receive an offer to transition from postdoctoral fellow to faculty or advanced career-track position.
- Audit at least 6 credits in Oral Biology (or equivalent);
- Enroll for 4 graduate credits in the Preparing Future Faculty course sequence (GRAD 8101 and GRAD 8200);
- Participate in a 1-month industrial internship or mentor a student through a 10-week research project.

Predoctoral fellows are expected to:

- Attend monthly MinnCResT seminars;
- Show timely progress toward completion of degree as determined by home department;
• Submit updated CV with annual activity report, which addresses progress towards benchmarks;
• Publish at least one first-authored paper and have one in press before degree completion;
• In the year preceding degree completion, apply and interview for postdoctoral position or other career-track advancement;
• Present research at a national/international conference in each of the last two years of MinnCResT Program support;
• Present research at an AADR or IADR meeting or NIDCR T32 fellows’ poster session at least once during fellowship;
• For DDS/PhD students, draft an NIH F series research proposal during the first fellowship year for submission in the second fellowship year;
• For non DDS/PhD students, minor in Oral Biology (12 credits required);
• Obtain postdoctoral position or other career-track advancement by the end of degree program.
Payback Agreement

Postdoctoral fellows supported by the T90 grant incur a payback obligation for the first 12 months of MinnCResT support. A Payback Agreement must be submitted at the time of appointment to the grant. The Payback Agreement is not required for trainees who have already received 12 months of postdoctoral support under any Kirschstein-NRSA training grant or fellowship. Predocs and R90 trainees have no payback obligations.

Satisfying the Payback Agreement may be done in several ways; see http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch11.htm#_Payback_Reporting_Requirements for the full list. Continuing the postdoctoral fellowship for a second 12-month period will satisfy the payback obligation.

Payroll & Stipends

Although fellows work in mentor labs across the University, your University appointment is in the Department of Diagnostic & Biological Sciences in the School of Dentistry. Payroll is processed within the School of Dentistry. The Payroll office is located in 15-116 Moos Tower. If you have questions about your paycheck or any other HR issues, contact Ann first for assistance.

Every year on the anniversary of your appointment to the MinnCResT Program you will complete an NIH Statement of Training Appointment form. This will continue you on the grant for another year. In most cases this will involve verifying your information and signing the form. Ann will initiate the form in xTrain in NIH’s eRA Commons, forward it to you for review and signature, and submit to the NIH. Stipend increases, when available, are processed through this document.

Postdoctoral Stipends

Postdoctoral stipend levels are established by the NIH and determined by your years of postdoctoral experience. Your pay level will be calculated when you enter the program and increase yearly on your appointment anniversary date. NIH stipend levels and policy can be found at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-048.html.
Predoctoral Stipends

Taxability of stipend and withholding
Your fellowship stipend is considered taxable income. Neither the University nor the NIH is required to file a W-2 or 1099-M to IRS. Therefore, you are responsible for reporting it on your personal tax return. See the following University’s website on Graduate Taxable Fellowships for more information: [http://www1.umn.edu/ohr/payroll/gradfellow/index.html](http://www1.umn.edu/ohr/payroll/gradfellow/index.html) and the IRS information center on tax benefits for education: [http://www.irs.gov/newsroom/article/0,,id=213044,00.html](http://www.irs.gov/newsroom/article/0,,id=213044,00.html).

The University will not automatically withhold taxes from your check. To arrange for income tax withholding complete and submit the request form found at: [http://policy.umn.edu/categories/hr/form/fellowshippp.pdf](http://policy.umn.edu/categories/hr/form/fellowshippp.pdf).

Final paycheck
NIH calculates stipends based on calendar days. The University of Minnesota divides stipends by 26 pay periods per year. These differences make it very easy for trainees to be over- or under-paid at the end of their fellowship. Please notify Ann thirty days prior to your fellowship termination so grant and payroll accountants may calculate the final paycheck amount. As fun as it sounds, over-payment is really an unpleasant experience. Please help us avoid it. If you are over- or under-paid, please notify Ann immediately.

Professional Development
An important part of your MinnCResT fellowship is building a strong portfolio of experiences that will enhance you professionally. We will forward you notices of grant writing seminars and other special events that may be helpful to you. We will also develop workshops and activities to help you build your skills. Check the website for articles and forms that will help you develop your “elevator” speech, resume tips, and lists of resources.
**U of M business cards**

We also recommend fellows get U of M business cards for conferences and networking in general. This is an appropriate use of your TRE allotment. Visit the Printing Services website to complete the online form at [http://www.printing.umn.edu/Stat.htm](http://www.printing.umn.edu/Stat.htm) and click on order stationery hotlink.

Contact Ann to get the budget numbers required for purchase.

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**Publications**

We encourage you to publish your work as often as possible. When you do publish work completed while you were a MinnCResT fellow, you must acknowledge the MinnCResT grant. PLEASE CONTACT ANN FOR THE CORRECT NUMBERS TO USE. All publications that come out of work, even tangentially related, during your MinnCResT fellowship must acknowledge the grant. Please use the following language:

> The project described was supported by grant #____________ from the National Institute of Dental & Craniofacial Research. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institute of Dental & Craniofacial Research or the National Institutes of Health.

When your article is **accepted** for publication, you or your publisher MUST submit the article to NIHMS and begin the PMCID assignment process. Failure to do so may result in future grant funds being withheld both for you individually and MinnCResT as a whole. Do NOT wait until publication.

What is a PMCID? See [https://publicaccess.nih.gov/include-pmcid-citations.htm](https://publicaccess.nih.gov/include-pmcid-citations.htm).

Given new rules at NIH, it is imperative that the MinnCResT staff track all publications resulting from the training grant. When your article has been published, please forward a copy of the article (electronic files are PREFERABLE) to Ann. With your permission, we will also list all of your publications on the MinnCResT website’s “Current Fellows” page.
Recruitment

Current MinnCResT Fellows are our best recruiters. At times you may be asked to speak with a prospective Fellow. You are not obligated to do so, but we hope you will find time at least once each to exchange e-mails with a prospect or meet with them over lunch (on MinnCResT, of course). Your ideas about recruitment are always welcome. Contact Ann Hagen with any suggestions or concerns.
Responsible Conduct of Research (RCR)

NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research. RCR training is further required for all researchers at the University of Minnesota and also a milestone of your fellowship. MinnCResT trainees must satisfy the University’s initial requirement AND satisfy continuing education requirements.

All requirements and training opportunities are listed in detail at http://www.research.umn.edu/reo/education/core.html#.UcCT4-sd6Eg

Core Curriculum
Graduate students and postdoctoral fellows who are the recipients of grants or fellowships, are required to receive instruction in the responsible conduct of research or scholarship. Graduate students must complete the core curriculum during the initial fellowship. Postdocs must complete the core curriculum within ninety (90) days of the start of the fellowship.

In addition to the RCR core curriculum, other courses may be required for eligibility depending on the nature of your research. For more details, see the above link.

The University’s requirement for continuing education in the responsible conduct of research has been discontinued. The NIH does require ongoing training.

Additional Training
Per NIH rules, the MinnCResT Program must provide additional in-person training in the responsible conduct of research. Other training grants on campus do similar training and we may at times ask you to attend these trainings. Advance notice will be given whenever possible.
Stipend Supplementation and Other Income

Trainees may supplement their stipends from non-federal funds if the supplementation is without any additional obligations for the trainee. Under no circumstances can the conditions of the supplement interfere with the MinnCResT fellowship responsibilities and activities. **Supplementation must be approved in advance by the MinnCResT Program Director.**

Trainees may seek part-time employment if said employment does not detract from or interfere with completion of the MinnCResT fellowship milestones. Such employment must have an obvious employer-employee relationship, payments must be for services rendered, and compensation may not be paid from a research grant that supports the same research being done by the trainee. In other words, you can’t be hired by your PI to do more work on the same project. Compensation from federal sources must be approved in advance by the MinnCResT Program Director.
Structured Mentoring Program

The MinnCResT Structured Mentoring Program serves to prepare fellows for research faculty positions. This program will allow postdoctoral fellows to:
• determine individual mentoring strengths and weaknesses,
• improve communication with mentees,
• better help mentees learn and grow as scientists, and
• share challenges and ideas about mentoring with colleagues.

Postdocs may do this in addition to or instead of the Translational Internship. Mentees will be undergraduate students working through the College of Biological Science’s (CBS) undergraduate research program, incoming DDS students in the School of Dentistry’s Summer Research Program, or other students with prior Program consent. All mentees and their research projects must be fully approved by the postdocs’ faculty mentors. The mentorship experience is expected to last about 10 weeks. The MinnCResT Program will provide up to $300 for supplies.

The program is open to postdoctoral fellows, preferably those who have completed one full year of the MinnCResT Fellowship. Predoctoral fellows in the final year or so of their project may also participate.

Mentors will be encouraged to keep a journal of the mentorship experience. Mentees will produce a written paper under the direction of their postdoc mentors and a poster for display at the MinnCResT Summer Symposium, School of Dentistry Dean’s Day, the Oral Biology Open House, and/or another formal venue.

All assignments, homework, and discussion questions are based on Entering Mentoring by Jo Handelsman and Christine Pfund. Assignments consist of answering open-ended questions which require reflection on the mentoring experience and the mentor’s philosophies. Responses should be recorded in a journal, which the mentor is encouraged to keep and continue using as s/he continues mentoring throughout his/her career. A few short reading assignments are also part of this program.

Mentors will meet biweekly with the program coordinator, now Ann Hagen. In these meetings, mentors will provide the program coordinator with updates on their mentees’ progress, ask questions, and discuss reading and journaling assignments. If other MinnCResT fellows are mentoring students during the same term, these meetings will be held as group discussions. Because mentoring can be learned but not taught, sharing mentoring
challenges and successes with colleagues will help fellows increase their ability to respond to future mentoring challenges.

Upon completion of 10 weeks of mentoring, both the postdoc fellow and the mentee will complete an evaluation form. Forms will be reviewed and responded to by the MinnCResT Executive Committee.

The mentoring program will be evaluated annually by the Steering Committee and biannually by the External Advisory Committee.
Training Related Expenses (TREs) Allocation

An annual (July 1 to June 30) institutional allocation of up to $2,200 per Pre-Doctoral Fellow and $3,850 per Post-Doctoral Fellow is provided by the NIDCR to be spent on Training Related Expenses (TREs). *It is at the discretion of the Program whether to make these funds available to fellows for supplies and other items or to use the funds to offset program costs.*

All MinnCResT fellows train in the laboratories of NIH-supported investigators. In our Program, the TREs are not intended to purchase general lab supplies and reagents, which should be provided by your mentor. For MinnCResT fellows, TREs are intended to enhance training as a scientist or the application of the work to problems in craniofacial, dental and oral health research. **Fellows must make a compelling case for how TRE funds will be used specifically to enhance their MinnCResT interdisciplinary research training experience, advance professional development, or move towards successful employment as a researcher in the area of craniofacial, oral health and dental research.**

All items, including computers, purchased with these funds are property of the MinnCResT program. Upon completion or termination from the program, the fellow will return the items to the MinnCResT office for use by future trainees or purchase them from the University.

*Please note TRE funds must be expended by May 1 to assist with year-end accounting. Invoices received after mid-June will either be paid out of the next year’s supply funds or covered by your mentor.*
To spend your TRE allowance:

Approval

• Fellows and Mentors should discuss how to spend their allowance together.
• Make purchase requests by mid-April.
• Email detailed request to Mark for approval (mcherzb@umn.edu) and copy mncrest@umn.edu. Requests should include a justification, explaining how the purchase supports the MinnCResT mission, and an estimated total cost.
• Once Mark approves the expenditure, Ann sends the grant accountant the approval for your purchase.

Making purchases: the nuts and bolts

Purchases by PO or credit card

• If purchasing a specialized product for use in the laboratory, have your lab’s regular ordering guru make the purchase. Have that person contact Ann for budget numbers. Attach a copy of the Director’s approval e-mail to the PO/reconciliation/etc.
• Ann can directly order by phone/online and put purchases on her University credit card. Contact Ann to find a time to meet and oversee the purchase.

Preapproved purchases

• A one-time purchase of a computer to be used for your MinnCResT research may be made at the beginning of your fellowship. The MinnCResT office will purchase it for you. Contact Ann to discuss details.
• Textbooks for classes taken to fulfill MinnCResT requirements
• One-time purchase of business cards printed at University Printing Services. Bring invoice/receipt to Ann.
• All other requests must have approval of the Director.
• All equipment and materials are the property of MinnCResT.
Translational (formerly Industrial) Internships

MinnCResT provides experiences in translational research for postdoctoral fellows as recommended by our External Advisory Committee in its July 2006 report. The MinnCResT Program wants its fellows to be informed about how basic science discoveries are translated into clinically useful products or therapies. To accomplish this goal, we encourage and facilitate experiences in clinical and field trials, complementary non-academic research and problem-solving paradigms, or organizational strategies to accomplish team-oriented research. Fellows are to identify collaborations or contacts their mentors may already have to facilitate opportunities. Internship venues must provide evidence of good laboratory practice or best practices in clinical research.

Internships will take place for one-month periods of 40 hours per week or two month periods of 20 hours per week in biotech labs, research centers, or clinical settings in the Minneapolis-St. Paul metropolitan area. Internship experiences can range from translational research at the bench or in a clinical setting to involvement in science or health policy development.

Translational research opportunities can begin at any time with the consent of the MinnCResT program mentor. Upon completion of the internship, fellows present their experience to their colleagues. These presentations will introduce our predoctoral fellows to the translational research culture to complement their training experience. Through these experiences, our fellows will become conversant in the process and paradigms of translational research, gain new insight into their career path decisions, participate in academic and scientific exchange, and contribute to changing our research culture.
Travel Funds

A Travel Allowance of up to $800 per fellow per fiscal year is provided by the NIDCR to cover travel expenses incurred between July 1 and June 30. Unused funds may be carried over for 1 year; contact Ann to verify. Travel funds are meant to enhance your research experience by allowing you to attend conferences to present your research, attend training workshops, and pursue other professional development opportunities. In particular, we encourage MinnCResT fellows to present their research and attend the annual American Association of Dental Research (AADR), and when financially feasible, the International Association of Dental Research (IADR). Additional travel funds may be made available for participation in the AADR/IADR meeting(s).

Note: The University of Minnesota has travel policies that are slightly more restrictive than the NIDCR. Most U of MN travel policies are list on this website: http://travel.umn.edu/.

Also note: NIH travel guidelines prohibit travel using foreign carriers.

Spending Your Travel Allowance

- Fellows and Mentors should discuss together how to spend these funds and identify other sources to pay expenses in excess of your allotment.
- Mark must approve all travel in advance. In your request, explain how the travel will enhance your fellowship experience. (Copy mncrest@umn.edu).
- Visit the University of Minnesota travel website for University guidelines: http://travel.umn.edu/. (This includes meal and mileage allowances).
- MinnCResT will pay for airline tickets and conference registration directly or you can pay for them and include the costs in your reimbursement request.

Arranging Travel

The University of Minnesota has contracts with local travel agents and Delta.com that provide discounted fares. Please work with Ann to reserve your airfares, as these options must be used whenever possible.
Travel outside the U.S. must be registered with the University of Minnesota at
http://global.umn.edu/travelregistry/. Follow the instructions for graduate
assistants, residents, and fellows.

**Reimbursement**

- Hotel and per diem expenses cannot be paid in advance and must be
  reimbursed after travel has occurred.
- Submit receipts for all expenses (except meals) including conference
  registration, taxis, parking, hotel, internet fees, etc.
- Car rentals are not reimbursable. Ask Ann if you think you might
  warrant an exception to this policy.
- **Submit your boarding pass with your reimbursement request.**
- Submit a conference program identifying the meeting, dates, location
  AND your participation.
- Do NOT claim any meal expenses – you will be reimbursed at the
  maximum per diem rate no matter how much you spend on meals.
  The per diem for partial travel days is determined by the travel times.
- Incomplete information will result in a delay of reimbursement.
- Submit request to Ann for processing within 7 days of your trip.
- See University Travel policy website for more information
  [http://travel.umn.edu/](http://travel.umn.edu/)

**Tuition and Differentials**

The grants supporting the MinnCResT Program provide only a portion of
trainees’ annual tuition. The remaining portion is covered by University of
Minnesota sources. Trainees transitioning from T grants to F grants will
need to negotiate the specific source of the tuition differential coverage.

For predocs, MinnCResT provides up to 60% of tuition with a maximum of
$16,000 per year. For DDS/PhD dual degree trainees, the amount provided
is up to $21,000 per year. For postdocs, the maximum tuition is $4500 per
year.

Trainees applying for F grants should contact the Program Director for
assistance with these negotiations.
**Vacation, Sick Leave, Holidays**

NIH policy states that trainees may take up to 15 calendar sick days per year.

Though vacation time is not specified, it is customarily 2 weeks paid and must be arranged with your advisor. University holidays are typically available to fellows. Per the NRSA terms, the time between semesters generally is considered an active part of the training period and is not considered to be a vacation or holiday, unless the trainee uses vacation time to be absent.

Instances requiring more time off should be discussed with the Program Director and your advisor.

**Website**

The MinnCResT website ([www.mncrest.umn.edu](http://www.mncrest.umn.edu)) contains important information for fellows including milestone guidelines, your bios, a copy of this handbook (updated as necessary), and the events calendar. We will be adding Alumni and Career Development pages in the future. Your ideas for improving the website are always welcome. If you have thoughts about ways to make the website more useful to current fellows, please contact Ann Hagen.