



Programs to Increase Diversity (PRIDE) Annual Meeting

April 23-25, 2018

Bethesda North Marriott

5701 Marinelli Road North Bethesda, MD 20852

This document summarizes some useful information about the upcoming 2018 PRIDE Annual Meeting.

- General Participation Guidelines for Mentees
- Oral Platform Presentation Guidelines for Mentees
- Grant Reviewer Guidelines for Mentees and Mentors
- Grant Submitter Guidelines for Mentees
- Poster Presenter Guidelines for Mentees
- Poster Judging Criteria and Score Sheet for All Participants
- Tips to Make Annual Meeting More Interactive for All Participants
- Non-Disclosure Statement for All Participants

Some Important Dates

Jan 8	Deadline for Mentees to send participation choices to Site PM
Jan 22	Meeting Registration and Abstract Submission opens
Feb 20	Deadline for Mentees to send grant to Site PD (if applicable)
Mar 16	Training webinar required for grant reviewers, highly suggested for others
Feb 20	Deadline to submit abstract (web survey)
Feb 26	Deadline to register for meeting and for workshops (web surveys)
Mar 5	Deadline for CC to receive approved grant from Site PDs
Mar 26	Deadline for hotel registration (check with your PRIDE Site program first!)
Mar 26	Deadline for Reviewers to receive copy of grant application for review
Apr 2	Deadline to schedule a meeting with your PRIDE Program assigned NIH Program Officer
Apr 9	Deadline for Reviewers to return reviews to the CC
Apr 23	Meeting Begins!
May 4	Deadline for Reviewers to send REVISED reviews to CC
May 4	Deadline for All Participants to complete post annual meeting evaluation (web survey)

Abbreviations: *Site PD or Site PM* (your PRIDE Summer Institute Site Program Director or Program Manager); *CC* (the PRIDE Coordination Core)

Prior to meeting: Download QR Reader App on your smartphone (Google Play Store on Android devices, QR Reader and Scanner for iTunes store on iPhones)

General Participation Guidelines for Mentees

General Expectations

Each Mentee should attend all scheduled activities during the meeting.

Each Mentee will submit an abstract that describes your current research project (i.e., related to your PRIDE grant preparation).

- Abstracts will be distributed to meeting attendees.
- This allows more informed networking with your PRIDE peers, faculty and NHLBI program officers.
- See “Non-Disclosure Statement” about maintaining the confidentiality of the information in these abstracts.

Each Mentee will participate at the meeting by one of four methods described below. Your presentation for the first three methods should be based on your current research project (i.e., related to your PRIDE grant preparation):

- Oral Platform Talk
- Poster Presentation
- Grant Application Submission (for Mock Study Section Review)
- Grant Application Reviewer (for Mock Study Section Review)

Guidelines for Each of the 4 Methods of Participation:

Each Mentee should discuss the four methods of participation with your PRIDE Summer Institute Program Director (Site PD) and/or Mentors. You will rank each of the 4 participation methods from 1 (most preferred) to 4 (least preferred). If you absolutely do not want to participate in a given method (e.g., you do not want to submit a grant application for mock study review) you may rank that method as a zero (0). The Program Committee will make every effort to place you in your first choice. However, if there are conflicts a first-come-first-serve method is used, so it is to your benefit to submit your choices to your PRIDE Site PD as soon as possible.

Expectations for each method of participation are briefly described here. Detailed guidelines are found later in this document.

Oral Platform Talk: Your talk should be based on your current research project. It should be sufficiently developed in order to make a reasonable presentation that includes the background/purpose, methods, results and interpretation. Alternatively, if you are working with novel methods, they should be sufficiently developed so they will invite concrete feedback from the audience. See “Guidelines for Oral Platform Presentation” for details about preparing your talk and slides.

Poster Presentation: Your poster should be based on your current research project. It should be sufficiently developed in order to make a reasonable presentation that includes the background/purpose, methods, results and interpretation. Alternatively, if you are working with novel methods, they should be

sufficiently developed so they will invite concrete feedback from the poster viewers. See “Guidelines for Poster Presentation” for details about preparing your poster.

Grant Application Submitter: Your grant application should be sufficiently developed and the write-up should be sufficiently polished so that a reviewer can offer substantive comments and suggestions.

- Prior to your grant application being accepted for the Mock Study review, it will be briefly reviewed by your PRIDE Site PI/PD to determine if it is ready for the mock study review.
- If your application is not sufficiently developed, your presentation method will default to your second-ranked choice.
- If accepted for the Mock Study Review, at least two reviewers are assigned to your application, one peer (another Mentee at your level) and one experienced reviewer (usually a PRIDE program faculty or mentor).
- Reviewers are instructed (see below) to keep their comments “positive” in tone and to provide helpful suggestions that can lead to improvements in your overall plan and write-up. See “Guidelines for Grant Submitter” for details about preparing your grant application.

Grant Application Reviewer: You will be given ONE month to review ONE grant.

- *Prior to the PRIDE meeting, you will be **required** to attend a webinar led by NIH study review experts. This webinar explains the NIH review process and the different components of a NIH review. Your review will follow the NIH guidelines for study section review.*
- Most PRIDE Mentees report that this experience is invaluable in helping them write better grants.
- You will review **ONLY** the sections of the grant application that were actually submitted for review (i.e., not all grant sections are required).
- Prior to the meeting, you will submit a written NIH-style report. The deadline to submit your written review is April 9th.
- During the meeting, you will sit with the other reviewers as a panel, orally present your review, and participate to the extent you are able in the discussion of all grants that are presented.
- Your review should be couched in a positive tone. The Mentee who submitted the grant will be part of the audience listening to this panel discussion.
- See “Guidelines for Grant Reviewer” for details about preparing your review.
- See “Non-Disclosure Statement” about maintaining the confidentiality of the applications you have access to.

Oral Platform Presentation Guidelines

Basic Guidelines

- **Equipment**
 - Presentation laptop is provided at the podium.
 - Use PowerPoint software.
 - Your presentation should be on a flash drive for transfer to the presentation laptop.
 - Transfer your presentation to the laptop at the assigned time on the meeting agenda schedule.
 - PC vs MAC – if using a MAC to prepare your presentation, be aware that animations may not work properly.
- **Timing: NOTE – amount of time may change depending on number of presenters**
 - *Total of 15 minutes for your talk:*
 - 10 minutes to describe study.
 - 2 minutes to describe significance of your research and how it will advance the science.
 - 3 minutes for Q&A.
 - Practice your talk so that you will stay within these timelines. Your session Moderator will enforce these timelines.
 - Number of slides: A general rule of thumb is to have no more than 1 slide per minute (i.e. maximum of 10 slides, preferably fewer).
 - TIMING WILL BE STRICTLY MONITORED SO THAT EACH SPEAKER WILL HAVE 15 MINUTES.
- **Content**
 - Content should follow the same guidelines as your abstract (Background, Methods, Results, Significance).
 - Minimum of 1 slide at end describing the significance of your research and how it will advance the science field.
 - 1 slide with acknowledgments, funding, mentors, etc.

Formatting Guidelines

- **Keep the data on slides simple**
 - If you have a great deal of data, divide it among several slides.
 - The content of a single slide should be easily comprehended in 20 seconds.
 - **General guideline is 7 lines per slide and 7 words per line.**
 - The slides should not contain your entire presentation. Their purpose is to support your talk and to emphasize the important points.
- **Visual appeal and readability**
 - Use large, legible letters - Title size (40 point), Bullets (32 point), Content text (24 point).
 - Whether your data slides are black on a white background or white on a black (or dark blue) background, ensure there is proper contrast so that text can be viewed from the audience.
 - For a dark background, white or yellow text is most visible. **Do not use red or purple on a dark background.** It may look okay on your computer, but it will NOT project well in a large room.

- Keep slides of radiographs light. Dense or dark slides project poorly in large rooms. Enlarging the significant areas and using arrows to point out the specific area or region often help.
- **Patient confidentiality must be protected.** No names should appear on the slides.
- **Avoid commercial reference unless mandatory.** A logo or institutional identification should appear only on the first title slide. Do not use such identification as a header on each slide.

Tabular Slides

- Keep tabular slides as brief as possible.
- Two or more simple slides are better than one complicated slide.
- Do not crowd the slide.
- Make the type as large as possible.

Graph/Chart Slides

- Keep graphs simple.
- Label X and Y axes and legends.
- Round off frequencies and percentages to one decimal place.
- Limit the number of captions.
- Use line graphs to show trends or changing relationships.
- Use bar graphs to compare volumes.

Animations

- Use animation to explain.
- Do not use animation to entertain.
- *Note: If using a MAC, be aware that any animation may not work properly, since your presentation will be shown using a PC.*

Grant Reviewer Guidelines

Deadline to submit Grant Review to the PRIDE CC is April 9, 2018

Mock Study sections will be conducted similarly to authentic study sections using NIH guidelines. Sessions will be Moderated by a PRIDE Faculty member. At least two reviewers will review each grant; at least one reviewer will be an experienced investigator (i.e., a PRIDE program faculty or mentor) and the other will be a peer (i.e., another PRIDE mentee).

Please read, understand and comply with the “**Non-Disclosure Statement**” (see end of this document) regarding protecting the confidentiality of information arising from the efforts of the participants at this meeting.

A grant reviewer is expected to do the following.

1. Attend Grant Reviewer Webinar

- A Grant Reviewer Webinar hosted by an NIH study section review officer is held prior to the meeting, and is a **unique training opportunity provided specially for PRIDE mentees by NIH. Reviewers are required to attend**, but all PRIDE mentees (and faculty, mentors and staff) are welcome.
- The training session will help you understand the entire review process and what should be covered in a review.
- All of the materials and information you need in order to write a good review will be provided via this webinar and as handouts.
- Date of webinar will be announced later but should correspond to when you receive your application to be reviewed.

2. Submit Written Review

- Written review is due April 9th.
- Use the format and forms outlined in the Grant Review Webinar.
- Grant applications do NOT need to be complete. Some components will be **Required** while others will be **Highly Recommended** or **Optional** (see below).
- You should review the portions of the grant that are actually provided for your review. You are not expected to provide any comments for the sections that are missing.
- The application need not be in a final polished form, but should be complete enough so that you can provide good feedback.
- Your comments should focus on IMPROVING the application. If you have a criticism or find major problems, they should be discussed in an educational context intended improve the content.
- The grant assignment may or may not be in your research expertise. Do the best you can with your knowledge. Not all reviewers are experts on every grant that is reviewed in each session.

3. Sit At Panel During Meeting

- You will attend the Study Section session and sit with other panel members in a “round table” format at the front of the room. Please arrive early for instructions and seating with the entire group in that session.
 - i. There will be microphones at the table

- ii. The abstract of the grant application being discussed will be projected on the overhead screen.
- Several grants will be discussed. Each grant will be assigned a “1st” and “2nd” reviewer. For each application the following procedure is used.
 - i. The 1st reviewer will give a brief summary or overview of the grant, and then provide their comments as outlined in the Grant Reviewer Webinar.
 - ii. The 2nd reviewer will then give their comments. The 2nd reviewer should try to cover points that were NOT addressed by the first reviewer (i.e., try to avoid repetition).
 - iii. The panel will then have a chance to provide any additional comments or ask questions.

Note, you also will receive a copy of the other grants to be discussed in your session. You are NOT expected to review the other grants, but they may be useful to you during the open panel discussions.
 - iv. The audience is then given an opportunity for Q&A.
 - v. The moderator will then provide a summary of the major points discussed.
- Remember that the Mentee who submitted the grant will be in the audience so please be respectful and helpful in your comments.
- If you are prevented from attending in person, arrangements can be made for your participation via a proxy, although you should plan to submit your final review by the due date.
- After the meeting you will have two weeks to revise your written review (if you wish) based on comments made during the session and then to return your revision to the CC.
- The CC will provide copies of final written comments to the Mentees.
- Additional information about Study Section procedures and guidelines for writing your reviews will be distributed at a later date.

FYI, the following grant sections are **Required** and you should expect to review them. But, other suggested sections also may be submitted, and you may review them as well.

(1) Research Grants: (R awards)

a. Required

- i. Research Strategy: Specific Aims
- ii. Research Strategy: Significance
- iii. Research Strategy: Innovation
- iv. Research Strategy: Approach
- v. PI Biosketch / CV

b. Highly Recommended

- i. Research Strategy: Preliminary Studies
- ii. Introduction (if revision)
- iii. Summary statement from reviewers (if revision)

c. Optional

- i. Research Strategy: References
- ii. Multiple PD/PI

(2) Career Development Awards: (K awards)

a. Required

- i. Candidate's Background
- ii. Career Goals/Objectives

- iii. Career Development/Training Activities (if required)
- iv. Mentoring Plan
- v. Research Strategy: Specific Aims
- vi. Research Strategy: Significance
- vii. Research Strategy: Innovation
- viii. Research Strategy: Approach
- ix. PI Biosketch / CV

b. Highly Recommended

- i. Research Strategy: Preliminary Studies
- ii. Introduction (if revision)
- iii. Summary statement from reviewers (if revision)

c. Optional

- i. Research Strategy: References

(3) AHA

a. Required

- i. Research Plan: Specific Aims
- ii. Research Plan: Research Design/Methods
- iii. Research Plan: Background/Significance
- iv. PI Biosketch / CV

b. Highly Recommended

- i. Research Plan: Preliminary Studies

c. Optional

- i. References

(4) Other grant application types will be specified, as needed

Grant Submitter Guidelines

Submission deadline by Mentee to Site PD: February 20, 2018

Submission deadline from Site PD to the CC: March 5, 2018

NO EXTENSIONS: No extensions will be granted for submitting your grant for review **to the CC**. Why? Philosophically, you will NOT be given extensions by NIH or AHA or other granting organizations. You either make the deadline or you submit in the next cycle. Practically, there must be ample time to complete the review process.

Procedure

- 1. Finish your grant application** write-up BEFORE the first deadline specified above! It is to your benefit to do this early, as delays along the pipeline of processing your grant may delay receipt of the final version and you may miss the deadline.
- 2. Missed Deadlines:** If a deadline is missed, your method of participation may be reassigned to your next choice or to a poster.
- 3. Application reviewed by your PRIDE Site PD**
 - a. Submit your application to your Site PD for an initial overview to determine if the application satisfies the requirements (see below), and that is written well enough to be given a fair review.
 - b. If your application is approved by your Site PD, then YOUR SITE will transmit it to the CC for processing. They should notify you when that happens.
 - c. If your application is NOT approved by your Site PD, you may be asked to complete or revise specific sections and resubmit to the site, or you may be reassigned to another participation method.
- 4. Application processed by the CC**
 - a. FINAL application must be received at the CC by the second deadline specified above. This means if you are asked to revise your application by your SITE PD, it must be done early enough so that the CC receives the final version by the deadline specified above.
 - b. The application is checked again for completeness at the CC and may be returned to the Site PD if all required sections are not included. Again, this may delay receipt of the final application at the CC, which may result in your application missing the deadline. So, be sure ALL REQUIRED sections (see below) are submitted to your Site PD.
 - c. Approved applications are assigned and sent to at least two reviewers: one peer (another Mentee) and one experienced reviewer (a PRIDE faculty or Mentor).
- 5. Application is reviewed and discussed at the annual meeting**
 - a. Reviewers have ONE month to review ONE grant and return their written comments to the CC.
 - b. Reviewers will discuss your application during the open mock study section. The audience, including the grant submitter, will have an opportunity for Q&A during the session.
 - c. See detailed procedure in the "Grant Reviewer Guidelines".
- 6. Reviews returned to grant submitter**
 - a. After the meeting, reviewers have two weeks to revise based on discussion during panel.
 - b. Written comments will be returned to the grant submitter after that two-week period.

Some components of your grant application are **Required** while others are **Highly Recommended** or **Optional**.

If you DO NOT think you can have all REQUIRED components ready by the submission deadline then please choose a different method of participation!

The required components need not be in a final polished form, but should be complete enough for your reviewers to provide good feedback on your grant. Your Site PD will guide whether your grant is sufficiently complete for submission.

(1) Research Grants: (R awards)

a. Required

- i. Research Strategy: Specific Aims
- ii. Research Strategy: Significance
- iii. Research Strategy: Innovation
- iv. Research Strategy: Approach
- v. PI Biosketch / CV

b. Highly Recommended

- i. Research Strategy: Preliminary Studies
- ii. Introduction (if revision)
- iii. Summary statement from reviewers (if revision)

c. Optional

- i. Research Strategy: References
- ii. Multiple PD/PI

(2) Career Development Awards: (K awards)

a. Required

- i. Candidate's Background
- ii. Career Goals/Objectives
- iii. Career Development/Training Activities (if required)
- iv. Mentoring Plan
- v. Research Strategy: Specific Aims
- vi. Research Strategy: Significance
- vii. Research Strategy: Innovation
- viii. Research Strategy: Approach
- ix. PI Biosketch / CV

b. Highly Recommended

- i. Research Strategy: Preliminary Studies
- ii. Introduction (if revision)
- iii. Summary statement from reviewers (if revision)

c. Optional

- i. Research Strategy: References

(3) AHA

a. Required

- i. Research Plan: Specific Aims
- ii. Research Plan: Research Design/Methods
- iii. Research Plan: Background/Significance
- iv. PI Biosketch / CV

b. Highly Recommended

- i. Research Plan: Preliminary Studies

c. Optional

- i. References

(4) Other grant application types will be specified, as needed

Poster Presenter Guidelines

Suggested guidelines for an effective poster presentation are outlined below. The poster should be no larger than **36 inches high by 56 inches wide (landscape)**. **Posters exceeding these dimensions will not be displayed.** While size constraints are the only poster requirements, the following template and guidelines are provided for your convenience. Poster awards will be given for the three best posters (see “Poster Judging Criteria”).

Poster Content

- Poster content should be based on, and follow the guidelines for, your abstract.
- Major sections may include:
 - *Title, authorship and institution*
 - *Background*
 - Clear statement about the topic of your poster (nature and purpose), research question, or aim.
 - *Methods*
 - Briefly document the research steps (study design, sample, and analysis methods).
 - Use bullets.
 - *Results*
 - A concise summary of the sample (if conducting human subjects research).
 - Highlight main findings, describe what you discovered.
 - Figures should be self-explanatory (with title, labeled axes, symbol definitions, figure legends, etc.).
 - Figures more than tables provide color and attract the viewer’s attention.
 - Consecutively number figures and tables according to the order in which they are presented.
 - *Significance*
 - Specify implications of the completed project.
 - How this research will advance the field.
 - **Include a statement of future plans.**
 - *References*
 - Include reference list for any references cited.
 - *Acknowledgments*
 - Name of Mentors.
 - Who supported the research; i.e., cite the grant(s) that support you and your research.

General Aim and Format

- Effective posters use pictures and/or graphs to present results and to elicit dialogue with your audience.
- Keep text brief (do not include the entire abstract on the poster).
- Use bright, contrasting lines and symbols on your visuals.
- Use bullets rather than dense paragraphs of text.
- Colored borders, headers, and accents are fine, as well as color illustrations and photos.
- Include, where appropriate, flow diagrams, figures and tables, and figure and table legends. Use high-resolution photographs and clear graphics to enhance readability.
- Your poster may be generated using your choice of software. PowerPoint instructions are included at the end of this section for both PC and Mac users.

Design and Layout Specifications

- Your poster should be **36 inches high by 56 inches wide and in a “landscape” (horizontal) orientation.**
- Text should be readable from five feet away. A *minimum* font size of 40 points is suggested.
- Lettering for the title should be large (recommended up to 60-point font).
- Each visual (figure, pictures or table) should have a *brief* title.
- Cite and reference any sources of information other than your own, just as you would do with a research paper. "References Cited" is placed at the end of the poster.

Day of Poster Presentation

- You will be expected to hang your poster the evening of April 23rd or before breakfast on the morning of April 24th.
- Before the poster session, rehearse a brief summary of your project. Viewers will want a quick "guided tour" of your poster. Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.
- Once your assigned session starts, stand near the poster. Be prepared to answer any questions.
- Remove your poster after lunch on Wednesday, April 25th. Please leave the push pins in the cup attached to the board when you remove your poster.

Generating a Poster Using PowerPoint

Slide Setup:

- Poster will be created on one slide.
- The page size of that slide must be your desired print size (**36 inches high by 56 inches wide, landscape view**). The page must be sized **before** creating the poster. The print quality will be substandard if the poster size is changed after creating the poster.

Set Slide Dimensions:

- **For Power Point 2007 and PowerPoint 2010 for Windows:**
 - Select DESIGN tab, then PAGE SETUP.
 - Select CUSTOM from the “Slides sized for” dropdown and enter desired poster size in inches.
- **For Power Point 2008 for Mac:**
 - Select FILE, then PAGE SETUP.
 - Select CUSTOM from the “Slides sized for” dropdown, enter desired poster size in inches.
- **For Power Point 2011 for Mac:**
 - Select the THEMES tab, then PAGE SETUP.
 - Select CUSTOM from the “Slides sized for” dropdown, enter desired size of poster in inches.

Poster Template:

- You may design your poster using the template provided on the meeting website <https://pridecc.wustl.edu/pride-members/meetings/annual-meetings/pride-annual-meeting-2018/>
 - You can adjust the color scheme and setup as necessary to accommodate your own needs for graphs, pictures, and tables.
- Additional poster design templates may be found at:
 - <http://www.postersession.com/poster-templates.php>.

Poster Judging Criteria and Score Sheet

For poster judging: Every participant is asked to judge posters during the Annual Meeting.

- Each attendee has an assigned set of posters to judge (red, blue or gold category).
- Please visit each poster during assigned sessions and spend a few minutes with them.
- Ask them to briefly explain their research (i.e. 2-minutes or less).
- Ask additional questions as needed using the **GUIDELINES** below.
- Please **PROMPTLY ENTER YOUR SCORES** (described in Section II). You will assign a single score (1-9) for each poster using your “smart” phone and a QR code.
- Mean scores across all judges will determine winners, and 1st, 2nd, and 3rd place awards will be given to the winning posters, so it is important that your scores be entered promptly.

I. GUIDELINES / CRITERIA FOR EVALUATING POSTERS:

(1) Overall Visual:

- a. Are the components of the poster balanced across the space?
- b. Are text and graphics legible from a reasonable distance?

(2) Overall Content:

- a. Are the components of the poster organized in a logical flow (from background through significance)?
- b. Do the findings support the conclusions?

(3) Overall Oral:

- a. Did the presenter sufficiently explain the poster and answer questions?
- b. Did the presenter speak clearly and distinctly?
- c. Did the presenter show enthusiasm about their topic?

(4) Overall Impact:

- a. Does this research have a potential to make a novel contribution to the field?
- b. Does the presenter understand the importance of this potential contribution?
- c. Does the presenter indicate they understand how this research fits into the overall field?

Please rate each assigned poster from 1 (Exceptional) through 9 (Poor)

Consider Overall Visual, Content, Oral and Impact

Overall Impact or Criterion Strength	Score	Descriptor
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor

II. ENTERING POSTER SCORES:

You may use your smart phone or portable tablet to enter your scores (in real time) as you browse through the poster session. Please ask someone at the PRIDE registration desk if you need assistance.

- If your phone doesn't have one already, please download a QR Reader App on your smartphone (i.e., QR Code Reader from the Google Play Store on Android devices, QR Reader and Scanner from the iTunes store on iPhones or iPads).
- During the poster sessions, scan the QR code for the scoring survey that will be prominently displayed in the poster room.
- There is only ONE code (one survey) to be used for all posters.
 - First, enter your **Category (red, blue or gold)** (it is on your badge). This will bring up only those poster numbers that you should score.
 - Next, select the poster number.
 - Third, enter your score (1-9) and then tap "Submit" to finalize the score.
 - If you have another poster to score, tap "Yes" to the question "Do you have another poster to score?" Otherwise, tap "No."

If you do not have a smart phone (or portable tablet):

- Your poster scores may be recorded on a paper-copy (see below).
- After you have scored all of your assigned posters, please bring your paper-copy **PROMPTLY** to the PRIDE registration desk.
- Someone at the PRIDE registration desk can help you enter your poster scores using your own laptop or one provided by the PRIDE Programs.

Poster judging will close at Noon both days. Please have all your scores entered by then.

Tips to Make Annual Meeting More Interactive

We would like this meeting to be as interactive as possible, so we are providing some tips on how this can happen.

All:

- Minimize the use of telephones and e-mail during the meeting
- Attend all sessions and ask questions
- Be a judge for the poster sessions (instructions will be provided)
- Join in Networking Sessions
- Have meals with individuals you do not know
- Attend workshops

Mentees:

- Seek out others working in your research area
- Get to know program directors to discuss research opportunities
- Spend more time with others outside your research area and program throughout the meeting
- Ask questions at plenary and poster sessions
- Attend the NIH Program Officer Networking and/or preschedule a private meeting with your Program Officer

Program Directors, Mentors and Faculty of Mentees:

- Engage Mentees who might be reluctant to approach you
- Invite Mentees who are not from your own program to have meals with you
- Share your research experiences with Mentees

Non-Disclosure Statement

This document is for your information with the intent to protect the confidentiality of unpublished scientific results that arise from the individual efforts by Participants of the PRIDE Annual Meeting while still enabling investigators to share the results from their undisclosed and unpublished work. Open discussion is fundamental to the attainment of the aims and goals of the PRIDE Annual Meeting.

The Faculty and Staff of the Summer Institute Training Programs, Mentors, and all Scholars agree that all discussions and exchanges occurring during the annual meeting ***will be considered proprietary and confidential without the permission of the party providing the information.*** This action is taken to protect certain information that is not in the public domain relating to research findings, development, research or business plans, and other technology, including materials (information) that may be disclosed among meeting participants. All unpublished research findings presented in advance of publication and planned aims of grant applications are two examples of information that are considered proprietary and confidential without the permission of the party providing the information.

As further protection, Disclosing Parties are required to explicitly preface any disclosure of confidential information that is critical to maintaining its competitiveness for proposed manuscripts and grants undergoing peer review with a statement reminding the audience of its confidential nature. ***Each attendee receiving Proprietary/Confidential Information during the annual meeting is expected to abide by this non-disclosure agreement as stipulated above.***

This Agreement serves as a reminder of the Responsible Conduct of Research (RCR) discussed by your Training Program.