

MASTER ADVISORY AND REVIEW COMMITTEE (MARC) MEETINGS

Each Scholar will have a Master Advisory and Review Committee (MARC). The committee must contain at least three individuals, one of whom must be a Head of Laboratory. The membership of the MARC should be based on discussions between the Scholar and her or his mentor, with formal approval by the Program Director. In general, Rockefeller University faculty members with expertise in the area being investigated by the Scholar are the most appropriate candidates for the MARC, but faculty from other academic institutions can be selected if there is a compelling reason.

A Scholar's first MARC meeting takes place at 6 ± 2 months into the program. This meeting is meant to assess the Scholar's proposed research plan. The Scholar is expected to present a well-conceived plan for their clinical and translational mentored project and to respond to questions from the faculty regarding her or his research proposal. The MARC will vote on whether the Scholar's proposal is acceptable.

The second MARC meeting at 18 ± 3 months coincides with the Scholar's public research presentation to other Clinical Scholars and faculty and provides a forum for the MARC to determine whether the Scholar has made substantial progress. The MARC is encouraged to make additional suggestions regarding modifications that can be reasonably expected to be incorporated into the Scholar's research program. The MARC votes on whether the Scholar's progress has been satisfactory.

The third meeting at 30 ± 3 months focuses on the Scholar's progress as she or he nears the completion of the program. The MARC is encouraged to make additional suggestions regarding modifications that can be reasonably expected to be incorporated into the Scholar's research program. The MARC votes on whether the Scholar's progress has been satisfactory and whether the proposed plan for the remainder of the Scholar's time in the program meets the requirements for awarding the Master's in Clinical and Translational Science degree.

All MARC meetings will be conducted in the following sequence:

- The committee meets **in the absence of the Scholar** to discuss any problems found with the written proposal or progress report.
- The Scholar delivers her or his oral presentation.
- The MARC directs questions to the Scholar regarding the written research proposal and the oral presentation. **The advisor should not contribute questions or feedback** unless the chair of the MARC requests it.
- The MARC discusses the research proposal and presentation **in the absence of the Scholar**.
- The Scholar returns to the meeting and the committee reports its findings and makes recommendations.

The meeting concludes with a discussion between the Scholar, MARC chair and members **in the absence of the advisor**.

The annual MARC meeting requirement is not met until the CCTS Program Office and the Dean's Office receive the written report from the MARC committee, and slide deck from the Scholar. The MARC Chair writes the report.

Please complete this MARC report form and send to Anna Carrasco acarrasco@rockefeller.edu. She will provide the Dean's Office with the report.

Master's Advisory and Review Committee (MARC) 6th Month meeting

Scholar's Name:

Year: 1st Year

Lab:

Date of MARC meeting:

1. Who was present?

Chair:

Faculty Mentor:

Faculty Member:

2. Is the Scholar's proposal of a research protocol satisfactory? That is, is the protocol well-designed and likely to generate useful data that will contribute important information?

3. Has the Scholar successfully completed sufficient courses to prepare for (i) carrying out the proposed protocol; (ii) their future scientific life? The MARC should feel free to examine questions of preparedness and appropriateness of coursework, and to recommend further coursework if necessary. Please provide us with your recommendations, and we will help make sure they are followed.

4. Are there significant technical or other problems that might interfere with the Scholar's progress over the next year?

5. Are there preliminary results and/or publications generated by the Scholar that support the feasibility of the research proposal? (NOTE that preliminary results are not a requirement for a successful research proposal).

6. Please describe mentoring plan for Scholar.

7. Please provide a brief description of the Scholar's project, recent accomplishments, and plans for the coming year.

8. Does the Scholar plan to submit for a K award or similar proposal? If yes, has the Scholar and mentor begun to plan the submission/proposal?

9. Recommendation(s) of the committee.

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10. The MARC

Accepts the research proposal unconditionally

Accepts the research proposal provisionally

Rejects the research proposal and requires another proposal within 3 months

Rejects the research proposal and makes the following recommendation(s).