

SUMMER INSTITUTE REQUIRED FORMS AND SURVEYS

The following documents must be completed in order to guarantee your place in the program.

IMPORTANT REMINDERS:

- All forms and surveys should be completed and received by the *Exito!* staff by 5pm CDT Wednesday, April 17, 2013.
- Failure to return all forms by the above date (April 17, 2013) will result in you forfeiting your participation in the *Exito!* program.
- If you are unable to attend the summer institute please inform us as soon as possible. Attendance for all 5 days is mandatory.

IMPORTANT DATES/DEADLINES:

Form/Survey	Due Date
Consent to participate (scanned copy)	Wednesday, April 17, 2013
Prior approval form	Wednesday, April 17, 2013
Assumption of Responsibility Form (scanned copy)	Wednesday, April 17, 2013
Participant Information Survey	Wednesday, April 17, 2013
Pre-Institute Survey	TBD

**All forms should be returned by Wednesday, April 17, 2013
via email at: Exito@uthscsa.edu**

1. CONSENT TO PARTICIPATE FORM

Description: Provides information on the expectations of our *Exito!* participants. If you agree to the content presented in this form, **please print, sign and return a scanned copy (via email).**

2. PRIOR APPROVAL FORM

Description: Required to provide *Exito!* participants with travel, lodging and taxi fare reimbursement. **Please complete all sections of this form.**

3. ASSUMPTION OF RESPONSIBILITY FORM

Description: The *Exito!* program will purchase round trip air fare for you to attend the Summer Institute in San Antonio on June 3-7, 2013. Ticket reservations and purchasing is available only through UNIVERSITY TRAVEL.

If air travel tickets are purchased in your name and you are unable to attend the institute, you will be responsible for reimbursing the IHPR. You are required to attend all five days of the institute.

If you agree to the content presented in this form, **please print, sign and return a scanned copy (via email).**

4. PARTICIPANT INFORMATION SURVEY

Description: This is a brief survey to learn more about you. The information provided will be shared with fellow *Exito!* Summer Institute participants prior to meeting in June.

5. PRE-SUMMER INSTITUTE SURVEY

Description: This is an online survey to capture basic demographic information, education history, academic influences and experiences/motivators for pursuing doctoral training. You will be receiving an email from the *Exito!* staff (exito@uthscsa.edu) in the following days with a link, username and password information to access the questionnaire.

Please remember, failure to return all forms by the above dates will result in you forfeiting your participation in the *Exito!* program and Summer Institute.

If you are unable to attend the Summer Institute please inform the *Exito!* staff as soon as possible. Attendance for all 5 days is mandatory.

If you have any questions while completing the following forms please contact the *Exito!* staff by email or telephone.

Rebecca Adeigbe

Email: exito@uthscsa.edu

Office: (210) 562-6525

Cynthia Wittenburg

Email: exito@uthscsa.edu

Office: (210) 262-9185

CONSENT TO PARTICIPATE

Dear *Exito!* Program Participant,

The Institute for Health Promotion Research (IHPR) at The University of Texas Health Science Center at San Antonio (UTHSCSA) is conducting a study to evaluate the effectiveness of the *Exito! Latino Cancer Research Leadership Training* program. As part of this program, you will be asked to participate in the evaluation of the program by providing information that will determine if this program is successful at achieving its aims.

We will evaluate the *Exito!* program based on your responses to our surveys conducted before, during, and after our Summer Institute (June 3 – 7, 2013). In addition, we will remain in touch with you for the next five years by e-mail and telephone, to capture the long-term impact of our program.

If you agree to participate in this study, you will be responsible for the following:

1. Complete a pre-summer institute packet (see Summer Institute Required Forms).
2. Complete daily summer institute evaluations.
3. Complete a post-summer institute questionnaire.
4. Complete an annual alumni survey informing us of your career and work progress during the next five years.
5. Inform the program about changes/updates in your contact information, including address and phone number.
6. Provide the names of two contacts that will always know where to reach you in the future.

Your rights as a participant are as follows:

1. Participation in this research program will cause loss of privacy, but any information you provide will be kept as confidential as possible. Only Dr. Ramirez and specified program staff will have access to your information. Your name will not be used in any published reports about the study without your permission. We will not associate your full name with any of your answers to our questions. These data will be used in aggregate form.

2. We may wish to directly quote things you have written or said about the program for presentations, publications, promotional products and/or grant proposals. Also, we may wish to use your initials after any quote from you, as well as use your image from photographs taken during the program. If this is ok with you, please initial here_____.
3. PARTICIPATION IN THIS RESEARCH PROGRAM IS VOLUNTARY. You may terminate your program participation at any time, refuse to participate in any of our surveys, refuse to answer any of our questions, or refuse to continue the long-term tracking following the Summer Institute. Such refusals will not affect the services you receive from our program.
4. There is no direct benefit to participants in this research program. The benefits of your participation include a contribution to the community of students who will follow you in that your responses to our questions will enable us to continue to improve and to promote our program. The risks to you of participating in our evaluation research are minimal but include possible loss of privacy if we quote you or use your initials.
5. There will be no costs to you as a result of taking part in this study.

If you have any questions about participating in this study, contact the Program Coordinators:

Rebecca Adeigbe
 UTHSCSA
 Institute for Health Promotion Research
 7411 John Smith Drive, Suite 1000
 San Antonio, TX 78229
 Office: 210.562.6525
 Email: Adeigbe@uthscsa.edu

Cynthia Wittenburg
 UTHSCSA
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 7411 John Smith Drive, Suite 1000
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If you have any concerns about participating in this study, contact the principal investigator, Dr. Amelie Ramirez, at 210-562-6500. If for some reason you do not wish to do this, you may contact the Committee on Human Research, which is concerned with the protection of volunteers in research projects. You may reach the committee office between 8 a.m. and 5 p.m. Monday through Friday by calling 210-567-0651 or by writing to: Committee on Human Research, UTHSCSA, Annex Bldg Room N258, 7703 Floyd Curl Drive, San Antonio, TX 78229.

You will be given a copy of this consent form to keep.

By signing below, you indicate that you have read this form and information about your level of participation in the program, and have agreed to participate in *Exito! Latino Cancer Research Leadership Training*, as described above.

Participant Name (please print): _____

Signature _____ Date _____

The Institute for Health Promotion Research

PRIOR APPROVAL

(Payment request for approval of payments to consultants or for services performed by persons other than employees)

Please **submit resume** and provide the following information:

Name *(as it appears on driver's license)*: _____

Date of Birth: _____ *(Required for sanction check)*

Address: _____

Permanent mailing address for purpose of mailing IRS 1099 or 1042S Information return *(if different than above)*:

Title and Qualifications: _____

Employer: _____

Employer's Address: _____

Are you a U.S. Non-Resident Alien? Yes/No _____

If Yes, citizen of what country? _____

Tax Resident of what Country? _____

Are you a former UTHSCSA employee? Yes/No _____ *If yes, how long ago?* _____

(If Yes, and paying from state funding sources, payment may not be made to an individual who was employed by UTHSCSA during the 12 months prior to the date of services rendered.)

To the best of your knowledge are you in any way related by blood or marriage to a regent, official, or employee of the University of Texas System? Yes /No _____

If yes: Name: _____ Relationship: _____

Please **save** before sending by e-mail.



ASSUMPTION OF RESPONSIBILITY FORM

I, _____ (*print name*), hereby affirm my participation in the 2013 *Exitó!* Latino Cancer Research Leadership Training Program taking place from Monday, June 3, 2013 to Friday, June 7, 2013, and understand **I will be responsible for reimbursing any travel and lodging cost accrued by the UTHSCSA Institute for Health Promotion Research if travel arrangements are confirmed and I am unable to attend the Summer Institute.**

Date:

Signature:

Summer Institute 2013

PARTICIPANT BIO-SKETCH & INFORMATION

Please answer the following questions and return to *Exito!* staff at exito@uthscsa.edu by Wednesday, April 17, 2013. The answers should be brief.

Note: This information will be shared with fellow Exito! Summer Institute participants prior to meeting in June.

1. Participant name (*as you would like to be addressed during the institute*):
2. Hometown:
3. Preferred email address:
4. Education:
Bachelors (*major, university*):
Master's (*major, university*):
5. Brief bio-sketch (≤100 words):
6. What two communities (communities as you define) do you identify with and why?
7. What is your favorite personal quote/motto?
8. What is your favorite activity or hobby?
9. What is the last book you read?
10. What is your favorite movie?
11. What is your favorite website?
12. Please provide a headshot photograph of yourself.

TRAVEL INFORMATION

Below is important information for your stay in San Antonio.

SUMMER INSTITUTE DATES: Monday, June 3, 2013 – Friday, June 7, 2013

TRAVEL EXPENSES: *Exito!* will be paying for your travel expenses. Travel options are below. Regardless of how you travel, all participants must arrive in San Antonio by Sunday, June 2, 2013.

- **Non-Texas Residents:** The UTHSCSA travel agency, Corporate Travel Planners, Inc. (<http://www.utctp.com/uthscsa/index.htm>) will be working with you to make flight reservations (see **Flight Information** below). Upon arrival, you will be responsible for travel from the airport to the hotel. You will be reimbursed for any taxi fees you incur. Save all receipts.
- **Texas Residents:** You have the option of driving or flying into San Antonio. If you decide to drive, you will receive roundtrip mileage reimbursement at the state rate (\$ 0.56/mile). A MapQuest print out will be required if you decide to drive or see **Flight information** below if you decide to fly.
- **San Antonio and Surrounding Area Residents:** We are not allowed to reimburse mileage for you commute to the Summit.
- **Flight Information:** If you plan on flying, you MUST contact Corporate Travel agents, Krissy Leger or Berna De Los Santos (contact information below) between **MONDAY, APRIL 22, 2013** and **FRIDAY, APRIL 26, 2013** to confirm flight arrangements.

ALL FLIGHTS MUST BE BOOKED NO LATER THAN FRIDAY, APRIL 26, 2013.

Krissy Leger

Telephone: 210-366-1142 ext. 1113
Email: kleger@ctptravelservices.com

Berna De Los Santos

Telephone: 210-366-1142 ext. 1107
Email: bdelossantos@ctptravelservices.com

We highly encourage you make flight arrangements as soon as possible to ensure availability of flights and the most reasonable costs. If you have a special request, please contact the *Exito!* staff.

You will need to provide the travel agent with the following information:

- Name as it appears on your driver's license
- Date of birth
- Departure airport
- Arrival airport (must be San Antonio International Airport)
- Email address and phone number
- Preferred departure time
(departure date will be Sunday, June 2, 2013)

HOTEL EXPENSES: The Hotel is located at the RIM-San Antonio.

- **Room Expenses:** *Exito!* will pay for hotel cost from Sunday, June 2, 2013 to Friday, June 7, 2013. Hotel reservations will be taken care of by *Exito!* and will be placed under your name. You will be responsible for incidental costs. Travelers must:

Check in: Sunday, June 2, 2013

Check out: Friday, June 7, 2013

FOOD EXPENSES:

- **Breakfast:** The hotel provides a complimentary continental breakfast each morning.
- **Lunch and snacks:** Will be provided each day by the *Exito!* program.
- **Dinner:** You will be responsible for purchasing your own dinner each day (except Wednesday, June 5th—a BBQ will be provided). You will not receive reimbursement for dinner meals.

Note: Exito! cannot reimburse any room service or incidentals costs. Please do not place these on your hotel bill.

DAILY ATTIRE: Business casual attire is acceptable for the Summer Institute. There will be physical activities throughout the institute so be sure to wear comfortable clothing and shoes. You may want to bring a light jacket or sweater in case it gets cold in the conference room.

Note: Activities of the Institute and its participants may be photographed or filmed during the course of the program.

CULTURAL ITEM: You must bring one item (allowable on a flight) that represents you and your culture. You will need to explain why it is significant to you and what role this

item represents in you becoming the person you are today. Be prepared to share this with the group.

Please let us know if you have any questions or concerns.

Listos Para Obtener *Exito!*

Sincerely,

Rebecca Adeigbe

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