

Effectively Communicating Research

REQUEST FOR APPLICATIONS

Course description: Effectively Communicating Research is a two-day intensive course offered by Harvard Catalyst. The course is designed to provide fellows and junior faculty with the skills necessary to express their science clearly to diverse audiences; to prepare abstracts, manuscripts, and grants, and to speak effectively. With the guidance and expertise of the course faculty, including journal editors and leading scientists, participants will acquire the tools necessary to convey their science successfully.

Target audience: Fellows and junior faculty who are in the process of writing for publication or creating communication materials for scientific presentations

Date applications are due for applicants and endorsers: Friday, September 7, 2018 (applicants) and Tuesday, September 11, 2018 (endorsers)

Date by which applicants will be notified: Friday, September 21, 2018

Selection process and criteria:

Course participants will be selected based upon: (1) completed application and supervisor endorsement and (2) equitable institutional representation. Applicants must be able to commit to attend the two full days of the course and complete the course pre-work assignments.

Harvard Catalyst's Education Program offers first priority to applicants who are current Harvard students, faculty, or current employees of Harvard University, its ten schools, and its seventeen Academic Healthcare Centers (AHC), or that of Boston College School of Nursing or Harvard Pilgrim Health Care. A complete list of participating institutions can be found on the Harvard Catalyst website: <http://catalyst.harvard.edu/about/>.

The next level of priority is awarded to members of the national Clinical Translational Science Award (CTSA) consortium. A complete list of participating institutions (CTSCs) can be found on the CTSA website: <https://www.ctsacentral.org/institutions>

Applicants who are external to the groups listed above are accepted for a fee when space is available.

Tuition/fee for external participants: Please contact us for more information.

The expectation is that by accepting a seat in one of the Education Program courses, the participant is agreeing to attend the entirety of the course. As part of the application process, a supervisor's endorsement for course attendance, granting the applicant permission to be away from the lab or clinical duties for the duration of the course, will be automatically generated. If a participant must be absent for any portion of the course, it is the participant's responsibility to notify course coordinators, since attendance is taken at all sessions. If the participant cannot be reached, the coordinators will then be obliged to notify the endorsing supervisor of the

unexplained absence. Since the Education Program courses are expensive to produce, but are offered to Harvard and CTSC affiliates free-of-charge, including meals and Continuing Medical Education (CME) credits, the only obligation of participants is to attend and participate fully.

Please also note that participants seeking CME credits must attend all course sessions and complete each daily evaluation. No partial CME credits are offered.

If you have any questions about the course or information above, please don't hesitate to ask. The course coordinators can be reached at ECR@catalyst.harvard.edu.