# TRI KL2 Program Work-in-Progress (WIP) Guidelines\*

Works-In-Progress: Multidisciplinary group process with your peers and mentors can make your work product better, and you can learn a lot by participating in the decisions your colleagues are wrestling with.

Role of Scholars:

* Either present or review: **Everyone has a job.**
* **Everyone** in the WIP group is expected to be familiar with the materials presented.
* Help problem-solve; provide connections and follow-up; develop collaborations
* Share helpful resources, materials, and mentors

Role of Program Faculty

* Identify decision points
* Lead discussion to involve every scholar and to broadly cover the relevant issues
* Help identify UAMS/TRI or other relevant experts to assist
* Assign loose ends for follow-up
* Guide timely and satisfying wrap-up

Appropriate Material: **Whatever the Scholar wants input/feedback on** in order to advance your research and career goals. As the name of this session suggests, the emphasis should be on “Work in Progress,” not on nearly completed products. Feedback is usually most helpful when the work is still in its formative stages. Some suggestions:

Conducting Research

* Defining/refining the research question
* Choosing the study design
* Choosing the study population and input on recruiting
* Developing data collection methods/instruments
* Carrying out the research/challenges with implementing a study protocol
* Analyzing the data, deciding between statistical methods
* Interpreting results

Preparing Oral and Written Presentations of your Research

* Abstracts
* Meeting presentations (oral; poster)

Manuscripts (often helpful to point us to where input is needed – presentation of data, discussion, etc.)

* Responding to manuscript reviews

Writing grant applications

* Developing ideas for grants/responding to a specific announcement
* Specific Aims/Significance/Innovation sections
* Responding to grant reviews
* Full grant applications – (again helpful to point us to where input is needed as these are longer documents)

Career decisions

* Brainstorming new areas of research
* Managing your research team
* Managing other career decision/issues (mentors, promotions, new job opportunities)

Suggestions for presenters

# Distribute a short set of materials in advance (ideally early in the week), with a cover note that specifies the main questions you would like to answer in the WIP

* Minimize presentation time, maximize interaction
* Also
	+ Share your pain
	+ Share your successes
	+ Don’t be defensive
	+ Invite mentors and experts to some sessions

Suggestions for reviewers

* Read the readings; be constructive; try thinking outside the box

# Pencil in 2 major and 3 minor suggestions (or more)

\*WIP Guidelines based on similar material developed for UCSF KL2 program and available on the CTSA website: <http://ctsi.ucsf.edu/our-work/k-scholars-program>and <http://ctsi.ucsf.edu/our-work/k-> scholars-program