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**SITEMAN CANCER CENTER**

Mission: To prevent cancer in the community and transform cancer patient care through scientific discovery

Vision: World leaders in cancer care; One patient at a time

**Milestones:**
- 1999: Alvin J. Siteman Cancer Center established
- 2001: Siteman Cancer Center is named a National Cancer Institute (NCI)-Designated Cancer Center
- 2004: Siteman Cancer Center is awarded the prestigious Comprehensive Cancer Center designation from the NCI, placing Siteman among the most highly ranked cancer institutions in the nation

**POLICIES**

**Stipend**

Stipends of $3,100 will be issued on June 28 and July 31, totaling $6,200 for each trainee.

PLEASE NOTE: Taxes are not taken out of your student stipend, click here for key issues answered.
- Trainees may log into HRMS at https://hr.wustl.edu/ to view pay details.
- Washington University staff cannot provide personal tax advice. For assistance with preparing tax returns, please contact a professional tax advisor.

**Computer and Email Access**

- Activate your Office 365 account at it.wustl.edu.
- You are responsible for checking your WU email at least once each day. For most areas, this will be the primary form of communication with you.
- Your lab will provide guidance on computer/file access as well as any procedures you need to follow in order to keep data and other confidential information private (e.g. do not save patient data on flash drives, etc.).
- Please email r.sorensen@wustl.edu if you are not receiving support or access needed to complete your project.

**Health**

The Office of Student & Occupational Health Services (wusmhealth.wustl.edu) will notify you if additional information, immunizations, or tests (often additional TB test(s) are needed) are required for the lab in which you are working. Students not in compliance within the first two weeks of the program will not be able to continue on their projects until all requirements are met.
Research Compliance

Prerequisite Trainings
Any online trainings needed in order to conduct research in your mentor’s lab or to be added to their research protocol may be found through the WU Learn@Work System: [https://sites.wustl.edu/learnatwork/](https://sites.wustl.edu/learnatwork/).

Washington University Office of Compliance
As stated in the university’s code of conduct, each university community member is expected to report actual or suspected violations of laws, regulations, or university policies or procedures, or other suspected wrongdoings that come to their attention, including violations of ethical and professional standards. Managers have a special duty to recognize violations.

Anonymous Compliance Hotline: 314-362-4998
For details, other ways to report a violation, or to discuss a concern, visit universitycompliance.wustl.edu/reporting-violations

Social Media
Share your experience on social media. Posting about this experience is a great way to share your learnings with other people who may also be interested in applying for this opportunities in future years. Just a few things to remember:

- **NEVER POST PHOTOS THAT INCLUDE PATIENTS OR PATIENT INFORMATION**
  - Before posting, please be sure to carefully review your photo for patients and patient information. These could often be in the background of images taken on the medical campus. If you see something or someone in your photo that you are unsure about whether it is patient information or a patient, the best rule of thumb is to crop it out or just not post the image.
  - HIPAA violations are very real and very costly to those who make them

- If you record someone speaking, it is always polite to ask them first

- Please tag Siteman on whatever platform you are posting on. We’d love to share your experiences
  - Siteman’s Social Handles:
    - Facebook: Siteman Cancer Center
    - Twitter: @SitemanCenter
    - Instagram: SitemanCancerCenter

- Use the hashtag #SitemanSummer so people can look back at things the program participants have done over the years

- If there is ever a question about anything, please feel free to contact:
  Jenny Miller, Digital Marketing/ Social Media Coordinator
  Office: 314.454.8029; Cell: 618.798.0437
PROGRAM REQUIREMENTS

Research Effort
All trainees are required to pursue their research training full-time, normally defined as 40 hours per week. Your mentor or lab manager will provide further details regarding expectations for working hours. Please let us know if you are being required to work hours outside those of typical business hours or if you are required to work a great deal of additional hours each week.

Ethics & the Responsible Conduct of Research (RCR)
All trainees must comply with the ethical standards outlined by the Office of the Vice Chancellor for Research (research.wustl.edu/topics/research-integrity) throughout the duration of the program. Trainees must also complete an online reading and interactive video and email confirmation of completion to r.sorensen@wustl.edu by July 1.

1) View the active learning video produced by the US Department of Health & Human Services Office of Research Integrity at ori.hhs.gov/TheLab (Intro video, 4 case scenarios, and interactive tutorials)

Mentorship Meetings
You are expected to meet with your primary mentor or lab supervisor weekly. If you do not feel you are receiving enough feedback or guidance from your mentor or lab team, please let us know immediately.

Seminars & Events
Trainees are expected to attend all SCC Lunch & Learns. If your lab has a meeting or another conflict, please email r.sorensen@wustl.edu at least one week prior to the event. Other seminars included on your calendar or in this document are recommended, but not required. Expect all seminars to be held virtually via Zoom unless otherwise communicated.

Final Presentations
All trainees are expected to give a brief podium presentation at the end of the program. You are encouraged to draft PowerPoint slides and practice your presentation with your mentor and/or lab supervisor(s). A presentation template will be provided. All mentors and lab teams will be encouraged to attend the presentations.

Citations
Trainees are required to cite the Siteman Cancer Center and Barnes-Jewish Hospital Foundation on all publications, posters, powerpoint presentations, and other products resulting from research conducted during the Program.

Program Evaluations & Feedback
Trainees will be provided with a Program Satisfaction Survey and a Trainee Evaluation of Mentor Survey. All feedback may be submitted anonymously. Surveys will be conducted online through a third party vendor, Qualtrics. You will be notified via email when these surveys are available.

Alumni Tracking
After completion of the program, we will reach out to you annually for updates on your career and successes. In accordance with NIH standards, we will likely follow up with you for 15 years after participation in the program.
**CALENDAR**

A current calendar is linked on our website at siteman.wustl.edu/diversityprogram.

**Required Events:**

(Please notify us at least one week in advance if your lab has a conflict that requires you to miss one of these events)

- SCC Lunch & Learns
  - Siteman Trainees Only
- Final Presentation
  - Schedule of presenters will be determined in July
  - Mentors and labs encouraged to attend

**Optional Events & Other WU Calendars:**

- Friday Seminars at Noon
  - WUSM Summer Research Trainees (high school (few), undergrad and doctoral students)
- WU Events: [source.wustl.edu/events/?_ga=2.114525314.484978413.1558359840-79747186.1551110497](source.wustl.edu/events/?_ga=2.114525314.484978413.1558359840-79747186.1551110497)
- Becker Library: [https://becker.wustl.edu/events/](https://becker.wustl.edu/events/)
- Institute for Clinical and Translational Sciences: [icts.wustl.edu/icts-researchers/news-events/upcoming-events#cal=2019,5,28%7C2019,8,2%7C1](icts.wustl.edu/icts-researchers/news-events/upcoming-events#cal=2019,5,28%7C2019,8,2%7C1)
- Institute for Public Health: [publichealth.wustl.edu/events/](publichealth.wustl.edu/events/)
- Office of the Vice Chancellor for Research (OVCRR): [research.wustl.edu/events/page/2/](research.wustl.edu/events/page/2/)

**Future Events:**

All trainees are encouraged to present their research. WU typically offers a few opportunities for poster presentations. Presentation opportunities may continue to be online in Fall 2021, but please check the hosts’ websites to confirm details.

- November: Siteman Cancer Center Research Symposium and Poster Showcase
  - [siteman.wustl.edu/research/training/events/](siteman.wustl.edu/research/training/events/)
- November or December: WU Undergraduate Research Symposium
  - [undergradresearch.wustl.edu/share-your-research](undergradresearch.wustl.edu/share-your-research)
- TBD: Clinical Research Training Center’s Research Training Symposium and Poster Session
  - [crtc.wustl.edu/events/](crtc.wustl.edu/events/)

**During the Academic Year**

**Monthly Cohort Meetings** will be held to check-in, assess any issues or challenges you may be having, and provide feedback and resources.

**Cancer PhD Near-Peer Mentor Meetings** will help ensure each intern is given the support needed to succeed in the program and guidance on navigating the early stages of a biomedical research career. Current students from the Cancer Biology PhD program will serve in the mentor role.

**Research Follow-Up** will continue after the initial 10 weeks of intensive research. Interns will continue any needed follow-up work on their projects throughout the remainder of the year. This will allow flexibility and ample time for interns to develop abstracts, posters, and potentially begin work on manuscripts. The mentors will provide guidance on how to manage this process efficiently while maintaining balance with their academic workload.
**St. Louis**

Dis-Orientation Guide *(WashU Medical Student Publication)*: [https://sites.wustl.edu/diso201920/](https://sites.wustl.edu/diso201920/)

WUSM Endorsed Resources: [https://medicine.wustl.edu/about/st-louis/](https://medicine.wustl.edu/about/st-louis/)

**Washington University School of Medicine (WUSM)**

Becker Library

[becker.wustl.edu](becker.wustl.edu)

**Hours and Access**

*The library building is accessible to School of Medicine faculty, students, residents, and postdocs via controlled-access only (badge swipe) due to COVID-19 mitigation measures. Please see [becker.wustl.edu/covid-19](https://becker.wustl.edu/covid-19) for the latest information during this time. All Siteman Trainees’ badges should allow for access.*

**Hours and access under normal operational circumstances:**

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<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Access</th>
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<tr>
<td><strong>Monday-Thursday</strong></td>
<td>Open 7:30 a.m. – 10:30 p.m.</td>
<td>Controlled access after 6 p.m.</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>Open 7:30 a.m. – 8 p.m.</td>
<td>Controlled access after 6 p.m.</td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td>Open 9 a.m. – 5 p.m.</td>
<td>Controlled access only</td>
</tr>
<tr>
<td><strong>Sunday</strong></td>
<td>Open 1 p.m. – 9 p.m.</td>
<td>Controlled access only</td>
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**General Workstations**

The eight computer workstations on the south end of the first floor are for WashU/Medical Center students, faculty and staff only – a WUSTL Key username and password or BJC-net login is required for sign-in. The workstations feature standard office productivity and web browser applications.

**Research Pod**

The Research Pod is a cluster of customized Macs and PCs on the west side of the library's first floor that provide free access to a core set of statistical, research, and presentation software packages. Visit the Research Pod page for more information.
Food:

- WUSM Bon Appetit Cafes (Shell Café; Farmstead; FLTC; Café Expresso) - wusm.cafebonappetit.com/
- Barnes-Jewish Cafeterias (Palaza and Parkview Tower Café) - www.barnesjewish.org/Patients-Visitors/Dining-and-Restaurants
- Children’s Hospital Cafeteria - www.stlouischildrens.org/visit-us/while-youre-in-the-hospital/edison-cafe
- Kaldi’s – Mid Campus Center (MCC) and Farrell Learning and Teaching Center (FLTC) - kaldiscoffee.com/
- Food Trucks – Corner of Scott Ave & Taylor Ave
- Euclid Avenue

Maps

- medicine.wustl.edu/maps/

Parking

Parking for faculty, staff and students can be setup initially by visiting the parking website at facilities.med.wustl.edu/parking-transportation/ or by visiting the Facilities Integrated Service Center (FISC) on the First Floor of the Spencer T. Olin Residence Hall, 4550 Scott Avenue, St. Louis, MO 63110.

Unless special circumstances exist, most faculty, staff and students will be offered parking in Clayton Garage. The garages is located at the intersection of Clayton and S. Taylor Avenue (Clayton Garage).

Shuttles

https://facilities.med.wustl.edu/parking-transportation/shuttles-maps/

Advice from Previous Students

- You get out of the program what you put in. Every day you get during your summer should not to be taken for granted.
- Once you have been assigned a mentor, get in touch with them and read up on their work so you can have a base of knowledge when you enter the lab. Getting up to speed in any new setting can be hard, it's important to hit the ground running if possible as the program is only 10 weeks.
- Try to come up with a clear plan at the beginning of the program and stick with it. Ensure that you can be flexible though.
- Come into this with an open mind. Bumps will occur in the road, people won't meet your expectations, but try to view it all as a learning experience.
- Make sure to meet with your mentors frequently and discuss goals, how to improve, etc.