

# Effectively Communicating Research

## REQUEST FOR APPLICATIONS

**Brief 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.

**Who is the 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, January 20, 2017 (applicants) and Tuesday, January 24, 2017 (endorsers)

**Date by which applicants will be notified:** Friday, February 3, 2017

### **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 two full days of the course.

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, MIT, 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 fully to attend and participate.

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](mailto:ECR@catalyst.harvard.edu).**