pd|hub Collections:

2024 Implementation Site Application Worksheet

*This Microsoft Word document is provided to preview questions in the application portal. Use this as a template, completing responses below so that you can then easily copy-and-paste responses into the application portal.*

*For complete information about the pd|hub Collections and becoming an Implementation Site, please visit our* [*website:*](https://www.pdhub.org/collections/)

Thank you for interest in the [pd|hub Collection: Foundations of Career Exploration for PhD Scientists](https://www.pdhub.org/collections/career-exploration/). Please complete this application\* if you wish to be considered to become one of the Implementation Sites for this pd|hub Collection.

More information about this pd|hub Collection, including benefits of participation as an Implementation Site, guidelines for participation, and time commitments, can be found on our [website](https://www.pdhub.org/collections/implementation-site/). **If you have additional questions, please reach out to us at** info@pdhub.org**.**

\*Please note that the application portal does not allow for you to save your progress. Therefore, we encourage you to prepare your responses in this Microsoft Word worksheet so that you can copy them into the application.

*This application has been intentionally developed in the form of a reflective worksheet that guides you through a series of questions meant to facilitate success as an Implementation Site. In addition to helping us get to know you, the prompts are designed to stimulate your team’s thinking about implementation goals and strategies, and prompt conversations with campus partners.*

**ABOUT YOUR TARGET LEARNERS**
As you consider implementing a model from the pd|hub Collection *Foundations of Career Exploration*, consider who your learners will be. Who will directly participate in the series or session you introduce? We provide an open response box below to provide more detailed or nuanced information.

Who are your target learners? Please check all that apply: You can provide more specifics about your learners and the anticipated balance among these groups in the open response box below.

* BA/BS students
* Master's students
* PhD students
* Dual-degree (e.g., MD/PhD, DVM/PhD) students
* Postdoctoral researchers
* Option not listed here, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thinking about your target learners, with which disciplines are they associated? Please check all that apply; choices listed alphabetically.

* Biomedical engineering
* Education
* Engineering
* Humanities and arts
* Life sciences (biomedical)
* Life sciences (non-biomedical)
* Mathematics and computer sciences
* Physical sciences and earth sciences
* Psychology and social sciences
* Public health
* Option not listed here, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this space to describe your learners in more detail. [approximately 1 paragraph in total] You may want to include things such as:

* How many learners do you expect to participate?
* In what stage of training will they be? (e.g., first-year grad students, senior grad students, early-stage postdocs, mixed groups, etc.)
* What are the demographic characteristics of your expected learners (e.g., race/ethnicity, gender, international students, first-generation graduate students, etc.)? If you are

recruiting from a pool of potential participants, please describe the demographics of this pool.

* Will you be drawing from a specific program (e.g., students on a specific training grant or program), or recruiting more broadly?

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**CONTEXT AND MODELS OF INTEREST**

How will participation as a pd|hub Implementation Site enhance graduate and/or postdoctoral education at your institution or in your program? How will introducing one of the pd|hub Collection models into your program address an identified **gap** or **need** for your graduate students and/or postdocs? In your response, please describe the steps you have taken to understand the landscape of career exploration support already available for your students. Please note that there are many ways to respond to this question (e.g., needs assessment or other data, description of your perception of needs, or how this opportunity will complement what you already offer, etc.) [approximately 1-4 paragraphs]

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Which models are of interest to your Implementation Site? Please rank your top two preferences

[Series: Instructor-Facilitated Career Exploration](https://www.pdhub.org/collections/career-exploration/series-instructor/)

[Series: Peer-Facilitated Career Exploration](https://www.pdhub.org/collections/career-exploration/series-peer/)

[Series: Flipped Classroom Career Exploration](https://www.pdhub.org/collections/career-exploration/series-flipped/)

[Session: Self-Assessment to Guide Career Exploration](https://www.pdhub.org/collections/career-exploration/session-selfassessment/)

[Session: Storytelling Framework for Career Exploration](https://www.pdhub.org/collections/career-exploration/session-storytelling/)

Tell us more about why you selected each of these models. Will the model be integrated into existing programming, serve to enhance an existing program, or stand alone? [approximately 1-4 paragraphs]

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**PRELIMINARY IMPLEMENTATION PLANS**

Please share with us your anticipated timeline for implementing the model in your program or at your institution/organization. This may include one or more offerings. This timeline should align with your broader programmatic needs and context, as well as maximize your experience as a pd|hub Implementation Site. [approximately 1 paragraph]

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Consider ways you will recruit participants to the session or series. [approximately 1 paragraph]

* Will participation be required (e.g., the model will be integrated into an existing graduate student course and thus no additional recruitment will be necessary)?
* If not required:
	+ What recruitment strategies might you use to engage learners (e.g., reach out through graduate program directors, advertise on a postdoc listserv, etc.)?
	+ What will motivate learners to participate?
	+ What challenges or barriers to recruiting participants do you anticipate? (For example, engaging campus thought leaders, student/postdoc groups, or other partners may be effective. Note that recruitment and motivation strategies will be discussed further within our communities of practice.)

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**IMPLEMENTATION SITE: CORE TEAM MEMBERS AND PARTNERS**

This next section is about the people on your Implementation Site team. This will include **core team members**, and may also include **additional partners** (*optional*, depending on needs at your site). Example roles might be facilitation/co-facilitation, coordinating logistics of implementation, coordinating with pd|hub, motivating participation, stakeholder buy-in, and sustaining successful practices.

***CORE TEAM MEMBERS***

Please provide details about the core members of your Implementation Site team. We recommend indicating 2-3 individuals (up to 5) who will act as core members of your team. Core team members have deeper involvement in the project. We also ask that you designate one individual as the Implementation Site Team Lead.

Following submission of this application, we will follow up with the Team Lead to schedule a meeting so that we can learn more about your application. Additionally, we will follow up with each core team member at their email address provided below to confirm their interest in participating.

Please indicate the number of core members of your team.

*Note: This set of questions will be repeated so that you can enter this information for each of your core team members.*

Please provide the name, current affiliation (i.e., institution or organization), and email for the team member.

* First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Affiliation/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Unit/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Anticipated role(s) on the project (see example roles on previous page) [approximately 1 paragraph] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please provide a short biography that highlights aspects of this individual’s expertise, experience, or perspective that will enrich their role as a member of your Implementation Site team. [approximately 1-2 paragraphs] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PARTNERS (OPTIONAL)***

Please briefly describe the role of additional units/departments or individuals (beyond the core team listed previously) who will be involved with the project. [approximately 1 paragraph per unit/department or individual]

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**ABOUT YOUR ORGANIZATION**

How would you classify your organization(s)? Please select all that apply:

* R1 university (i.e., [Carnegie Classification](https://carnegieclassifications.acenet.edu/): Very High Research Activity)
* R2 university (i.e., [Carnegie Classification](https://carnegieclassifications.acenet.edu/): High Research Activity)
* Master's granting university (i.e., [Carnegie Classification](https://carnegieclassifications.acenet.edu/): Master's Colleges and Universities)
* Medical School or other university with special focus (i.e., [Carnegie Classification](https://carnegieclassifications.acenet.edu/): Special Focus Medical Schools)
* Research institute (e.g., Howard Hughes Medical Institute, Scripps Research Institute, etc.)
* Scientific or professional society
* Government lab or agency (e.g., NIH, Lawrence Berkeley National Lab, etc.)
* Option not listed here, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your organization(s) classified as a minority-serving institution (MSI)?

* Yes
* No

If your organization(s) is/are classified as a minority-serving institution (MSI), please specify. Please select all that apply:

* Alaska Native/Native Hawaiian serving institution (ANNH)
* Asian American and Pacific Islander serving institution (AANAPISI)
* Hispanic serving institution (HSI)
* Historically Black college or university (HBCU)
* Predominantly Black institution (PBI)
* Option not listed here, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about the pd|hub Collections? Select all that apply.

* Communication directly from pd|hub (e.g., website, social media, newsletter, etc.)
* Current Implementation Site or Fellow
* Friend or colleague
* Another organization’s newsletter/correspondence/social media, please indicate which organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Option not listed here, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing the Implementation Site Application.

Please review your answers before proceeding to the next page. Once you advance to the next page, your application will be submitted and you will no longer have the opportunity to edit your responses.

Ready to submit?

*This Microsoft Word document is provided so that you will know what to expect and can copy-and-paste responses into the application portal.*

*To submit your application, please enter the* [*application portal*](https://umassmed.co1.qualtrics.com/jfe/form/SV_4PCfB8QcddMMtfw) *and enter your responses to each of the questions above.*

(Link to portal: <https://umassmed.co1.qualtrics.com/jfe/form/SV_4PCfB8QcddMMtfw>