pd|hub Collections:

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 Professional Development Hub (pd|hub) Collection: **Foundations of Career Exploration for PhD Scientists**. Please complete this application\* if you wish to be considered to become one of the Implementation Sites for this inaugural pd|hub Collection. 

More information about this pd|hub Collection, including benefits of participation as an Implementation Site, expectations, 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**](mailto:info@pdhub.org)**.**

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

Who are your target learners? Please check all that apply:

* 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.

* 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
* 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 how this complements what you already offer, etc.). [approximately 1-4 paragraphs]

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Which [models](https://www.pdhub.org/collections/career-exploration/) are of interest to your Implementation Team? 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? Also, if you already anticipate needing to adapt the model in order to align with the needs of your stakeholders or to fit into an existing context, please describe likely adaptations here. For example, tailoring the model for use with third-year graduate students, or positioning a session or series into the context of a broader course or program. [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. In some cases, participation may be required (e.g. the model will be integrated into an existing graduate student course and thus no additional recruitment will be necessary). Or, 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.) [approximately 1 paragraph]

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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 (see Expectations for Implementation Sites document).

Following submission of this application, we will follow up with each core team member at their email address provided below to confirm their interest in participation and to attain their agreement on the pd|hub Collections Implementation Site Expectations document. This agreement will be required for your application to be considered complete. An email from [info@pdhub.org](mailto:info@pdhub.org) will be sent to core team members within a few days with this request.

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 each core 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]

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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]

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***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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For each of the units described above, we encourage you to provide a brief letter of support indicating the ways they (or their office) will partner with or support the core team through planning, recruiting participants, implementation, and/or sustaining successful practices stemming from this project. For example, you may be partnering with your graduate school, a teaching and learning center, or a specific internship program to implement your chosen model. Please do not include a letter from individuals that you listed as core team members.

Please upload as a PDF and name it “[YOUR ORGANIZATION]\_CE2022\_Letter of Support”. If you have more than one letter of support, please compile letters as one PDF to submit.

**ABOUT YOUR ORGANIZATION**

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

* R1 university (i.e., [Carnegie Classification](https://carnegieclassifications.iu.edu/lookup/lookup.php): Very High Research Activity)
* R2 university (i.e., [Carnegie Classification](https://carnegieclassifications.iu.edu/lookup/lookup.php): High Research Activity)
* Medical School or other university with special focus (i.e., [Carnegie Classification](https://carnegieclassifications.iu.edu/lookup/lookup.php): 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 (AAPISI)
* 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.)
* 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_d6bEja4ihu8kP8q) *and enter your responses to each of the questions above.*

(Link to portal: <https://umassmed.co1.qualtrics.com/jfe/form/SV_d6bEja4ihu8kP8q>