

RUTGERS

Institute for Pharmaceutical
Industry Fellowships



Soaring Ever Higher

Rutgers Pharmaceutical Industry Fellowship Program

FELLOWSHIP GUIDEBOOK

<http://pharmafellows.rutgers.edu>



Institute for Pharmaceutical
Industry Fellowships

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WELCOME

Dear Fellows,

Welcome to the Rutgers Pharmaceutical Industry Fellowship Program. On behalf of Rutgers University, Ernest Mario School of Pharmacy and the Institute for Pharmaceutical Industry Fellowships staff, we would like to congratulate you on being selected for this highly competitive program.

As you begin your fellowship, you can expect to gain valuable experience in the pharmaceutical industry and academic settings. You will also develop a solid personal and professional network with other fellows, as well as receive support and advice from numerous alumni and faculty of the program.

We are looking forward to working with you during the term of your program and throughout your career in the Pharmaceutical Industry.

Joseph A. Barone, Pharm.D., FCCP
Dean and Professor II
Ernest Mario School of Pharmacy

Lesley Fierro, R.Ph., M.S., Pharm.D.
Fellowship Director
Institute for Pharmaceutical Industry Fellowships
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Michael Toscani, Pharm.D.
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Please note that the information contained in the guidebook may be changed by administration throughout the year.

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INSTITUTE FOR PHARMACEUTICAL INDUSTRY FELLOWSHIPS HISTORICAL PERSPECTIVE

In 1984, the Ernest Mario School of Pharmacy, (EMSOP) formerly the Rutgers College of Pharmacy, and two pharmaceutical companies initiated a collaborative pilot program to evaluate the potential contributions of clinically trained pharmacists within a pharmaceutical industry practice setting.

For over 35 years, the program has grown exponentially. Since its humble beginning, the industry fellowship program has expanded to include 19 different companies within the pharmaceutical and biopharmaceutical industries both on the East & West Coasts. An exciting development in the structure and management of this fellowship program was the establishment of the Institute for Pharmaceutical Industry Fellowships in 2002.

Over 1000 Post-Doctoral Fellows have completed the Program to date, many of whom are pursuing influential and rewarding careers in the pharmaceutical and biopharmaceutical industries throughout the US and abroad. More than 250 PharmDs now participate in the Rutgers Pharmaceutical Industry Fellowship Program (RPIF) annually. The growth of the program has been due to the emergence of the Pharm.D. degree as well as an industry-wide desire to utilize clinical pharmacists throughout the corporate structure of the pharmaceutical and biopharmaceutical industries. In 2018, the program also expanded to include physicians as part of the institute training program.

Under the leadership of Dr. Joseph A. Barone, Dean, Ernest Mario School of Pharmacy and Founder of the Program and Dr. Lesley Fierro, Fellowship Director, the program has continued to thrive and the fellowships have been much sought after by Pharm.D. graduates from around the country.

Purpose

The Fellowship is a structured program designed to provide Pharm.D.s and physicians with the opportunity to gain specialized and in-depth training and experience in particular disciplines within the pharmaceutical and biopharmaceutical industries.

Fellowship Program Objectives

- To gain an overview of key areas within the pharmaceutical and biopharmaceutical industries through practical insights and applied experience
- To expand knowledge and provide a balanced experience through active participation in both industrial and academic components
- To promote the role and value of the pharmacist and physician within the pharmaceutical and biopharmaceutical industries
- To participate actively in specific areas of industry and academia through direct involvement in various projects, assignments and scholarly activities
- To provide exposure to potential career opportunities within the pharmaceutical and biopharmaceutical industries

Institute Mission

The Institute for Pharmaceutical Industry Fellowships was established to support and promote the primary goals and objectives of the Rutgers Pharmaceutical Industry Fellowship Programs. Namely, these are to (i) provide specialized training and experience within the pharmaceutical and biopharmaceutical industries, and (ii) enhance and promote the role of clinical pharmacists and physicians in industry.

Specifically, the Institute provides leadership and administrative support for the Fellowship Program by:

- Promoting a consistently high level of program quality, training, and outcomes across the spectrum of fellowships at multiple sponsor companies
- Coordinating the interface among and between key fellowship stakeholder groups, including Rutgers (faculty and administration), its industry partners (preceptors and others), and Fellows (past and present)
- Fostering innovation and scholarly activity between Rutgers and its industry partners through the activities of participating fellows, including teaching, posters, publications, seminars, and research.

INSTITUTE FOR PHARMACEUTICAL INDUSTRY FELLOWSHIPS

KEY MESSAGES

The following messages represent some of the key strengths of the Fellowship Program and should be reinforced through all recruiting events and related communications.

The Rutgers Pharmaceutical Industry Fellowship Program FOSTERS the growth and development of future pharmaceutical and biopharmaceutical industries professionals through the following key program features:

- **Family of Leading Companies** - Partners include several of the top 19 global pharmaceutical and biopharmaceutical industries companies
- **Outstanding Alumni Track Record** – Over 1000 alumni hold prominent positions at many leading companies
- **Strong Network of Fellows and Alumni** – Annually more than 250 fellows develop valuable connections with each other, alumni, preceptors and faculty.
- **The Pathway to Industry** – Since 1984, the Rutgers program has been nationally recognized, trusted, and proven as the most valued pathway to industry for pharmacists
- **Enhanced Career Path Development** - Increasingly challenging assignments build depth of experience and enhance the potential for accelerated career path development
- **Rigorous Academic Component** - Rutgers affiliation provides academic and professional development opportunities through scholarly activities



Institute for Pharmaceutical
Industry Fellowships

FELLOW GUIDELINES, EXPECTATIONS & ACTIVITIES

Program Completion

In accepting a fellowship position, the fellow has indicated to Rutgers and the host company that they will complete the entire duration of the fellowship program. Fellows are responsible for reading and understanding program completion criteria and all other materials contained in the guidebook. All program requirements must be met in order for a fellow to receive a certificate of completion. It is important to note that fellowship appointments are one year in duration. Reappointment of two-year fellows for their second year is contingent upon satisfactory performance and a positive recommendation from the host company, as well as the Rutgers program directors. Fellows not recommended for reappointment will be dismissed from the program.

Program Onset, Goals, and Preceptor Interaction

The fellow should meet with the preceptor at the beginning of the program to discuss and agree upon specific, achievable goals and objectives, and agree on periodic reviews to monitor progress which should include both short-term and stretch goals with timelines and measures of success. Goals should involve both Rutgers and company activities, including each rotational segment (if any), and should be attached to the fellow's periodic report submitted to Rutgers. The preceptor and fellow should meet to discuss various relevant program documents, including Fellow Guidelines and Expectations, Preceptor Expectations, PDD Guidelines and Expectations, and documents describing the Rutgers component.

The fellow should meet with their preceptor periodically throughout the program to discuss their projects and review their progress against agreed goals/objectives, as well as to receive feedback on their performance. Fellows should periodically review the fellow's checklist available on the website at http://pharmafellows.rutgers.edu/resource_docs.php as a self-evaluation tool to ensure that he/she is progressing sufficiently in the program. At the program's onset, the fellow should meet with all members of the department/team with whom they will be working to develop an understanding of departmental functions and other individual responsibilities. In addition, the fellow should work with their preceptor to organize introductory meetings with team members, management and other stakeholders.

On a voluntary basis, the fellow may wish to meet with fellowship program alumni within the company to discuss their experiences and expectations for the program. Program alumni can assist current fellows with reasonable goal setting and provide insight into potential career paths. Utilizing a network of fellows and preceptors as mentors will enable the fellow to maximize their experience at the respective company. Fellows should encourage preceptors to attend and participate in fellowship-related activities at Rutgers including the July orientation program, the certificate presentation program in June, and fellow presentations, as well as other educational opportunities offered by the school. Fellows should also encourage preceptors to attend and participate in fellowship recruitment (at the ASHP Midyear Clinical Meeting.)

Networking within the department and company, as well as with fellows from other companies, is a benefit as well as an expectation during the program. Fellows are responsible for their own career development, but they may wish to seek advice from their preceptor, program alumni, the host company human resources group, and the Rutgers program directors and faculty.

Change in Department or Preceptor, Rotations, and Projects

The actions outlined above with respect to communication, goal setting, and preceptor on boarding should essentially be repeated upon any change in department or preceptor, including any rotation. New Preceptors should receive training from the company's Fellowship Director or from someone at Rutgers. A preceptor guidebook should be provided to all preceptors. A webinar series has been developed for new preceptors and presented twice a year by Rutgers faculty. The Rutgers Fellowship director should be notified of any change in Preceptor.

Although not a requirement for the program, some fellows may request or be offered a rotation or project outside of their original department. Organizing a rotation is the fellow's responsibility and requires the consent of the preceptor and the program directors. Fellows should plan carefully for any such rotation or project. Specifically, they should have a thorough discussion with their preceptor regarding planned objectives and the potential impact on their career goals, including the likelihood of potential full-time employment in that discipline following the completion of the program. In addition, the fellow should work collaboratively with their current preceptor to arrange for a responsible supervisor while completing any rotation. Involving the current preceptor in this process will help facilitate logistics involved in arranging for a rotation/project and will ensure that key checks and balances are in place to support fellow's goal achievement. Rotating fellows should contact their preceptor at least two weeks prior to the scheduled start date to ensure that all arrangements have been made. All relevant paperwork and administrative responsibilities should be discussed to allow for a smooth transition into the department.

Rutgers-based Activities

Fellows are expected to actively participate and collaborate in Rutgers-based activities, including committee work, recruitment, and scholarly activities at Rutgers including teaching, poster submission and publications. Fellows are encouraged to volunteer for at least one committee to support the fellows' collective goals as designated annually by the chief fellows. While most of a fellow's time will be spent working at the host company, maintaining a relative balance between activities at both sites will foster growth and development in both areas. Fellows should discuss their interest of these activities with their preceptor, and if necessary, Rutgers directors and faculty.

There are a number of teaching opportunities available at Rutgers. The demand consistently outpaces the supply, and many fellows are very interested in developing their teaching and presentation skills through lectures, as well as course coordination and facilitation. Preceptors and fellows should discuss how teaching opportunities fit in with the fellow's overall development plan and be clear on the commitment fellows are making when they sign up to teach.

Teaching and working on Rutgers related activities are to be viewed as a "privilege" and are meant to enhance the training aspect of the Fellowship. If a fellow is approached to engage in outside consulting or advisory work they must secure approval from the Fellowship Directors and their preceptors prior to any involvement.

Fellows are considered to be "professionals in training" to work in the pharmaceutical and biopharmaceutical industries. The Professional Development Day (PDD) series is a very important component of fellows' overall training that complements the hands-on experience provided at the host company.

PDD is designed to:

- Enhance the fellow's presentation and communication skills
- Promote connectivity and a sense of community among fellows from different companies and disciplines
- Develop new skill sets and applied learning & problem solving with the help of external professional trainers and outside speakers
- Provide insight into various aspects of therapeutics, drug development, health policy and issues facing patient care and the pharmaceutical and biopharmaceutical industries

Attendance

Attendance is **expected** at all PDDs. Excused absences for external rotations may be allowed when Dean Barone, Dr. Fierro and Janet Lupo are informed ahead of time and the preceptor is aware. Remote attendance utilizing video technology is allowed when necessary.

Company Policies and Confidentiality

Fellows must familiarize themselves with and adhere to applicable policies and security guidelines at the host company. For example, if the company maintains core business hours, fellows should be present during those hours. Fellows will be subject to company policies including those dealing with dismissal. Fellows should follow the company policies regarding vacation and sick/personal time.

Fellows must treat information concerning their projects as confidential and not share the information with colleagues outside of their host company, including individuals at Rutgers University. For the protection of the fellow and the host company, a confidentiality agreement should be executed no later than the first day of the fellowship program with Rutgers and the Fellows host company.

Periodic Reports

For Fellows in a 1-year program, submit Periodic Reports every 3 months (October 1st, January 1st, April 1st and at completion). For fellows in a 2-year program, submit Periodic Reports every 6 months (January 1st, July 1st, January 1st, and at completion).

Periodic reports are a program requirement and provide documentation to the University regarding a fellow's activities at the host company. Periodic reports should be a summary of Fellowship related activities, key learning experiences, scholarly activity and attainment of goals agreed upon by preceptors. Confidential and specific company information about projects should not be included in these reports. It is the fellow's responsibility to provide these reports in a timely fashion. The preceptor should review the report prior to submission to the University to confirm its accuracy and ensure that no confidential information is included. Periodic reports should be sent to the program faculty (Dr. Barone, Dr. Toscani, Dr. Fierro) with a copy to Janet Lupo.

Professionals in Training

Fellows must recognize and understand that they have entered a new phase of their training and professional development. Fellows are expected to be on time and approach their work with a level of dedication, enthusiasm, and professionalism at all times consistent with their Doctor of Pharmacy degree and with the standard of professionalism that has been established by Rutgers Pharmaceutical Industry Fellowship Program since 1984. Attendance and **active** participation in all PDD's mandatory and are expected from all Fellows, unless otherwise excused. **The use of laptops, cellphones and participation in routine conference calls is not permitted during PDD's. Unexplained absences and tardiness are not professional and will not be tolerated.**

Fellows shall not engage in social media activities that do not meet university or host company standards.

Rutgers-Based Fellowship Activities

Professional Development Days

All fellows gather at Rutgers once monthly as a group to participate in the **Professional Development Day (PDD) Series**, an important component of fellows' training that complements the hands-on experience provided at the partner companies. A committee of fellows and faculty design PDDs to:

- provide general knowledge about various aspects of therapeutics, drug development and issues facing patient care and the pharmaceutical industry;
- promote connectivity and a sense of community among fellows from different companies and disciplines;
- develop new skill sets and applied learning and problem solving with the help of external trainers and speakers
- enhance the fellows' presentation skills.

The fellows learn from each other through individual and group Continuing Education and non-Continuing Education presentations on pharmaceutical industry-related topics and issues of patient care. This dynamic forum provides an opportunity for open discussion and debate among fellows, Rutgers faculty, company

preceptors, guests, and students. Fellows may present workshops, seminars, posters, publication review and other projects aligned with their training.

In addition, outside experts provide training and professional development in a variety of areas, including:

- succeeding in a corporate environment
- presentation skills & meeting facilitation skills
- negotiating skills
- professional writing
- employment seeking and interviewing skills
- Emotional Intelligence
- Myers Briggs Personality types (DISC)
- networking
- influencing skills
- personal finance
- giving and receiving feedback
- business and dining etiquette
- employment skill expectations
- Human research and IRB compliance
- Conflict resolution
- Applied clinical and industry challenges

Other PDD guest speakers include healthcare and industry executives, Patients/Patient Advocacy Groups and successful Rutgers Pharmaceutical Industry Fellowship (RPIF) Program alumni who share their insights and experiences. Importantly, PDD seminars provide an excellent opportunity for fellows to interact with each other and develop lasting personal relationships and a strong professional network of fellows, faculty, alumni, and other industry executives.

Rutgers Component

All one and two-year fellows must complete at least one of the following activities during the term of their fellowship:

- A project or publication (poster/paper/article) with a Rutgers faculty member
 - Lecture three times in EMSOP courses
 - Coordinate an EMSOP course
 - Serve as a co-chief fellow
 - Chair a fellowship committee
 - Precept EMSOP pharmacy students on rotation at the host company
 - Complete a project that enhances or benefits the Rutgers program
-

Teaching Opportunities

Teaching and working with Rutgers faculty on related activities is to be viewed as a "privilege" and all Fellows must conduct themselves in a professional manner at all times.

As adjunct faculty at the Ernest Mario School of Pharmacy (EMSOP), there are many opportunities for fellows to enhance their fellowship experience by collaborating with faculty to teach pharmacy students at EMSOP, including classroom lectures, facilitating practical's, and co-coordinating courses. Fellows are routinely involved with a number of required and elective courses, including:

- Pharmacy Communications
- Leadership for Pharmacy Professionals
- Physical Assessment
- Introduction to the Pharmaceutical Industry
- Clinical Research Trial Design
- Gerontology
- Community Practice Management
- Herbals and Alternative Medicines
- Medical Writing
- Self-Care
- Neuropsychiatric Therapeutics
- Advanced Neuropsychopharm
- Pharmaceutical Economics

Posters and Publications (See section on Scholarly Activities)

Each year fellows collaborate with EMSOP faculty, company preceptors, and program directors to develop and present a number of posters at national meetings, including DIA, APhA, and ASHP meetings. The posters may focus on the RPIF Program and/or topics of interest to pharmaceutical industry-based pharmacists. For the DIA meeting, the posters often include an examination of various best practices and

processes related to medical information, medical education, drug development and other contemporary topics.

In addition, fellows collaborate with the program directors and faculty to author articles relevant to healthcare and the pharmaceutical industry.

Committees

The fellows help conduct the business of the RPIF Program through activities organized through various committees:

- **Co-Chief Fellows & Committee Director** – Peer-recommended representatives who work with the RPIF Program directors to help set, monitor and manage annual goals for the program.
- **Alumni** – To maintain and foster alumni engagement with the RPIF program and collaborating with various committees to create networking opportunities between current and past fellows.
- **Community Development** – Promote relationships and a sense of community among RPIF Program stakeholders, including fellows and alumni.
- **Digital Outreach (Webinars)** – Promote the RPIF program & partner companies through live and taped webinars
- **Digital Platforms (Website)** - Establish the website as the most reliable accessible and accurate source of information
- **Engagement Committee** -
- **Fellowship Information and Networking Day** – Organize a half-day program held on campus to provide more in-depth information to potential candidates.
- **Financial & Logistics** - To allow seamless coordination of budgets from each committee and provide logistic support to various aspects of the fellowship program.
- **Marketing** – Create, revise, and produce RPIF marketing collateral materials.
- **Metrics** - Provide measureable results of RPIF program activities
- **Midyear** – Successfully plan and implement all recruiting tactics at the ASHP Midyear Clinical Meeting.
- **Newsletter** – Connect stakeholders by publishing RPIF Program current events.
- **Organization Outreach** – Increase & promote awareness to the RPIF program. Recruit qualified candidate into the RPIF program.
- **Philanthropy** – Engage Fellowship community with volunteer opportunities. Serve as a platform for raising awareness
- **Professional Development Day** – Enhance and ensure the quality of Professional Development Days
- **Professional Development Advisory Board** - To create a structured environment for feedback in order to improve presentation skills.
- **Scholarly Activity** – Ensure fellowship scholarly activities are meaningful, conducted properly and are aligned with the objectives of RPIF program, host company and the pharmacy profession.
- **Teaching** – Increase academic participation of fellows in classroom instruction and promote academic achievement through research and publications
- **Technology** - Establish the website as the most reliable, accessible and accurate source of information for RPIF and its parties of interest
- **University Outreach Committee** – Increase and promote awareness of the RPIF program. Recruit qualified candidates into the RPIF program. Establish/maintain strong connections with pharmacy schools nationwide.
- **West Coast Liaison** – Maintain the high quality and integrity of the RPIF program on the west coast



Institute for Pharmaceutical
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Preceptor Guidelines and Expectations

Background

The Rutgers Fellowship Program was modeled after academic-based residencies and Fellowships, in which a learned Preceptor/Mentor shared their knowledge and experience with the Resident/Fellow through an intense but closely guided training program. Under no circumstances should the Fellow be considered as a replacement for headcount. The Fellow is to be considered a "professional in training" and not a student. Projects and assignments should accordingly be challenging and meaningful and designed to enhance the Fellow's understanding of the pharmaceutical industry and his/her functional area.

Program Directors are available to meet with new or existing preceptors to train them on their fellowship components and expectations.

Program Onset, Goals, and Fellow Interaction

The Preceptor should meet with the Fellow at the beginning of the Program and periodically throughout the Fellowship to discuss, agree, and monitor specific goals and objectives to be accomplished by the Fellow during the Program. When establishing goals, consider both Rutgers and company activities, including each rotational segment (if any). Preceptors should discuss the Fellow's interests and accommodate desired experiences to the extent possible.

The Preceptor and Fellow should meet to discuss various relevant Program documents, including Fellow Guidelines and Expectations, Preceptor Expectations, Professional Development Day (PDD) Guidelines and Expectations, 2020-2021 Schedule of Events, and documents describing the Rutgers Component.

The Preceptor should make all necessary administrative preparations well in advance of the Fellow's arrival, including identification of space, administrative support, telephone setup, and business cards. Preceptors should also have the Fellow execute a confidentiality/non-disclosure agreement at the beginning of the Program.

The Preceptor should provide an orientation program, including a schedule of meetings with key colleagues, collaborators, and senior management as appropriate. Participation in the company's new-hire orientation program has proven to be helpful but, is at the discretion of the Preceptor. Most topics other than compensation and benefits are generally pertinent to the Fellow.

Preceptors should provide an appropriate introduction of the Fellow to colleagues within the company, emphasizing important experiences and expected contributions of the Fellow. Importantly, Preceptors should be mindful of the potentially confusing nature of the Fellowship Program for those not accustomed to working with Fellows. For example, a mistake commonly repeated is for company colleagues to assume that the Fellow is a pharmacy student, or pharmacy intern, when in reality they have earned a Doctor of Pharmacy degree. Many Fellows are actually licensed and may be practicing parttime as a pharmacist.

Throughout the Program, the Preceptor should advocate for and interact frequently with the Fellow to provide guidance, assistance, advice, and supervision. Preceptors are encouraged to periodically review and discuss the Fellow's performance against agreed-upon goals, objectives, and performance standards. The host company's applicable performance review format or a suitable substitute is suggested.

Outgoing Fellows frequently report that they have not received sufficient feedback on their performance. Preceptors should commit to a plan for periodic assessment and strive for frequent communication with the Fellow in regard to their performance, goal attainment and job expectation and opportunities.

Prior to an extended absence, or upon a change of Preceptor or department, the Fellow's current Preceptor or supervisor should either designate a responsible individual or otherwise provide for continuous fulfillment of Preceptor or supervisor responsibilities. The Rutgers Fellowship Director should be notified of any change in Preceptor.

Change in Department, Rotations, and Projects

The actions outlined above with respect to communication, goal setting, and Preceptor on-boarding should essentially be repeated upon any change in department or Preceptor, including any rotation. The current and new Preceptor or supervisor should communicate extensively to insure a proper "hand-off" of responsibilities. The Rutgers Program Directors are also available to participate in these discussions, if necessary.

Opportunities may arise for Fellows to diverge from their original Program plan to experience or rotate through other areas in the company or outside groups (ex. FDA, Advertising Companies, etc.). In these instances, the Preceptor should strive to help the Fellow meet their agreed-upon Program goals and objectives or renegotiate new goals with the Fellow. Using a Fellow to simply fill a vacancy created by the loss or departure of a full-time employee is strongly discouraged.

Rutgers-based Activities

Preceptors are strongly encouraged to attend and participate in Fellowship-related activities at Rutgers, particularly those that are directly related to Fellows under their supervision, including the July orientation program, the certificate presentation dinner in June, and any Professional Development Day (PDD) presentation given by their Fellow(s) and related scholarly activity presentations. They are also encouraged to attend and participate in the ASHP Midyear Clinical Meeting, an essential recruiting venue.

Host companies are responsible for Fellow travel associated with the ASHP Midyear Meeting whether or not Fellowship recruitment that year is expected by the host company and Fellows are expected to attend the ASHP Midyear Meeting to assist in recruitment efforts.

Preceptors are expected to support the fellow's participation in Rutgers-based activities, including the *Professional Development Day Series*, committee work, recruitment, and scholarly activities including teaching, posters, and publications. Fellows are encouraged to volunteer for at least one committee to support the Fellows' collective goals as designated annually by the Chief Fellows. While most of a Fellow's time will be spent working at the host company, maintaining a relative balance between activities at both sites will foster growth and development in both areas. Fellows are required to attend and actively participate in all PDD sessions. When conflicts occur between company business and scheduled Rutgers activities, Preceptors will help Fellows make appropriate scheduling decisions mindful of maintaining a balance between activities at the two sites. Preceptors are expected to encourage Fellows to attend PDD and discuss educational information with their Fellow(s) and how to best apply it to their current roles.

There are a number of teaching opportunities available at Rutgers. The demand consistently outpaces the supply, and many Fellows are very interested in developing their teaching and presentation skills by presenting lectures or coordinating and facilitating courses. Preceptors and Fellows should discuss how teaching opportunities fit in with the Fellow's overall development plan and be clear on the commitment Fellows are making when they sign up to teach. Look to find a balance between teaching opportunities and company commitment.

Preceptors and/or company designees will periodically be asked to meet via conference calls or in person with their counterparts at other Rutgers-partner companies to review, discuss, and decide upon issues of common interest. In particular Preceptors and/or company designees are expected to cooperate with their counterparts to streamline the complex candidate recruitment and selection process. These sessions also provide an opportunity for best-practice sharing among partner companies.

Program Completion

Fellows are expected to complete the entire duration of the Program, and Preceptors should encourage them to do so. As the Fellow approaches the conclusion of the Program, the Preceptor, Executive Sponsors and Fellow should meet periodically to discuss and identify potential full-time employment opportunities within the company. The Preceptor should also provide insight into the potential application of acquired experiences and skill sets to external employment opportunities. Inclusion of a HR representative may also be helpful in providing insight into employment opportunities for the fellow.

While a full-time position in the pharmaceutical industry is not a guaranteed Program outcome, nearly all Fellows are successful in securing an offer of industry-based employment.

If conflicts arise regarding employment timing and Program completion, the Preceptor should provide guidance to the Fellow in the decision-making process, including the identification of factors that are beneficial to all stakeholders, the Fellow, the host company and Rutgers. The Program Completion document provides more important details about departure from the Program. (Official program end date for one and two-year fellowships is June 30th.)

Periodic Reports

For Fellows in a 1-year program, submit Periodic Reports every 3 months (October 1st, January 1st, April 1st and at completion). For fellows in a 2-year program, submit Periodic Reports every 6 months (January 1st, July 1st, January 1st, and at completion). Periodic reports are a Program requirement and provide documentation to the University regarding a Fellow's activities at the host company. Confidential and specific company information about projects should not be included in these reports. It is the Fellow's responsibility to provide these reports in a timely fashion. The Preceptor should review the report prior to submission to the University to confirm its accuracy and ensure that no confidential information is included.

Preceptor Checklist

Companies with effective orientation programs report:

- A reduction in time required for new employees to become fully assimilated
- An increased understanding of the organization and business
- Higher morale and motivation due to a reduction in frustration and misconceptions generated by lack of information
- Improved employee retention

The time and energy invested in supporting your new Fellow's transition will shorten the time before he/she becomes a knowledgeable, contributing member of your team.

- **Two Weeks Prior to Arrival**
 - Inform peers that a new Fellow has been recruited and share information about the new Fellow's role, background, prior experience, etc.
 - Secure and set-up a workspace including telephone, voice mail, computer, network and e-mail accounts
 - Order any equipment and supplies needed to prepare the new Fellow's workspace (name plate, business cards) and any other materials required for him/her to start performing the job function
 - Schedule time on your calendar to take the Fellow to lunch and schedule (at least weekly, and preferably more frequently) one-on-one meetings during the first month
- **One Week Prior to Arrival**
 - Ensure workspace and equipment are ready
 - Gather materials for the Fellow to review in their first week
 - Obtain documents specific to the Fellow's role
 - Arrange for training on network, e-mail and voice mail
- **Fellow's First Day**
 - Personally, welcome the new Fellow on the first day
 - Introduce the new Fellow to his/her new team members
 - Provide tour of work area
 - Provide network, e-mail, and voice mail training
 - Execute a confidentiality agreement
 - Meet with the Fellow to review the following:
 - Organizational structure (provide charts) and goals of the unit
 - Their position and begin discussing key goals and objectives
 - Expectations for orientation process
 - Key individuals to meet during orientation process
 - Schedule end-of-week meeting to debrief first week
 - Refer Fellow to Program website for critical Program orientation materials
- **End of First Week Meeting**
 - Ask the Fellow if there are any questions about anything he/she has read, seen, heard, or learned during the first week that requires clarification or discussion. Invite him/her to raise any issues or concerns.
 - Discuss planned activities for the second week, including additional meetings with key colleagues and stakeholders
 - Discuss any important job deliverable upon which he/she should immediately focus

- **By First Month**
 - Agree on and establish Program objectives
 - Provide feedback on how the Fellow is doing and report observations about their work interactions and practices
 - Discuss organization culture, company values, etc.
 - Test understanding of business strategy, organization goals and individual performance expectations
 - Complete goals and objectives
 - Schedule weekly folder reviews and periodic performance reviews/feedback sessions

- **By Sixth Month**
 - Revisit goals and objectives and provide feedback on performance

- **Monthly/Quarterly Meetings - Performance/Feedback Sessions During Fellowship**
 - Ad hoc meetings to review goals and objectives
 - Provide Feedback
 - Assess Scholarly Activities and work on behalf of Rutgers Committees, etc.

- **Several Months Prior to Fellowship Completion**
 - Discuss end of Fellowship employment opportunities and expectations with preceptors, executive sponsor and Rutgers Fellowship Director
 - Fellows should not entertain or accept any offer without the discussion of this with their preceptor, executive sponsor and Rutgers Fellowship Director during the appropriate time:
 - 2-year Fellow – May 1st-July 1st
 - 1-year Fellow – June 1st-July 1st

PROGRAM COMPLETION REQUIREMENTS

Following the academic model upon which these programs were founded, the definition of completing the program is finishing all twelve or twenty-four months, and program requirements. Fellows not completing the program will not receive a certificate of completion or be recognized as a member of the growing number of alumni of these programs.

It is understood that key factors of compensation differential between the fellow's current and future salary, coupled with timing and availability of employment opportunities can and will influence program completion status. On an exception basis, fellows can request that the University convert them to non-compensated fellow status by applying for a certificate of completion if they wish to pursue full time employment before they have fulfilled their original twelve- or twenty-four month commitment (subject to the conditions detailed below). Requests will be considered on a case-by-case basis, but all three key stakeholder groups must be in complete agreement for an exception to be granted. Preservation of program integrity will be the primary determining factor.

Other factors will include:

- i. the completion of all other program requirements including individual goals and objectives
- ii. the extent of time unfulfilled
- iii. volunteerism for Rutgers activities during the year
- iv. the satisfaction of all three stakeholder groups: Rutgers, the company, and the fellow.

In no case will non-compensated fellow status be considered before May 1 for two-year fellows, or June 1 for one-year fellows, of the scheduled year of completion. (Official program end date for both one and two-year fellowship is June 30th). In order to earn a certificate of completion, fellows whose request to convert to non-compensated status and are accepted, must fulfill all outstanding obligations to Rutgers and their host company, including but not limited to attendance of all remaining seminars, completion of their Rutgers component project/paper/requirement, and fulfillment of any teaching commitments. If companies prefer to adopt more stringent completion criteria than those described here, they may do so provided that the policy is made clear to Rutgers and to the fellow at the beginning of their program.

Fellows that fail to follow their guidelines will be at risk for the successful completion of the program and graduation certificate.

The Rutgers Human Resource Office has asked that I remind Post-Doctoral Associates that a resignation letter must be received at least 2 weeks prior to your departure from the Fellowship program. The letter should include your departure date from the Fellowship program and your signature. Once your resignation letter has been received, you are removed from payroll, your Net ID is deactivated, and you lose access to self-service, Sakai, etc. Under no circumstances can the letter be retracted.

As a reminder, if you do not secure a position prior to the end of the Fellowship June 30th, Rutgers still requires a resignation letter with the date of June 30th in order for you to be removed from payroll. Please contact us if you have any questions.

FELLOWSHIP REQUIREMENTS: THE RUTGERS COMPONENT

Definition

To satisfy requirements for the Rutgers Component and qualify for a certificate of completion, all two-year fellows and one-year fellows must complete at least one of the following activities during the term of their fellowship. Fulfillment of the Rutgers Component will be reviewed individually and must be approved by the preceptor and Rutgers Program Directors.

- A project or publication (poster/paper/article), preferably in conjunction with a Rutgers faculty member. Topic/subject to be proposed by the fellow or Rutgers Teams of fellows will be allowed. (See Scholarly Activities Tab)
- Delivering 3 or more uncompensated lectures in Rutgers/EMSOP courses
- Coordination of a course at Rutgers (no more than two co-coordinators)
- Serving as one of the two co-chief fellows
- Chairing a committee as designated by the chief fellows
- Serving as the primary preceptor for Rutgers students rotating at the host company (minimum 5 weeks x 2 sessions)
- Other agreed upon project that enhances or benefits the Rutgers program
- Any lectures beyond the fulfillment of your uncompensated lectures for the RU Component will be compensated at a pre-determined rate by school administration and faculty.

Process and Timing

The fellow is responsible for fulfilling all program requirements, including those for the Rutgers Component. The Rutgers Component Completion form is included in the Fellowship Guidebook and is also available on the website to assist the fellow and Rutgers in tracking the fellow's progress in fulfilling the Rutgers Component. This form should be submitted to Rutgers at the beginning of the fellowship term outlining the intended activity and again at least two weeks prior to the fellow's anticipated departure date with further details of the completed project. In both cases the form must be signed by the Fellow and their Preceptor, it will be reviewed and signed by the Program Director(s).

It is recommended that fellows contemplate and initiate work on their Rutgers Component as soon as possible. By the end of the first month of the program, fellows should have an initial discussion with their preceptor and the Rutgers Program Directors regarding the Rutgers Component.

Selecting and Completing the Project – Some Examples

Gaining hands-on, in-depth industry experience is the primary focus of the fellowship program. The Rutgers Component has therefore been designed to minimize incremental time spent away from the company. Little or no travel is required if the fellow works via teleconference and email as they would for any of their other company projects. In addition, fellows are strongly encouraged to work in groups with other fellows and to also include a member of the Rutgers faculty. If a paper or poster is presented at a national meeting in conjunction with a Rutgers faculty member, some level of financial support may be available to help offset costs of attending the meeting.

Project Ideas

Fellows are strongly encouraged to develop and pursue their own project ideas and discuss them with their preceptors, EMSOP faculty and Program Directors. Some examples are listed below:

- Develop a poster describing the program or a topic of interest to the patient care and/or the bio pharmaceutical industry for presentation at a national meeting
- Author an article describing the program or a topic of interest to patient care and/or to bio pharmaceutical industry for publication in a state, local, or national journal or pharmacy student publication
- Develop and conduct survey of Fellowship recruitment practices
- Develop and conduct survey of healthcare professionals/patients on a topic of interest to the healthcare marketplace
- Work with Rutgers Business School MBA candidates or other Faculty to develop and present a joint program
- Work with APhA to develop appropriate content for the Pharmacy Student publication's career issue describing various career options.
- Develop a non-confidential article or poster describing a unique experience or rotation, e.g. FDA, ad agency, International outreach, etc.
- Complete a clinical research project with a Rutgers faculty member
- Please see Scholarly Activity Section for more information

RUTGERS

Institute for Pharmaceutical
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Rutgers Component Fulfillment

In order to be considered for a certificate of completion, each fellow must complete and submit this form to Janet Lupo at the beginning of the fellowship term and again no later than 30 days prior to the completion of their program.

1. Select Option

- Project or poster/publication with a Rutgers faculty member
- Coordination of an initiative to publicize the program
- Coordination of a course at Rutgers
- Teaching 3 non-compensated lectures
- Serving as a chief fellow
- Committee chair
- Coordination of Fellowship Information Networking Day or MBA student joint program
- Preceptor for Rutgers students (two or more cycles)
- Other projects approved by Program Director

2. One paragraph summary of project or duties

3. Date Completed: _____

Fellow (Print)

Fellow Signature

Preceptor Signature

Dr. Lesley Fierro (
Fellowship Program Director

Signature)

PROFESSIONAL DEVELOPMENT SERIES GUIDELINES

I. Purpose

Post-doctoral professional development training complements work experience provided at the host company to prepare fellows with a versatile skill set to use in the Pharmaceutical Industry. The professional Development Day Series is designed to:

- Develop and learn new skill sets from guest speakers including:
 - Alumni
 - Patients/patient advocacy groups
 - Financial experts
 - External professional trainers
 - Other industry executives
- Promote networking among fellows from different companies and functional areas
- Discuss insight into various aspects of drug development, patient care, and issues facing the pharmaceutical industry
- Give opportunities to build on and keep licensure, and clinical skills
- Develop presentation skills

II. Overview

- PDD is mandatory, unless preceptor notifies the RPIF Director of absence. In this case an online link to the day will be provided.
- Over 250 fellows attend PDD at Rutgers University or partner companies once per month during their fellowship.
- Select PDDs are podcasted for west coast and other geographically dispersed fellows who may not be present live.
- The agenda includes individual and group presentations, workshops, continuing education programs, guest speakers, networking activities, etc.
- Post presentation discussion is encouraged to promote learning and professional growth.
- Preceptors are also encouraged to speak at PDDs about best practice stories and career development tips. (Contact PDD chairs for scheduling if interested)

Fellow Presentation Topics include:

- Current events in Pharma ("Pharma Minute")
- Debates on important current health related topics
- Description of various functional areas and roles
- Workplace tips
- Soft skill development
- Workshops
- Applied Clinical Challenges

External professional trainer topics may include:

- Financial planning
- Leadership
- Presentation skills
- Meeting Facilitation
- Business and dining etiquette
- Conflict resolution
- Personality type discovery and coping mechanisms
- Networking
- Problem Solving
- Project Management
- Effective business communication
- Interviewing and negotiation skills

- Resume building

III. Committees Involved with PDD:

- **PDD Committee**

PDD committee is led by fellows and advised by chief fellows, program directors, and preceptors.

Main responsibilities include:

- Managing PDD content and delivery
- Engaging fellows in discussion
- Ensuring the content is adding value for the fellows

- **PDD Steering Committee**

Comprised of preceptors, stakeholders, PDD committee, and chief fellows.

Main responsibilities include:

- Outlining PDD curriculum for the year

- **Professional Development Advisory Board (PDAB)**

- Develop evaluation for presentations
- Actively ask for verbal feedback during PDD (run the mic)
- Develop a session/training for fellows on giving constructive feedback

- **Tech Committee**

- Arrive on time to ensure AV equipment is operational; check presentation BEFORE scheduled talk.
- Implement and train fellows on how to use a clicker system for interactive engagement during presentations
- Fellows handle all audiovisual materials in the presentation and should confirm ahead of time with tech committee that all video functions are supported

- **Community Development Committee (CDC)**

- Optional networking events post PDD give an opportunity for fellows, preceptors, alumni, guest speakers, and Rutgers faculty to engage and develop connections.
- CDC handles these events, as well as "icebreakers" and interactive exercises during PDD.

V. Attendance and Active Participation

PDD attendance, professionalism, and active participation are mandatory program requirements. Fellows will be held accountable for attending PDD.

Fellows are expected to:

- Arrive on time
- Sign-in and out of PDD
- Attend all PDD sessions
- Actively take part by
 - Giving presentation feedback
 - Actively engaging in discussion to share learning, experiences, and opinions
 - Limiting cell phone and computer use
 - Answering clicker questions

Excused Absence:

Attendance is **expected** at all PDDs. Excused absences for external rotations may be allowed when Dean Barone, Dr. Fierro and Janet Lupo are informed ahead of time. Remote attendance utilizing video technology is allowed when necessary.

- The preceptor and fellow **MUST** contact Ms. Lupo and Dr Fierro prior to an expected excused PDD absence.
- Excuse absences for external rotations may be allowed when Dr Fierro and Janet Lupo are informed ahead of time.
- Remote attendance utilizing WebEx technology when necessary for fellows outside of the Rutgers geographical area, as well as anyone during the winter months, when weather may make it difficult to attend PDD in-person
- Attendance records will be shared with preceptors. If the fellow has excessive absences, he/she may be in-eligible for a certificate of program completion and may be dismissed from the program.
- Fellows who do not actively take part or do not stay for an entire PDD will be counted as absent and their preceptor and/or other company representatives will be notified.

West Coast Fellows:

- West coast fellows are expected to attend as many PDD's as possible.
- When unable to attend, WebEx conferencing is expected and available via WebEx.
- Program Directors may also deliver periodic presentations to Fellows not able to attend in person.

Specialty rotation outside of NJ/NY:

Fellows on specialty rotation outside of the New Jersey/New York City/Philadelphia area are exempt from all PDDs during their rotation but are encouraged to make a strong effort to attend as many as possible.

PDD WebEx (West Coast Fellows Only)

West Coast PDD attendance and active participation via Web conferencing (WebEx) is a program requirement. Fellows are expected to arrive on time, "sign-in" and attend all PDD sessions held at the Partner Company. The fellows are expected to give presentation feedback and engage in discussion by directly speaking via WebEx.

The West Coast Liaison or proper Partner Company delegate handles booking conference rooms throughout the year and assigning one fellow at each Partner Company per PDD to serve as "chair". The PDD Committee will send all PDD related materials to the West Coast Liaison prior to the start of PDD, including the presentation slide deck and CDC/applied learning challenge materials if applicable.

West Coast fellows are expected to dial into PDD at 7:00am PST. The PDD attendance policy applies to all fellows. The fellow must contact Ms. Lupo and Dr. Fierro prior to an anticipated PDD absence, and the preceptor(s) must be copied on all correspondence in this regard. The West Coast Liaison or proper Partner Company delegate handles confirming attendance by way of the sign-in sheet.

The PDD VC "chair" for each Partner Company handles the following:

1. Dialing into WebEx
2. Project slides in the conference room
3. Ensure fellow engagement at PDD and participation in applied learning challenges/CDC activities
4. Communicate with Technology Committee to remove "mute" function on WebEx as needed to allow direct participation and to resolve any technical issues

Instructions for PDD Web Conferencing:

1. An email WebEx Meeting invite will be sent to all 1-2 days prior to PDD

2. Follow instructions on how to join the WebEx meeting
3. Enter meeting ID (provided by Technology Committee)
4. The conference room phone will be directly patched into the PDD room microphones



Institute for Pharmaceutical
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Rutgers Fellowship Professional Development Series 2020-2021

*Ernest Mario School of Pharmacy
160 Frelinghysen Road, Piscataway, NJ 08854
Lecture Hall 131/848-445-6498*

DATE	EVENT	LOCATION
<i>June 30, 2020</i>	<i>New Fellowship Orientation</i>	<i>Virtual</i>
<i>July 23, 2020</i>	<i>Professional Development Series</i>	<i>Virtual</i>
<i>August 20, 2020</i>	<i>Professional Development Series</i>	<i>Virtual</i>
<i>August 2020</i>	<i>ROPES Team Building</i>	<i>TBD</i>
<i>September 17, 2020</i>	<i>Professional Development Series</i>	<i>Douglas Student Centre Traves Hall</i>
<i>October 15, 2020</i>	<i>Professional Development Series</i>	<i>TBA Off-site</i>
<i>October 17, 2020</i>	<i>FIND (FELLOWSHIP INFORMATION NETWORKING DAY)</i>	<i>Virtual</i>
<i>November 5, 2020</i>	<i>Professional Development Series</i>	<i>Douglas Student Centre Traves Hall</i>
<i>December 6-10, 2020</i>	<i>ASHP (American Society of Health System Pharmacists) Midyear Clinical Meeting</i>	<i>New Orleans, LA</i>
<i>January 14, 2021</i>	<i>Professional Development Series</i>	<i>EMSOP Lecture Hall 130&131</i>
<i>February 11, 2021</i>	<i>Professional Development Series</i>	<i>Busch Student Centre MPR</i>
<i>March 12-15, 2021</i>	<i>APhA (American Pharmacist Association Annual)</i>	<i>Los Angeles, CA</i>

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<i>March 18, 2021</i>	<i>Professional Development Series</i>		<i>EMSOP Lecture Hall 130 & 131</i>
<i>March 2021</i>	<i>DIA Medical Affairs & Scientific Communications Forum</i>		<i>TBA</i>
<i>April 15, 2021</i>	<i>Professional Development Series</i>		<i>TBA Off-site</i>
<i>May 6, 2021</i>	<i>Professional Development Series</i>		<i>Busch Student Centre MPR</i>
<i>June 4-8, 2021</i>	<i>ASCO Annual Meeting</i>		<i>Chicago, IL</i>
<i>June 17, 2021</i>	<i>Certificate Dinner</i>		<i>Forsgate Country Club Monroe, NJ</i>
<i>June 18, 2021</i>	<i>Fellowship Stakeholders Meeting</i>		<i>EMSOP Room TBA</i>
<i>June, 2021</i>	<i>DIA Annual Meeting</i>		<i>TBA</i>







Revised: 05/4/2020

Note: Based on the COVID-19, subject to change at any time.




Off-site Professional Development Day Continuing Education Guidance/Timelines
Rutgers Pharmaceutical Industry Fellowship Program

Contacts:

Debra Diller | ddiller@pharmacy.rutgers.edu

Timeline	Responsibility	Attachments
3-6 Months Prior to the program	<ul style="list-style-type: none"> • Identification of topic and speakers • Read over "Faculty guidelines" and "Steps to accredit CE program" to have a general idea of timelines and expectations for CE program 	 Fellows Faculty Guidelines.docx
3-6 Months Prior to the program	<ul style="list-style-type: none"> • Initial contact with Debra Diller to discuss timelines, expectations, and necessary paperwork • Develop and submit goals and objectives of CE program • Submit each speaker's: email, title, contact information • Develop and submit Individual Lecture objectives <ul style="list-style-type: none"> • Side note: you can pull 1-2 objectives from each individual speaker objectives to create the overall Program Objectives. • Ensure reservation of room and AV equipment • Inquire about security process for bringing guests on company campus 	
75 days Prior to the program (2 1/2 months)	<ul style="list-style-type: none"> • Complete and submit "CE Activity Planning Worksheet" template. Once approved by reviewer, you may proceed with developing your CE program. 	CE Activity Planning Worksheet  CE Activity Planning Worksheet-template
60 days prior to program (2 months)	<ul style="list-style-type: none"> • Develop and submit CE program agenda • Develop and submit CE program flyer • Speaker and disclosure forms will be sent to each presenter by Gerry. They will need to be filled out accordingly & signed then returned to Gerry along with their Bio. • Obtain legal approval of presentation (if necessary)* <ul style="list-style-type: none"> ○ The timeframe can vary from company to company 	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Agenda - Fellows CE -example #1.docx </div> <div style="text-align: center;">  Agenda - Fellows CE -example #2.docx </div> </div> <div style="text-align: center; margin-top: 20px;">  Flyer - Fellows CE -example.pdf </div> <div style="text-align: center; margin-top: 20px;">  Fellows Logo.docx </div>

Off-site Professional Development Day Continuing Education Guidance/Timelines
 Rutgers Pharmaceutical Industry Fellowship Program

		Logo
42 days prior to program (6 weeks)	<ul style="list-style-type: none"> Distribute flyer to determined list of invitees after approved with "Get an Early Start.pdf". <p>**NOTE: all promotional and announcement material must be approved prior to use and distribution – Email to Gerry for final approval: gemurphy@pharmacy.rutgers.edu</p>	 Get an early start.docx
30 days prior to program (1 month)	<ul style="list-style-type: none"> Submit slide presentation(s) Submit questions with answers & explanation 	Slides Template  template for slides.pptx Sample questions with answers & explanations  Q &A with Explanations - Fello'
7 days prior to program (1 week)	<ul style="list-style-type: none"> Presenter mock run-through Assign Fellows responsibility over check-in process and ensure understanding of protocols 	
2 days prior to program	<ul style="list-style-type: none"> Pick up program material from Debra such as sign-in sheets, opening remarks document and possible handouts. Debra will review everything for CE program with you 	
Day of program	<ul style="list-style-type: none"> Organize sign-in tables by last name (e.g. A-K, L-R, S-Z) Open with pre-test online Execute presentations flawlessly ☺ 	

Off-site Professional Development Day Continuing Education Guidance/Timelines
Rutgers Pharmaceutical Industry Fellowship Program

Within 2 days after Program	<ul style="list-style-type: none">• All program documents such as: sign-in sheets and leftover handouts must be delivered back to Debra.	
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**The meeting itself and all materials may need to go through your company's respective legal department. Please abide by your company's policies and procedures to ensure this is completed.*

ACPE Rules

For CE credits to be received, the following ACPE requirements MUST be adhered to:

Each participant MUST:

- 1) You must Register Online through Rutgers.cloud-cme.com and build your profile in My CE.
- 2) You must be in attendance for the ENTIRE program – you cannot arrive late or leave early.
- 3) You must complete the online evaluation before the expiration date listed in the hand-out material. Be sure to your NABP# and birth month/year are included in your Profile section of My CE in Rutgers.cloud-cme.com. The evaluation section can also be found in My CE.
4. You must complete the Pre-Test and Post-Test online at the program.
5. These guidelines and timelines **MUST** be followed for CE credit to be administered.

PERIODIC REPORTS SUBMISSION SCHEDULE

Periodic reports are a program requirement and provide documentation to the University regarding your activities at the host company. Confidential and specific company information about your projects should not be included in these reports. It is the Fellow's responsibility to provide these reports in a timely fashion. The preceptor should review the report prior to submission to the University to confirm its accuracy and ensure that no confidential information is included.

Fellows should provide a summary of "Key Learning" and "Skill Attainments". Areas for additional skills and improvements should also be included. This information should be shared at the time of Fellowship site visits by Rutgers.

- For Fellows in a 1-year program, submit Periodic Reports every 3 months (October 1st, January 1st, April 1st and at completion (4 in total).
- For fellows in a 2-year program, submit Periodic Reports every 6 months (January 1st, July 1st, January 1st, and at completion (4 in total).



Institute for Pharmaceutical
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To: Dr. Michael Toscani @ miket@pharmacy.rutgers.edu
Dr. Joseph Barone @ jbarone@pharmacy.rutgers.edu
Dr. Lesley Fierro @ lesley.fierro@pharmacy.rutgers.edu
Janet Lupo @ lupo@pharmacy.rutgers.edu
Cc: Preceptor Name(s) (copy via email)
From: **Fellow Name, PharmD/Fellow Department**
Date: Date
Subject: Post-Doctoral Industry Fellowship Periodic Report

Rutgers University Post-Doctoral Industry Fellowship Periodic Report
Periodic Report for Months: (provide dates)

*Dear Fellows - the format set below is an example for organizing your professional involvement at the company.
Include summaries of Activities and your Key Learnings.*

- I. July Activities
 - A. Company Activities
 - B. Rutgers Activities
 - C. Other Professional Development

- II. August Activities
 - A. Company Activities
 - B. Rutgers Activities
 - C. Other Professional Development

- III. September Activities
 - A. Company Activities
 - B. Rutgers Activities
 - C. Other Professional Development

- IV. October Activities
 - A. Company Activities
 - B. Rutgers Activities
 - C. Other Professional Development

- V. November Activities
 - A. Company Activities
 - B. Rutgers Activities
 - C. Other Professional Development

- VI. December Activities
 - A. Company Activities
 - B. Rutgers Activities
 - C. Other Professional Development

RUTGERS

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Fellow Guidelines for Teaching

Teaching and working on Rutgers related activities are to be viewed as a "privilege" and are meant to enhance the training aspect of the Fellowship Program. Fellows must conduct themselves in a professional manner at all times.

Teaching guidelines are intended to provide direction to the fellow on how to properly prepare for practical evaluations and deliver a class lecture. Lecturing to students provides an opportunity for fellows to learn the key elements of teaching (including content and delivery/style), enhance presentation/speaking skills, and collaborate with Rutgers faculty/clinicians.

Volunteering

- **Guidelines:** Review these guidelines prior to signing-up for teaching classes
- **Signing-Up:** Fellows will be notified of available teaching opportunities at Orientation, Professional Development Day, and/or via e-mail. Fellows interested in teaching should submit a completed Interest Form to the Teaching Committee chair(s), Dr. Fierro, Dr. Barone, and/or course coordinator(s). Before officially signing-up, interested fellows should inquire about the level of commitment that each class/lecture entails in order to prevent any potential time conflicts. Additionally, fellows should discuss their interest in Teaching with their preceptor to ensure understanding of the time commitments required. After signing-up for a lecture, if the fellow is unable to teach on that date, he/she should let course coordinators know as soon as possible. It is recommended that fellows inform coordinators *at least 4 weeks prior* to the lecture date of any anticipated schedule changes.
- **Rutgers Component:** Completing three uncompensated lectures fulfills the Rutgers Component of the fellowship program. After fulfilling the Rutgers component, fellows can be compensated for each subsequent lecture they teach. Compensation will be paid in the first paycheck of the month following the date of the lecture for most courses. Any lecture or proctoring beyond the fulfillment of the uncompensated lectures for the Rutgers Component are to be compensated at a pre-determined rate by administration and faculty.

Preparation

- **Course Expectations:** Review timelines for handout, etc. established by the course coordinator(s). If there are any questions or concerns, please seek advice from the course coordinator(s) as soon as possible. Potential issues to address with course coordinator(s):
 - How long should the lecture be (both in terms of time and handout length)?
 - How many exam questions are required per lecture/topic?
 - Is attendance by fellows required at exams?
 - Are handouts posted online or will copies need to be made for the lecture?
- **One-on-One Meeting:** In some classes, a Rutgers faculty member is assigned to review lecture handouts and exam questions prior to each lecture. The fellow should arrange one or more meetings with the faculty member prior to preparation of the handout (4 weeks prior to lecture date).

Teaching Committee

Items of discussion should include selection of topics/clinical disorders covered during lecture, areas of focus, questions/concerns, recommendations for applicable references, ideas for class participation, etc.

- **Preparation of Handout:** The preparation of the lecture handout, slide presentation (if applicable), exam questions, and any additional material are the responsibility of the fellow. Handouts from the previous year will not be provided and should not be used as a template. The fellow is responsible for researching the topic and should provide adequate references for all material covered within the handout. A sample handout outline is included in these guidelines.
- **Timelines for Handout:** Four weeks prior to the lecture date, the fellow is required to provide the faculty advisor and/or the course coordinator(s) with the handout and exam questions for their review and comment. The fellow should refer to timelines set forth by the course coordinator(s).
- **Feedback on Handout:** The fellow should be receptive to comments and advice from the faculty member reviewing lecture materials.
- **Arrival Time:** Contact faculty/course coordinator(s) well in advance to determine proper arrival time and location on the day of the lecture.
- **Day of Lecture:**
 - Bring your own laptop or arrange to have one set up for Power Point slides through <http://rx.rutgers.edu/helpdesk/webobjects/helpdesk> at least 48 business hours before the lecture date.
 - **Arrive at least 60 minutes prior to lecture start time. Arriving late is unprofessional and will not be tolerated.** Leave sufficient time for any traffic delays. Work space will be provided upon request to optimize fellows' work efficiency
 - Arrive early to class to meet with faculty to address any last minute questions, get a feel for the room, and to set up AV equipment.
 - If handouts will not be posted online, bring copies of the finalized lecture handout on the day of class or send to Ms. Janice Weinstein at j.weinstein@pharmacy.rutgers.edu for copying at least 72 hours before class. The School will not provide colored copies of handouts, only black and white.
 - Keep the target audience in mind when presenting (i.e., which Professional Year)
 - Professional attire is highly recommended.
 - Provide contact information to students just in case someone has a question later.
 - Keep the school/faculty advisor contact information with you at all times and contact them in the event of an emergency that prevents your participation.
 - Attempt to engage the students in the lecture by encouraging class participation
 - Utilize the fellow evaluation form found on the Teaching Committee website to monitor teaching performance

Sample Lecture Handout Outline

The following format for your class handout/lecture format is optional, but suggested to provide the students with a consistent style of teaching.

Fellow/Lecturer Name
Contact information
Date (of lecture)

Title /Subject of Class
Class Name

- Learning Objectives
- Introduction/Brief Review of Disorder
- Clinical Presentation/Physical Findings
- Goals of Treatment/Management
- Non-Pharmacologic Strategies
- Summary of Pharmacologic Treatment Strategies
- Guidelines for Drug Use
- Relevant Patient and Family Counseling
- Further Monitoring and Follow-up
- Conclusion
- References

Sample Case Presentation:

BB is a 80 year old blind male who presents to your pharmacy complaining of a 1-month history of a persistent cough that has become productive over the past 2 weeks. He also complains of malaise, fever, night sweats and significant weight loss over the last 2 months.

PMH:

Hypertension x 40 years
Atrial fibrillation x 10 years

Medications:

Digoxin 0.125 mg po daily
Warfarin 3 mg po daily

- 1) What other information might be useful for determining the cause of BB's symptoms?
- 2) What are potential causes for BB's symptoms?
- 3) What are potential drug-related problems?
- 4) What advice would you give BB regarding each of his medications?
- 5) What barriers may there be for effective counseling, and how would you resolve the barriers?
- 6) What kind of follow-up care does BB need to prevent any drug-related problems?

Sample Exam Questions

The email to course coordinators for exam questions should have **two** attachments:

- 1) exam questions only **AND**
- 2) exam questions with the correct answer.

Questions may be multiple choice, matching, or true/false.

Exam Question Format

The following question formats are provided as examples:

- ____ 1. Question
A.
B.
C.
D.
E.

Match the following:

- ____ 2. 12
____ 3. Pharmacy
____ 4. Thanksgiving
- A. automobile
B. drug store
C. whole number
D. bell
E. holiday

- ____ 5. Statement.
A. True
B. False

“K-type” questions should use the following format for consistency.

- ____ 6. Past and present presidents of the USA include:
- I. George W. Bush
II. George H.W. Bush
III. George W. Forman
- A. I only
B. III only
C. I and II
D. II and III
E. I, II, III

2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

2020-2021 RIPIF Committees

Alumni

Purpose	The RPIF program has over 1000 alumni working in the pharmaceutical, biopharmaceutical, government, and other healthcare industries. The RPIF program alumni are essential sources for lifelong mentorship and networking.
Objective	To maintain an alumni database and engage program alumni in networking with current fellows.
Responsibilities	<ul style="list-style-type: none"> Foster the alumni network through maintenance of a detailed alumni database Reinforce meaningful connections among program alumni and current fellows
Contact	Dr Jacob Tebbe – Jacob.tebbe@novartis.com Dr Josh Linton – josh.linton@bms.com

Community Development (CDC)

Purpose	The Community Development Committee plays an important role in fostering the professional and social development of the fellowship class. CDC is responsible for facilitating fun/engaging activities for PDD, hosting post PDD networking events and identifying rewarding philanthropic opportunities for the fellowship class to partake in. The committee supports the preservation of our network of fellows and alumni by promoting relationships and a strong sense of community through communication, mentoring, networking and other relationship building opportunities.
Objective	Foster a sense of community within the program while enhancing fellows' personal development
Responsibilities	<ul style="list-style-type: none"> Propose innovative ideas that will enhance the fellowship experience Manage and coordinate philanthropic and social events for fellows, alumni, and friends throughout the year Communicate opportunities for networking/relationship building to fellows and alumni Work with the PDD Committee to facilitate fun and engaging activities for PDD
Contact	Dr Mark Hanna – mark.hanna@merck.com Dr Sowmya Mullapudi – sowmya.mullapudi@mccann.com

Digital OutReach (Webinar)

Purpose	The Digital Outreach Committee utilizes various digital platforms to educate students on the Rutgers Pharmaceutical Industry Fellowship program and various roles available to pharmacists within the pharmaceutical industry. The committee organizes recorded online webinars and various live spring and fall webinars to viewers across the nation.
Objective	<ul style="list-style-type: none"> Promote the RPIF program & partner companies through live and taped webinars Educate students across the nation about the role of pharmacists within the pharmaceutical industry
Responsibilities	<ul style="list-style-type: none"> Create, organize, and deliver live webinars to provide student education, fellowship information, and partner company visibility Maintain and update recorded RPIF Online Webinar Series Collaborate with other RPIF Committees to advertise and promote webinars Establish communication channels with pharmacy schools nationwide
Contact	Dr Dakota Rosenfelt – rosenfed@gene.com Dr Kimberly Wu – wu.kimberly@gene.com

Digital Platforms (Website)

Purpose	The purpose of the Digital Platforms Committee is to manage and optimize the RPIF website and mobile application for the Fellowship to communicate essential information, provide key resources, and engage internal and external stakeholders in our program (http://pharmafellows.rutgers.edu).
Objective	Establish the website as the most reliable, accessible and accurate source of information for RPIF and its parties of interest, and to provide the mobile application as a functional resource for our program.
Responsibilities	<ul style="list-style-type: none"> Maintain the integrity of the RPIF website to ensure that it stays current and accurate, and communicate key messages regarding the program Expand the functionality of the RPIF website through innovative new projects (e.g., expanded user accounts, job board, alumni portal, newsletter)

2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

	<ul style="list-style-type: none"> Collaborate with other RPIF Committees to support their initiatives with digital platforms as a resource and conduit for communicating information and sharing resources Tracking key performance indicators of our digital platforms throughout the year
Contact	Dr. Omar Nurilov – onurilov@celgene.com

Engagement Committee

Purpose	Engage Fellows in the RPIF program to enhance learning and promote networking.
Objectives	<ul style="list-style-type: none"> Enhance and track overall Fellow involvement in RPIF Work with other RPIF committees to increase fellow engagement Work with Leadership to develop innovative strategies to keep fellows motivated and involved throughout the fellowship year
Responsibilities	
Contact	Dr. Christine Bebawy – cbebawy@its.jnj.com Dr Tom Pickens – tpicken1@its.jnj.com

Fellowship Information and Networking Day (FIND)

Purpose	The Fellowship Information and Networking Day (FIND) Committee is responsible for organizing FIND, an information session for current pharmacy students, held at Rutgers University, to increase awareness and understanding of the Fellowship Program. The event consists of an informational video followed by fellow presentations on various aspects of the program and ending with a networking reception/company showcase with representatives and fellows from each of the partner companies. This year FIND will be held on November 22, 2019
Objectives	<ul style="list-style-type: none"> Increase awareness of the RPIF program and to further advance recruitment to Midyear Committee timeframe: July-Event Date (November 2019)
Responsibilities	<ul style="list-style-type: none"> Lead contact for all preparations for annual Fellowship Information and Networking Day Work with Website Committee to set up online reservation system for event attendees Coordinate event logistics (invitations, room set-up, volunteer and presenter recruitment) Maintain FIND communication stream with pharmacy students, sponsor companies and vendors
Contact	Dr Eva Cybulski – cybulski.eva@gene.com Dr Amanda Meisel – amanda.meisel@sanofi.com

Financial & Logistics

Purpose	The Finance and Logistics Committee (FLC) monitors and helps plan the budget of all other committees, as well as assisting with various logistic functions of the program. We liaise between other committees and the co-chairs, Janet, and Drs. Toscani and Barone to help with logistics not delegated to any specific committee.
Objective	To allow seamless coordination of budgets from each committee and provide logistic support to various aspects of the fellowship program.
Responsibilities	<ul style="list-style-type: none"> Collect budget related data from committees Analyze financial data collected Liaise with Drs. Toscani and Barone for yearly budget of other committees Plan Drs. Toscani and Fierro's on-site visits Coordinate miscellaneous logistical needs
Contact	Dr. George Shyu - george.shyu@novartis.com

Marketing

Purpose	To increase awareness of RPIF program through a variety of media outlets
Objectives	<ul style="list-style-type: none"> Develop and implement marketing strategies to promote the program and attract top quality candidates Design and implement "RPIF-branding" initiatives through social media channels Develop and implement strategies to increase awareness and understanding of the fellowship program to current and potential key stakeholders at all partner companies
Responsibilities	<ul style="list-style-type: none"> Develop annual marketing plan and execute key strategies and tactics Design, monitor, and update RPIF program communication materials (videos, fliers, etc.) Create new methods to promote the program

2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

Contact	Dr Helen Tran – helen.tran@pfizer.com Dr Daniel Romaikin – daniel.romaikin.ext@bayer.com
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Metrics

Purpose	The RPIF program engages in year-round recruitment and outreach by various committees and fellows. The metrics and analytics committee play an essential role in defining and measuring outcomes of these initiatives. Moreover, common variables between outreach and successful recruitment can be further developed and implemented.
Objective	Provide measureable results of RPIF program activities
Responsibilities	<ul style="list-style-type: none"> • Drive cross functional collaboration with UOC, OOC, FIND, Midyear, and Marketing committees • Define and analyze common variables between successful fellowship recruitment and outreach
Contact	Dr Kyran Jones – kyran.jones@astrazeneca.com Dr Dharmi Shah – Dharmi.shah@sanofi.com

Midyear (MY)

Purpose	The Midyear Committee is the primary coordination team tasked with planning, executing, and overseeing the Rutgers Pharmaceutical Industry Fellowship Program's recruitment at the ASHP Midyear Clinical Meeting. This committee is responsible for ensuring all company specific materials are updated and organized, facilitating interview scheduling, planning PPS staffing from a Rutgers standpoint (pre-meeting setup, meeting activities, post-meeting breakdown) and most importantly ensuring that all activities run smoothly at the Midyear meeting. This committee essentially determines the success of our recruiting efforts at the ASHP Midyear!
Objective	Successfully plan and implement recruiting tactics during the ASHP Midyear Clinical Meeting
Responsibilities	<ul style="list-style-type: none"> • Ensure that all company specific recruitment materials are updated and organized • Manage monthly teleconferences between lead contacts from each sponsor company in preparation of ASHP Midyear • Coordinate with outside vendors prior to meeting (AV equipment, refreshments, Rutgers suite assembly, electric set-up, etc.) • Facilitate interview scheduling • Plan PPS staffing from a Rutgers standpoint (pre-meeting setup, meeting activities, post-meeting breakdown) • Execute a smooth and successful recruitment at ASHP Midyear!
Contact	Dr Karishma P Patel – patelk48@gene.com Dr Saloni Patel – spatel@acorda.com

Bulletin

Purpose	The purpose of the newsletter committee is to discuss and highlight current events in the program and communicate this information to the fellows, Rutgers faculty, stakeholders, and alumni.
Objectives	<ul style="list-style-type: none"> • To publish 4 editions of the Fellowship Chronicles for 2019-20 • To ensure a variety of contributors to the newsletter • To add new reoccurring sections
Responsibilities	<ul style="list-style-type: none"> • Highlight and showcase important Fellowship milestones • Conduct interviews, write articles, and provide editorial support to fellows, alumni, and stakeholders who contribute • Develop ideas for newsletter content
Contact	Dr Joseph Hubbard – hubbard.joseph@gene.com

Organization Outreach/University Outreach (OOC/UOC)

Purpose	The Organization Outreach Committee is one of two recruitment committees. The purpose of the OOC is to draw
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2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

	qualified candidates to the RPIF from Doctor of Pharmacy programs throughout the country. Through a variety of methods, such as attendance of professional organization meetings (i.e., APhA, AMCP, ACCP, CHSP, ASHP, DIA, state organizations, etc.), we can effectively spread the message of what our program has to offer to those who may have an interest in pursuing a career within the pharmaceutical and biopharmaceutical industries. The prestige of our fellowship will soar ever higher as we continue to draw exceptional applicants to our unique program.
Objectives	<ul style="list-style-type: none"> • Increase and promote awareness to the RPIF program • Recruit qualified candidate into the RPIF program • Establish/maintain strong connections with pharmacy schools nationwide
Responsibilities	<ul style="list-style-type: none"> • Determine which universities, residency/fellowship showcases and conferences RPIF will be recruiting in 2019/2020 (e.g. classroom, showcase, etc.) • Determine which fellows will be attending Fall & Spring Conferences for recruitment • Determine which fellows will be recruiting at Universities in the Fall and Spring • Maintain/update RPIF recruitment slide-set for use at recruitment presentations • Organize and host RPIF recruitment webinars • Identify and manage team of UOC leads with varying responsibilities • Work with Janet Lupo (RPIF administrative assistant) to effectively manage visit logistics and ensure visit follow through • Ensure logistics for fellows recruiting at conferences are taken care of before travel • Work with OOC/UOC chairs on recruitment orientation and coordination of fellow visits • Work with the marketing team to ensure adequate marketing and awareness of UOC initiatives
Contact	Dr Ghazal Maghareh – gmaghare@its.jnj.com Dr Joyce Lo – joyce.lo@astrazeneca.com Dr Christopher Oh – christopher.oh@sandoz.com

Professional Development Day (PDD)

Purpose	The Professional Development Series Committee plays an integral role in ensuring that Fellows derive the maximal benefit from the learning opportunities offered during the Professional Development Day series. It is responsible for organizing fellow presentations and reviews the formatting and content of all presentations. The committee works with workshop teams and trainers throughout the year to produce programs that promote a high level of learning and engagement.
Objective	Enhance and ensure the quality of Professional Development Days
Responsibilities	<ul style="list-style-type: none"> • Work with chief fellows and Drs. T & B to support PDD schedule, organize fellow presentations, and contract trainers • Review the format and content of fellow presentations • Work with trainers to customize the content of their presentations and provide live support when necessary • Create surveys to receive feedback on workshop presentations, professional trainers, and guest speakers
Contact	Dr Jordan Haines – jordan.haines@novartis.com Dr Jenny Han – jennifer.han@novartis.com Dr Stephanie Hansen – shanse01@amgen.com Dr Jasmin Ashour – jasmin.ashour.ext@bayer.com

2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

Professional Development Advisory Board (PDAB)

Purpose	The PDD Presenter Feedback Committee plays an important role in enhancing the presentation skills of the fellowship class. It is responsible for compiling Feedback Reports that contain multiple forms of feedback (open-ended, quantitative, video, and verbal) which are provided to each fellow after their presentations at PDD. This allows each fellow to have a customized feedback report that helps them reflect on their presentation as well as enhance their overall presentation skills.
Objective	To create a structured environment for feedback in order to improve presentation skills
Responsibilities	<ul style="list-style-type: none"> • Distribute, collect, and analyze presentation feedback forms for each PDD • Create reports based on analysis of feedback forms for each fellow that presents • Facilitate video recording of presentations • Send out feedback reports and video recordings to presenters
Contact	Dr Katie Schad – katelyn.schad@novartis.com Dr Cole Cecchini – cole.cecchini@novartis.com

Scholarly Activities (SA)

Purpose	Rutgers Pharmaceutical Industry Fellows are strongly encouraged to collaborate with EMSOP (Ernest Mario School of Pharmacy) faculty during their Fellowship and participate in scholarly activities, such as poster presentations at professional and scientific meetings, publications in professional journals, and continuing education presentations.
Objective	Ensure fellowship scholarly activities are meaningful, conducted properly, and are aligned with the objectives of RPIF program, host company, and the pharmacy profession
Responsibilities	<ul style="list-style-type: none"> • Assist in the submission and approval process of fellow scholarly activities to Rutgers • Ensure all research activities follow proper procedures, including the Rutgers IRB process • Notify fellows of professional meetings and conferences where relevant research can be presented • Maintain a database of all fellow presentations, posters, and publications
Contact	Dr Matt Birrenkott – birrenkott.matthew@gene.com Dr Kevin Lanzo – lanzok@gene.com

Teaching

Purpose	The Teaching Committee serves as a liaison between the fellows and faculty to provide opportunities for fellows to hone teaching and leadership skills in the classroom.
Objective	Increase academic participation of fellows in classroom instruction and promote academic achievement through research and publications
Responsibilities	<ul style="list-style-type: none"> • Work with faculty to identify fellow teaching opportunities • Liaise between fellows and faculty
Contact	Dr Heather Winter – heather.winter@sanofi.com Dr Maghan Ballantyne maghan.ballantyne@astrazeneca.com

Technology

Purpose	The purpose of the Technology Committee is to act as the “information gatekeeper” for the Fellowship and its stakeholders through the optimal maintenance and enhancement of the RPIF website (http://pharmafellows.rutgers.edu).
Objective	Establish the website as the most reliable, accessible and accurate source of information for RPIF and its parties of interest
Responsibilities	<ul style="list-style-type: none"> • Maintain the integrity of the RPIF website to ensure that it stays current and accurate • Expand the functionality of the RPIF website through innovative new projects (e.g., expanded user accounts, job board) • Collaborate with other RPIF Committees to support their initiatives from a technological standpoint
Contact	Dr Liam Zhang – liam.zhang.ext@bayer.com Dr Wyatt Chafin – wyatt.jones.chafin@merck.com Dr Percy Obike – percy.obike.ext@bayer.com

West Coast Liaison

Purpose	The RPIF program has made an exciting expansion to the west coast. We have an obligation to our west coast fellows to ensure equally high standards of experiences, mentorship, and opportunities as our fellows on the east coast. Additionally, our west coast partners need an established point of contact for streamlined and consistent communication with the home office in NJ.
Objective	Maintain the high quality and integrity of the RPIF program on the west coast

2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

Responsibilities	<ul style="list-style-type: none">• Ensure west coast fellows have the same high-quality fellowship experiences as those on the east coast• Serve as the primary contact for existing stakeholders and potential partners on the west coast• Work with the co-chiefs and RIPIF staff to maintain congruity with RPIF operations
Contact	Dr Diana Ndunda – ndundad@gene.com

2019-2020 FELLOWSHIP
COMMITTEE CHAIRS
BOLD indicates 2nd year fellow

Chief Fellows	Name	Email	Telephone
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2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

	Jonathan Naylor	Jonathan.naylor@sanofi.com	256-565-8322
	Kacie Trojanowsky	Kacie.trojanowsky@pfizer.com	803-740-9488
Alumni Relations	Kurtis Lee	kurtis.lee@novartis.com	862-778-7431
	OPEN		
Community Development	Asia Cook Ben LeMay	Asia.cook@novartis.com blemay1@its.inj.com	862-778-7380 651-675-9107
	OPEN		
Digital Outreach (Webinar)	Kirstie Marasigan Michael Severo	Marasigan.kirstie@gene.com Michael.severo@novartis.com	650-303-6367 973-997-1647
	OPEN		
Digital Platforms (Website)	Kristiyan Veltchev	Kristiyan.veltchev.ext@bayer.com	862-404-2586
	OPEN		
FIND (Fellowship Information Networking Day)	Punam Patel Chris Varghese	Punam.patel@merck.com cvargh2@its.inj.com	267-305-2551 347-622-1211
	OPEN		
Financial & Logistics	Kinjal Patel Jason Chen	Kpate162@its.inj.com Jason.chen1@astrazeneca.com	732-207-7013 301-398-5375
	OPEN		
Marketing	Tiffany Ng Saajan Shah	Tng12@its.inj.com saajan.shah@pfizer.com	973-248-5570 484-865-6688
	OPEN		
Metrics	Jeff Sniggs Karishma Patel	jsniggs@acorda.com Karishma.patel1@bms.com	914-326-5467 609-302-3268
	OPEN		
Mid Year	Dorothy Fan Carlos Jara	Dorothy.fan@pfizer.com jaragarate.carlos@gene.com	973-660-5033 650-296-4376
	OPEN		
Newsletter	Christine Cid Kendall Sullivan	cid.christine@gene.com kendall.sullivan@bms.com	650-303-9541 816-686-9593
	OPEN		

2019-2020 FELLOWSHIP COMMITTEE CHAIRS AND INFORMATION

OC (OutReach)	Alexa DeVita Francesca Francois Leo Rudawsky	Adevita1@its.jnj.com Francesca.francois@novartis.com leo.rudawsky@bms.com	815-670-6261 862-778-7479 609-302-3553
	OPEN		
PDD (Professional Development Day)	Abir Mneimneh Andrew Van Deusen	amneimne@its.jnj.com Andrew.van_deusen@novartis.com	312-399-1575 862-778-7442
	OPEN		
PDD Advisory Board	Alex Sharer Sally Habusta Chris DeFedele	Alex.sharer@bms.com sally.habusta@sanofi.com Christopher.defedele@sanofi.com	609-302-4670 908-981-5684 908-981-2692
	OPEN		
SAL (Scholarly Activities Liaison)	Anastasiya Voitsik Matt Birrenkott	Anastasiya.voitsik@sanofi.com birrenkott.matthew@gene.com	267-298-0108 646-385-2378
	OPEN		
Teaching	James Young	James.young6@merck.com	267-305-5316
	OPEN		
Technology	Sam McCallum Tejas Patel Mark Neese	Mccallum.samuel@gene.com tpatel24@its.jnj.com mark.neese.ext@bayer.com	650-580-3387 215-325-3504 862-404-5113
	OPEN		
West Coast Liaison	TBD		

Revised 6/19/19

Rutgers Pharmaceutical Industry Fellowship Program
Goals and Objectives (2020-2021)
 Giuliana Campo & Akash Lall

Chief Goals

- **Amplify** the awareness and reach of RPIF
- **Celebrate** the accomplishments of fellows in all aspects of personal and professional development
- **Engage** fellows as well as stakeholders, and alumni in RPIF development and events

Committee Goals and Action Items (Refer to Committee SOPs for more in-depth line items)

Outreach-	
Digital Outreach	
Goal	Educate students across the nation about the RPIF program.
Action Items	Leverage webinar series as a “go to” resource for RPIF information.
	Utilize metrics from previous years to improve and innovate digital outreach programming.
	Improve webinar content through information gained from post-webinar surveys.
University Outreach	
Goal	Engage pharmacy students at national, regional and local events to promote awareness of the Rutgers Pharmaceutical Industry fellowship program and opportunities for pharmacists within industry
Action Items	Strategically select residency/fellowship showcases, and university visits to increase recruitment of the highest-quality candidates
	Identify locations and plan for Regional FINDs, which may include events such as roundtable seminars, educational sessions, and panel discussions
	Conduct mandatory outreach visit training for fellows at PDD and liaise with fellows to coordinate visit logistics and travel plans
FIND	
Goal	To coordinate candidate-facing events, including the annual Fellowship Information & Networking Day, to optimize interactions between stakeholders and prospective candidates.
Action Items	Plan and execute the Fellowship Information and Networking Day event including venue selection, stakeholder invitations, logistics and candidate promotion/awareness in collaboration with other externally facing RPIF committees.
	Innovate additional events/initiatives to improve pharmacy student and candidate understanding of the RPIF program.
Midyear	
Goal	Successfully execute RPIF Midyear recruitment and streamline the Midyear process by ensuring timely completion of deliverables and effective communication with all points of contact.
	Conducting monthly lead contact calls

Action Items	Managing and driving timelines for key deliverables.
	On-site management of RPIF recruitment at ASHP Midyear.
	Presenting at FIND, Bootcamp Webinar and Spring FIND Webinar.

Professional Development-

PDD

Goal	Create and lead Professional Development Day (PDD) programs that promote a high level of learning and engagement to further develop and polish the fellows' professional skills.
Action Items	Collaborate with chief fellows, Dean Barone, Dr. Toscani and Dr. Fierro to support PDD schedule, organize fellow presentations/ workshops/certifications, and contract professional trainers/external presenters.
	Drive value and change to current PDD structure in order to maximize the knowledge and practical skills fellows take away from each PDD.
	Work with presenters to customize the content of their presentations and provide live support when necessary.

Professional Development Advisory Board

Goal	To develop resources for constructive feedback to foster personal and professional development.
Action Items	Create surveys for evaluators to provide feedback.
	Ensure there are a sufficient amount of evaluators for the upcoming PDD.
	Provide each presenter with feedback report and a video recording of their presentation.

Scholarly Activities

Goal	Provide support and guidance for fellows for scholarly activity projects.
Action Items	Provide announcements to fellows at PDD, through emails, and the weekly roundup about scholarly activity opportunities and upcoming abstract deadlines.
	Prepare conference itineraries including all Rutgers poster presentations and outreach event details if applicable.
	Liaise between the DIA Global Forum and Rutgers fellows to write business advice articles.

West Coast Liaison

Goal	Maximize participation of west coast fellows in fellowship activities.
Action Items	Establish consistent communication with West Coast Liaison and committee chairs.
	Partner with Technology Committee to fix technical issues.
	Increase preceptor participation via GoToMeeting.

Advocacy/Promotion-

Marketing

Goal	Strengthen communication and engagement with students, preceptors, and stakeholders.
Action Items	Make regular posts on social media with relevant fellowship-related information.
	Improve social media following through advertisement at OOC and UOC events.

	Create materials to educate and engage preceptors and company stakeholders.
Digital Platforms	
Goal	Build, shape, and innovate the Rutgers Pharmaceutical Industry Fellowship (RPIF) brand in the digital space.
Action Items	Design / artwork phase of new RPIF site development.
	New site beta-development, testing and personnel training.
	Launch of updated and improved RPIF site targeted Summer 2018.
Newsletter	
Goal	Increase newsletter contributions and viewership.

Action Items	Implement mandatory summary of poster, publication, or meeting attended to achieve Rutgers Credit.
	Send weekly RPIF Roundup to fellows, scheduled Fellowship Forecast to candidates, and special edition newsletters to preceptors and company stakeholders.
	Distribute hardcopies of the newsletters at PDD.

Technology	
Goal	Refine program processes through innovation and integration of technology.
Action Items	Mitigate FIND and Midyear technical difficulties through additional trained fellow technician.
	Work with Website Committee to update app content and design.

Community Development-	
Community Development/ Philanthropy	
Goal	Strengthen the growth of the fellowship through fostering peer relationships and engaging in local and national philanthropy efforts.
Action Items	Gauge fellow interest for events and increase awareness of activities early and often with notes in weekly roundup and calendar holds.
	Plan and execute events from payments to logistics.
	Help the community through philanthropic events.

Alumni	
Goal	Maintain and expand relationships with alumni.
Action Items	Launch, utilize, and continuously update online alumni portal.
	Refine mentoring program by collecting survey data.
	Improve turnout and quality of alumni events through calendar invitations and onsite alumni-focused activities.

Teaching	
Goal	Act as a liaison between the fellowship and faculty to place fellows in teaching positions across a wide variety of courses as well as the school's Teaching and Learning Certificate Program.

Action Items	Responsible for the creation and dissemination of Fall, Spring and Teaching and Learning Certificate program applications for completion by interested fellows.
	Reimbursement of fellows seeking financial reimbursement.
Performance-	
Metrics	
Goal	Support the continued prosperity and competitiveness of the RPIF program by ascertaining useful data in support of analyses that showcase strengths, expose weaknesses, and pinpoint opportunities.
Action Items	Update, release, analyze, and report FACS and exit survey insights.
	Assist with survey & timeline development and insight generation in support of RPIF committees including Outreach, FIND, and Midyear.
	Support Ad Hoc metrics requests from RPIF committees, leadership, and stakeholders.
Finance and Logistics	
Goal	To facilitate committee-level fiscal operations and semi-annual partner company site visits.
Action Items	Capture and validate committee-level budgetary allocation for historical reference.
	Coordinate partner company site visits for RPIF leadership.

FELLOW CHECKLIST

Two to Four Months Prior to Arrival

- Complete Address Directory Record (ADR form) and mail this back to Janet Lupo along with your signed offer letter. In order to be entered into the Rutgers payroll system, an electronic I-9 (Employee Eligibility Verification Form) will need to be completed within 3 days of your July 1st start date. This may be done prior to orientation by scheduling an appointment with Janet Lupo in May/June. (See list of acceptable documents). Please review the I-9 information that was provided in your offer letter. Your W-4, direct deposit request, and any other changes to your address, etc. will be done using the self-service feature of Cornerstone. You will be provided with a NetID and Password to access this service once you are entered into the payroll system. The Rutgers IT department will send you this notification through your personal email account (*i.e.* gmail, yahoo, hotmail, etc.) provided on the ADR form.
- Finalize relocation needs
- Provide the host company with the information necessary to obtain computer access, workspace, and business cards
- Join newly accepted RPIF Fellows Facebook Group
- Summer reading activity – read articles sent by Fellowship Director

One Month Prior to Arrival

- Contact preceptor to be briefed on upcoming projects and needed departmental materials and projects (*i.e.* department objectives, confidentiality agreement, etc.), as well as to confirm the first date and time on site
- Review program website for critical orientation and other materials
http://pharmafellows.rutgers.edu/resource_docs.php

One Week Prior to Arrival

- Contact preceptor to finalize arrival plans

Fellow's First Day

- Meet preceptor(s) and fellow team member(s)
- Tour the department, meeting areas, facilities, etc.
- Become familiar with e-mail, voice mail and workspace
- Obtain identification/access card from Security
- Read and sign confidentiality agreement

End of First Week

- Attend Fellowship Orientation & ROPES Team Building at the EMSOP and brief your preceptor on key events and dates
- Discuss overall goals and interests of fellowship with preceptor, including any important short-term job responsibilities
- Discuss goals for the next week
- Report self and preceptor contact information to Janet Lupo on the form provided

RUTGERS

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Industry Fellowships

- Complete and return all pertinent Benefits Materials to Janet Lupo
- Please go to www.linkedin.com and join the Rutgers University Pharmaceutical Industry Fellows Group created on LinkedIn and stay connected!
- Join the Facebook page

After First Paycheck

- Complete Payroll Direct Deposit online using Self-Service function of the Cornerstone system at my.rutgers.edu.

By First Month

- Agree on and establish goals and objectives with preceptor
- Discuss with preceptor potential enrollment in professional development courses, e.g. Presentation Skills, Negotiation Skills, Business Writing, and Communication Skills
- Obtain parking permit for parking on Rutgers Campus
- Explore potential teaching opportunities in conjunction with Rutgers University
- Discuss Rutgers component with preceptor and Rutgers program directors

By Third Month

- Meet with preceptor to revisit job objectives and career development goals
- Establish and meet with contacts in other departments of interest such as Marketing, Medical, and Sales (i.e. shadow sales representative or MSL for a day)

During Fourth through Seventh Month

- Explore potential teaching opportunities in conjunction with Rutgers University
- Provide at least one periodic report to Rutgers University (please follow the Periodic Report Submission Schedule) on time and using the proper format
- Discuss future career goals and full-time opportunities within the company through scheduled meetings with preceptor and with human resources

One Month Prior to Departure

- Complete all items on the Fellowship Departure Checklist at: http://pharmafellows.rutgers.edu/resource_docs.php

Fellowship Completion

- The Rutgers Human Resource Office has asked that I remind Post-Doctoral Associates that a resignation letter must be received at least 2 weeks prior to your departure from the Fellowship program. The letter should include your departure date from the Fellowship program and your signature.
- Once your resignation letter has been received, you are removed from payroll, your Net ID is deactivated and you lose access to self-service, Sakai, etc. Under no circumstances can the letter be retracted.
- Also, as a reminder, if you do not secure a position prior to the end of the Fellowship (June 30th), I will still need a resignation letter with the date of June 30th in order for you to be removed from payroll.

Two weeks prior to Departure

- The Rutgers Human Resource Office has asked that I remind Post-Doctoral Associates that a resignation letter must be received at least 2 weeks prior to your departure from the Fellowship program. The letter should include your departure date from the Fellowship program and your signature. Once your resignation letter has been received, you are removed from payroll, your Net ID is deactivated and you lose access to self-service, Sakai, etc. Under no circumstances can the letter be retracted. Also as a reminder, if you do not secure a position prior to the end of the Fellowship (June 30th), I will still need a resignation letter with the date of June 30, 20__ in order for you to be removed from payroll.

On-Going Through-out Fellowship

- Periodic assessment of Goals & Objectives
- Discuss employment opportunities several months prior to Fellowship completion and continue discussions till completion
- Discuss end of Fellowship employment opportunities and expectations with Preceptors, Executive Sponsor and Rutgers Fellowship Director
- Fellows should not entertain or accept any offer without the discussion of these with their Preceptor, Executive Sponsor and Rutgers Fellowship Director during the appropriate time:
 - 2-year Fellow – May 1st-July 1st
 - 1-year Fellow – June 1st-July 1st



Institute for Pharmaceutical
Industry Fellowships

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[http://pharmafellows.rutgers.edu/
fellows@pharmacy.rutgers.edu](http://pharmafellows.rutgers.edu/fellows@pharmacy.rutgers.edu)

848-445-6498
Fax: 732-445-7553

Program Departure Checklist

You must give Rutgers at least two weeks advanced written notice should you request to exit the program prior to June 30th

E-mail a signed resignation letter to Janet Lupo (lupo@pharmacy.rutgers.edu) when you finalize your new employment start date.

- The letter **MUST** state your last date of employment at Rutgers which must be a weekday.
- Your signature **MUST** be on your resignation letter. (E-Signatures will not be accepted)

Submit or confirm that you have submitted your *Rutgers Component Form*

- This must be signed by you and your preceptor. <https://pharmafellows.rutgers.edu/resources/program-documents/>

Complete the *RPIF Exit Survey* by visiting the following link:
https://rutgers.ca1.qualtrics.com/jfe/form/SV_0rgCwHboGENG1Q9

Submit your final periodic report.

The template can be found on our website in the Fellows section under Fellow Documents:
<https://pharmafellows.rutgers.edu/resources/program-documents/>

Email your new contact info to Janet Lupo for the alumni database.

- Please download the Alumni Contact form here: <https://pharmafellows.rutgers.edu/resources/program-documents/> Complete the requested fields and email to lupo@pharmacy.rutgers.edu

Please make sure you update all information at my.rutgers.edu before you resign from the Fellowship.

- You will not have access to my.Rutgers.edu once you have been removed from payroll. This includes, an updated address, your W-2 info, any outstanding Expense Reports, any "Additional Pay" for Teaching, etc.

Complete the Preceptor Evaluation Form

- Please complete this evaluation form for every preceptor you have had during your fellowship program:
<https://pharmafellows.rutgers.edu/resources/program-documents/>

Turn over your teaching lecture notes, committee records, and any other materials developed in connection with the Rutgers portion of your fellowship to the appropriate new committee chairs or administrative staff.

Stay connected with us and other fellowship alumni through the Alumni & Fellow Directory.

- If you haven't already created a profile, please use the link below. Remember to update your settings as you further your career. <https://pharmafellows.rutgers.edu/>

Fellowship Guidance and Rules 2020-2021

“Helpful Hints”

- Be Nice to Everyone
- Respect Everyone
- Work hard/ Be helpful to others/
- Be Professional
- Be on time and prepared every day
- Follow the Guidebook Rules
- Have open communication with preceptors, mentors, Fellowship staff and directors
- Respect the timelines for completing the Fellowship
- Participate in all PDDs throughout the day/no computers or cell phones
 - Attend all PDDs
 - Block out the time with your preceptors at the beginning of your fellowship
- Volunteer for Scholarly activities
 - Keep committees, faculty, and staff aware of project status and send completed versions to post on our website (QR codes)
- Volunteer for Committee activities
- Complete Expense Reports in a timely fashion (within 2 weeks)
- Complete and send periodic reports on time
- Have periodic meetings with preceptors to review progress
- Stay up to date on Healthcare Trends and clinical expertise
- Get your Pharmacy License
- Become CITI trained (clinical research)
- Be an advocate for the program and our school
- Network as much as possible with internal and external stakeholders and contacts
- Live up to your Pharmacists oath

ASHP MIDYEAR POSTER PROCESS GUIDELINES AND TIMELINES

1. **July Orientation Session** - Make announcement and distribute guidelines.
2. **August** - Pre-meeting with Dr. Fierro and Dr. Toscani to discuss poster focus. Review IRB requirement's (see scholarly activity tab)
3. **August 15** - Submit draft of poster concept to Dr. Fierro and Dr. Toscani. Organize team meeting with Dr. Fierro or Dr. Toscani to discuss feedback. Fellows are encouraged to collaborate with Rutgers Faculty and mentors throughout the process.
4. **September 1** – Meet with Dr. Fierro or Dr. Toscani to discuss feedback on draft poster concept.
5. **September 10** - Submit draft poster abstract to Drs. Barone, Fierro and Toscani and for review and comment. Schedule meeting with Dr. Toscani or Dr. Fierro to discuss feedback.
6. **September 15** – December 1 -- Schedule weekly poster team teleconferences to discuss poster, review progress, etc.
7. **September 20** – Submit abstract to Dr. Fierro, Dr. Toscani and Dr. Barone for final review.
8. **September 20** – Submit first draft of survey (if applicable) to Dr. Fierro, Dr. Toscani and Dr. Barone for review and comment. Schedule meeting with Dr. Fierro or Dr. Toscani to discuss feedback.
9. **September 30** – Submit second draft of survey (if applicable) to Dr. Fierro, Dr. Toscani and Dr. Barone for review and comment. Schedule meeting with Dr. Fierro or Dr. Toscani to discuss feedback. Repeat drafts as needed.
10. **October 1** – ASHP abstract submission deadline.
11. **November 1** – Submit first draft of poster to Dr. Fierro, Dr. Toscani and Dr. Barone for review and comment. Schedule meeting with Dr. Fierro or Dr. Toscani to discuss feedback.
12. **November 8** – Submit second draft of poster to Dr. Fierro, Dr. Toscani and Dr. Barone for review and comment. Schedule meeting with Dr. Fierro or Dr. Toscani to discuss feedback.
13. **November 15** – Submit final draft of poster to Dr. Fierro, Dr. Toscani and Dr. Barone for final review and comment.
14. **Late November** - Tuesday after Thanksgiving – Print poster.
15. **December** – Present poster at the ASHP Midyear Clinical Meeting.

Helpful Tips

- Review IRB requirements carefully (see scholarly activities section)
- These milestones represent dates by which certain events should be completed. Completing work prior to these suggested “deadlines” is strongly encouraged and preferred as it will help you stay on track. The dates in bold are actual deadlines that must be adhered to. Do not miss them!
- Utilize PDDs as an opportunity for the team to meet, with or without Dr. Toscani to make progress on the poster.
- If using a survey instrument, carefully consider the wording on the questions as it will directly impact how findings can be described. Seek feedback from Dr. Toscani, Dr. Fierro and Dr. Barone, colleagues at your company, and market research professionals at the company.
- Expect to receive significant feedback from Dr. Toscani, Dr. Fierro and Dr. Barone. They have authored many posters and will have a significant impact on the success of your poster.
- Frontload your work. The timeframe between FIND and the Midyear meeting is very busy with Thanksgiving holidays and preparation for Midyear.
- Don't print your poster on the way to the airport! Per the guidelines, print the poster no later than the Tuesday after Thanksgiving.
- Refer to the attached article for background information on successful poster presentation.



ASHP MIDYEAR MEETING

December 6-10, 2020

New Orleans, LA

- Rutgers' Institute for Pharmaceutical Industry Fellowships is the single largest recruiter at the PPS portion of the meeting.
- Rutgers opens on-site recruiting on the afternoon of Saturday, December 5th and concludes at 5 pm on Tuesday, December 8th.
- All Fellows are expected to set-up and breakdown of the event space, as well as assist with all preparation activities.
- All Fellows are expected to uphold and participate in assigned Rutgers' Midyear task(s).
- All Fellows are encouraged to attend the Rutgers/RPIF Candidate Reception TBD, in order to network with and further evaluate applicants.
- Program events are not open to guests.
- Sponsor Companies are expected to reimburse fellows for Midyear expenses regardless if their company is recruiting.

Fellowship Scholarly Activities

Background

Rutgers Pharmaceutical Industry Fellows are strongly encouraged to collaborate with EMSOP (Ernest Mario School of Pharmacy) faculty during their Fellowship and participate in scholarly activities such as:

- Poster Presentations at Professional and Scientific Meetings (ex: ASHP, APhA, DIA, AMCP, ACCP others)
- Publications in Professional Journals
- CE Presentations

Successful completion of an approved scholarly activity may be utilized to fulfill your Rutgers Component

General Guidelines

- An EMSOP faculty advisor (ex: Dr. Fierro, Dr. Toscani and Dr. Barone or other RU faculty) MUST be selected at the project conceptual stage and provide oversight and guidance throughout the project.
- You must receive approval from your Preceptor and Rutgers (Dr. Barone and Dr. Fierro) prior to initiating any work on scholarly activity
- Guidelines for the submission of poster abstracts and manuscripts should follow the associated Professional Society and Journal recommendations and timelines
- It is encouraged that the Fellows collaborate with individuals from their sponsor companies and with Rutgers Faculty as co-presenters and authors from the conceptual stage.
- Once approved, timelines and a project plan should be developed to complete the required information at least 1 week prior to deadline submissions.
 - Timelines should be approved and monitored by Faculty, Preceptors, and/or Fellowship SAL (Scholarly Activity Liaison)
 - Rutgers will not pay for expedited shipping of the poster
 - The SAL should be copied on all correspondence regarding posters and publications for input and tracking purposes. (Suggest they be listed on IRB Application).

IRB Processes and Submissions

- All Fellows are Adjunct Clinical Professors at EMSOP and therefore must submit select projects to the Rutgers New Brunswick Health Sciences IRB for review. Certain types of research projects (ex: online or other written surveys) may require Rutgers New Brunswick Health Sciences IRB review and approval prior to initiation. (See helpful hint section and RU IRB website for additional clarification)
- Human subject training certification (CITI) Collaborative Institutional Training Initiative, an online training module, is required of any fellow before IRB approval can be granted.

- Projects involving published literature reviews and publically available information (ex: FDA documents, web site analysis) generally do not require IRB submission unless the data is being combined with other data. But restricted datasets or private identifiable datasets required IRB review.
- Any IRB related questions should be directed to RU IRB (See below for current staff contact information)
- A Human Research Training Session will be provided by the RU IRB at one of our Professional Development Days

Abstract Submissions

Abstract drafts and final versions must be reviewed and approved by all collaborating Fellow co-authors and Rutgers Faculty prior to submission.

An EMSOP poster template has been developed by Dr. Hermes-DeSantis and must be used by Fellows when developing posters for meetings. Make sure appropriate logos and affiliations are utilized for collaborators. An RU preferred poster vendor has been selected for poster development and must be used for all posters. (www.graphicsland.com)

Travel Expenses (If Applicable)

- All requests for estimated travel and meeting registration fees for Fellow authors/collaborators **MUST** be approved prior to poster submissions for Scientific Sessions.
- It is encouraged that the sponsoring company share these costs with Rutgers. Please submit projected expenses to SAL to be reviewed by Dr Fierro and Dr. Barone.
- Fellows should complete and submit a TABER form to Janet Lupo for reimbursement within one week following their travel.

Background

Background information

Results

Results

Results *continued*

continued

Objective

Objective

Limitations

Limitations information

Method

Method details

Conclusions

Conclusions and implications

Author Contact Information

Contact information

Scholarly Activity Helpful Hints

- Begin planning early and ensure you are following your projected timelines and stay in close contact with your EMSOP faculty and other advisors.
- Remember to allow for extra time for IRB ethics training (HSCP or CITI) certification and IRB submission and review times if needed.
- You MAY contact the IRB School of Pharmacy Department Liaison, Katie Dwyer after beginning literature review/protocol development with specific questions regarding the IRB process as it relates to your research. Additional IRB Staff may also be contacted for assistance and staff information can be found on the IRB's main page.
 - Katie Dwyer
 - Email Address: dwyerka@rutgers.edu
 - Phone Number: 732-235-7389
 - Rutgers IRB Website
 - <https://orra.rutgers.edu/hssp>
 - Applications for Full/Expedited/Exempt Review are found here
 - <https://orra.rutgers.edu/hssp>
 - Criteria for Exempt Status are found here
 - Exempt Research still requires approval and submission to the IRB

Advice for Fellows Preparing IRB Submissions

The Rutgers IRB has purview over all human subjects research conducted under the auspices of Rutgers by Rutgers faculty, staff, and students, regardless of funding or study location.

Human Subjects Certification is required before research begins. Faculty, students and fellows must obtain certification through Rutgers Sakai site via the link at: <https://orra.rutgers.edu/citi> before submitting a protocol. Consider who will serve as Principal Investigator. The IRB will only review application submissions from fellows whose faculty advisor has full-time, permanent positions.

Become familiar with Rutgers IRB submission materials and required documentation well in advance. Application forms are available at the IRB's website

When planning research timelines, keep in mind that IRB review and approval is not an immediate process. Full board reviews may take six or more weeks, while exempt and expedited protocols average 14 days. Complete submissions and protocols detailing relevant human subject protection issues are very helpful in shortening the process.

1. **DO NOT BEGIN WITHOUT IRB APPROVAL.** You must wait for an actual notice of IRB approval to begin your project. Submission of materials for review is not sufficient.
2. **DO NOT MAKE CHANGES WITHOUT APPROVAL.** If you need to make a change to any part of your approved research materials or methods, you must submit an amendment request for IRB review. IRB approval must be obtained prior to implementing the changes.
3. Utilize resources such as your faculty advisor, the IRB website or the IRB Department Liaison.
4. Please contact the IRB to close your study file once the research activities have been completed.

Always feel free to reach out to your SAL for more information or feedback on the process.

Institute for Pharmaceutical Industry Fellowships <http://pharmafellows.rutgers.edu/>
William Levine Hall, Room 407 ifellows@pharmacy.rutgers.edu
Ernest Mario School of Pharmacy
Rutgers, The State University of New Jersey
160 Frelinghuysen Road 848-445-6498
Piscataway, NJ 08854-8020 Fax: 732-445-7553

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LOAN DEFERMENTS/OFFICIAL LETTERS

- For Loan Deferments
 - Mail or fax completed borrower forms (available from your lender) to Janet Lupo.
 - Make sure that you include lender's mailing address.
 - After the forms are completed and signed at Rutgers, we will mail original directly to the lending institution and a copy to you.

- Official Letters
 - Please e-mail all requests for official letters to Janet Lupo lupo@pharmacy.rutgers.edu specifying the purpose and appropriate organization's return address. (e.g., Jury Duty Petition)

NEW JERSERY PHARMACY LICENSURE INFORMATION

In order to be licensed in New Jersey, you will need to contact the NJ Board of Pharmacy:

Mr. Anthony Rubbinaccio
Executive Director
Board of Pharmacy
PO Box 45013
Newark, NJ 07101
(973) 504-6450

Note: This process can be frustrating. There is only one person receiving calls at the Board of Pharmacy. You will need to provide your mailing address to receive materials needed to register for the NAPLEX and MJPE. Contact the Board ASAP because this process can be timely. It will take you about a month to process all the paperwork before you can take the exams.

Information regarding the Statutes and Regulations that govern the practice of Pharmacy in the State of New Jersey can be found in a PDF file served by the State of New Jersey website:

<http://www.state.nj.us/lps/ca/pharm/pharmacy.pdf>

For more information regarding the NAPLEX and MJPE exams, visit the National Association of Boards of Pharmacy homepage:

<http://www.nabp.net>

RPIF Media & Technology

Fellowship Website

All fellows are responsible for familiarizing themselves with the Rutgers Pharmaceutical Industry Fellowship Website. <http://pharmafellows.rutgers.edu>

Over the past few years, our website has undergone a dramatic transformation. We have implemented many new additions to create a streamlined, user-friendly website that is filled with valuable information for fellows, students, stakeholders, preceptors, as well as the public.

Here are some of the new features of the RPIF Website:

Resource Center

This is an area that holds all current and past scholarly posters and publications. Program documents are also newly available for viewing in an electronic form. These documents are password protected for each user by viewing category: fellow or preceptor/company stakeholder. In addition to scholarly works and documents, the Resource center boasts a continuously updated newsletter section as well as photo and video galleries. These media sections are available to anyone interested in viewing.

Employee Tool Kit

The RPIF Program recognizes securing employment after completion of the fellowship is a main goal for all fellows. To provide additional guidance and support, we have created an Employee Tool Kit, which is located in the Resource Center of the website. The Tool Kit is password protected and includes features such as: an example CV, tips for interviewing, red flags for recruiters, a personal interviewing journal, and social media guidance. We encourage all fellows to utilize the Tool Kit upon their search for employment.

Calendar

The calendar is located on the home page of the RPIF website and serves as a centrally located information hub for upcoming events. University outreach visits, organizational outreach visits, and Rutgers' hosted events all have documented dates, times and places in the calendar.

News Blog

The blog section is hosted on the front page of the website and is updated with any new and interesting stories related to the RPIF family as well as any news in the pharmaceutical industry.

Applicant Portal

The new and always improving Applicant Portal is the section of the website where any interested candidate can apply to the RPIF Program. The newest version of the applicant portal allows potential candidates to upload all documents, including letters of recommendation, CVs and letters of intent to one centrally located portal. This organizes the application process for candidates, stakeholders and the RPIF team.

Alumni Profiles

The RPIF marketing team, along with an outside multimedia company has collaborated to create 5 videos that showcase past alumni of the Fellowship Program. These videos highlight the myriad of accomplishments and varying paths that alumni have taken after the Fellowship. All videos are located on the home page of the website as well as the Resource Center.



In addition to these new changes, the website still maintains the tools needed to successfully navigate through the fellowship, from candidate status to alumni of the program. Any updates, comments or questions regarding the website should be directed to the Marketing Coordinator or Website Committee.

Media

RPIF Mobile App

This year the Fellowship is very proud to announce our technological innovation: the RPIF mobile application! Available on both iOS and Android, the app allows users to learn more about the Fellowship as well as view all partner company brochures. To find our App, simply search **RPIF** in the App Store.

LinkedIn

Relationships and Networks

As a business professional, creating and maintaining business relationships will play an increasingly important role in your career, particularly when seeking a full time position within the pharmaceutical industry. An important resource that the Rutgers Pharmaceutical Industry Fellowship (RPIF) Program makes available to you in this regard is access to our 1000 RPIF Program alumni. We have enhanced this access by promoting the use of LinkedIn, a professional networking tool, among our fellows and alumni. We invite you to take advantage of this opportunity to connect with others in the RPIF Program Network, by following the instructions below to enroll in LinkedIn. It is accessible to all alumni and current fellows. The following Q&A will help to better explain the LinkedIn initiative and the benefits it can provide for you.

What is LinkedIn?

LinkedIn is a business-oriented networking website for business professionals. As of May 2014, there are more than 364 million users around the world. Importantly, it can provide users with an opportunity to share their professional profile with colleagues, potential employers, and other business contacts. By joining the groups described below, it can serve as a tool for current fellows to directly connect with alumni, as well as each other.

The main difference between LinkedIn and other social networking websites like Facebook is that LinkedIn is used to maintain professional relationships while other websites are utilized for personal relationships.

Join RPIF on LinkedIn!

Follow this link: www.linkedin.com/in/rutgersfellow or simply search for **Rutgers Fellow** on LinkedIn

How do I create a profile in LinkedIn?

To create a profile for LinkedIn, please visit www.linkedin.com and follow the instructions by providing the requested information.

NOTE: Please see below for uniform language to describe your current title!

How should I describe my current title when creating a profile?

Please edit your profile to show your current title as "Rutgers Pharmaceutical Industry Fellow at (your partner company)."

Who should be my "connections," or contacts?

To get started, you should invite all incoming and second-year fellows as well as Dr. Barone and Dr. Fierro to join your network. You should also consider inviting your team members, colleagues, preceptors, and mentors at the host company to join your network. In time, as you begin looking for a full-time position, you can reach out to RPIF Program alumni who are employed in your area of expertise or at a company in which you may have interest.

Facebook

Facebook is a great way for students, fellows, alumni and any interested parties to stay connected with the Rutgers Pharmaceutical Industry Fellowship Program. We encourage all fellows to become friends with us on Facebook.

To be our friend on Facebook, search for: "**Rutgers Fellow**"

To like our page on Facebook, search for:
Rutgers Pharmaceutical Industry Fellowship Program

All new fellows will be invited to a private Facebook page created for their specific Fellowship Class. This allows fellows to socialize, network and hopefully find housing opportunities during the moving period.

Connecting with us on Facebook allows users to receive updates of current RPIF events, see photos of past and present fellowship activities and gives the opportunity to network with our large network of alumni.

Instagram

Instagram is a mobile social media platform, primarily accessed on smart phones and mobile devices. Over 300 million users currently share photos and videos with their social networks. The RPIF Program has recently created an Instagram account.

To follow RPIF on Instagram- search for **RutgersFellow**

***All fellows are reminded to keep a professional demeanor when interacting on any RPIF social media site. ***

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INSTITUTE FOR PHARMACEUTIAL INDUSTRY FELLOWSHIPS CONTACT INFORMATION

Institute for Pharmaceutical Industry Fellowship
Rutgers, The State University of New Jersey
Ernest Mario School of Pharmacy
160 Frelinghuysen Road, Room 407
Piscataway, New Jersey 08854-8020

WEB: <http://pharmafellows.rutgers.edu/>

ADMINISTRATION:

Dr. Joseph A. Barone
Dean and Professor II
Ernest Mario School of Pharmacy
Phone: 848-445-6253

jbarone@pharmacy.rutgers.edu

Janet Lupo
Toscani
Program Coordinator
Phone: 848-445-6498
lupo@pharmacy.rutgers.edu

Lisa Mule'
Senior Executive Associate for Administration
Phone: 848-445-6814
lisa.mule@pharmacy.rutgers.edu

Dr. Lesley Fierro
Fellowship Director

Phone: 848-445-6414

lesley.fierro@pharmacy.rutgers.edu

Dr Michael

Research Professor

Phone: 215-85-8366

miket@pharmacy.rutgers.edu

PRECEPTOR CHANGES

It is crucial that the administration of the Program has current contact information. If any fellow has a preceptor change, please contact Janet Lupo immediately via e-mail at lupo@pharmacy.rutgers.edu. Please make sure to include all pertinent information for your new department/preceptor (name, title, phone, email, fax etc...)

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Directions to Ernest Mario School of Pharmacy

William Levine Hall

Address: 160 Frelinghuysen Rd, Room 407, Piscataway, NJ 08854

Campus: Busch Campus

*All Fellows **must** obtain a Rutgers parking permit. This permit will allow you to park in designated Faculty/Staff lots. Guests must obtain a one-day parking permit prior to the event.*

Garden State Parkway Southbound

Turn off at Exit 129 for the New Jersey Turnpike and head south. Turn off at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North. Proceed along Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed up Route 18 to the Campus Rd. exit ramp on the right. Follow Campus Rd. until you come to the circle and take the 2nd right onto Frelinghuysen Rd. Follow Frelinghuysen Road around and the Pharmacy Building (Levine Hall) will be on the right hand side, behind the Center for Cancer Research.

Garden State Parkway Northbound

Turn off at Exit 105 and follow signs for Route 18 North. After approximately 24 miles, you will pass the entrance for the New Jersey Turnpike. Proceed along Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed up Route 18 to the Campus Rd. exit ramp on the right. Follow Campus Rd. until you come to the circle and take the 2nd right onto Frelinghuysen Rd. Follow Frelinghuysen Road around and the Pharmacy Building (Levine Hall) will be on the right hand side, behind the Center for Cancer Research.

Interstate 287

Turn off at Exit 9 "Bound Brook/Highland Park." Proceed East on River Road toward Highland Park. Continue on River Road and you will pass under the overpass for Route 18. Make the next left onto Route 18 North. Proceed up Route 18 to the Campus Rd. exit ramp on the right. Follow Campus Rd. until you come to the circle and take the 2nd right onto Frelinghuysen Rd. Follow Frelinghuysen Road around and the Pharmacy Building (Levine Hall) will be on the right hand side, behind the Center for Cancer Research.

New Jersey Turnpike

Turn off at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North. Proceed along Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed up Route 18 to the Campus Rd. exit ramp on the right. Follow Campus Rd. until you come to the circle and take the 2nd right onto Frelinghuysen Rd. Follow Frelinghuysen Road around and the Pharmacy Building (Levine Hall) will be on the right hand side, behind the Center for Cancer Research.

US Route 1

Turn off at exit marked "Route 18 North-New Brunswick." Proceed along Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed up Route 18 to the Campus Rd. exit ramp on the right. Follow Campus Rd. until you come to the circle and take the 2nd right onto Frelinghuysen Rd. Follow Frelinghuysen Road around and the Pharmacy Building (Levine Hall) will be on the right hand side, behind the Center for Cancer Research.



UNIVERSITY HUMAN RESOURCES AND PAYROLL

Frequently Called Numbers

Human Resources/Benefits	848-932-3020, ext. 4077 848-932-3020
General Assistance	848-932-3020
Employment	848-932-3020, ext. 4093 848-932-3020
Workshop Enrollment	848-932-3020, ext. 4070
Payroll	848-445-2113

Human Resources website: <http://uhr.rutgers.edu/>

Payroll Services website: <http://payroll.rutgers.edu/>

OneSource: <https://rutgers.service-now.com/hrportal/>

Postal Address

University Human Resources
ASB II, 57 US Highway 1
New Brunswick, NJ 08901

Postal Address

Division of Payroll Services
33 Knightsbridge Road
First Floor West, Room B112
Piscataway, NJ 08854

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Travel Reimbursements

- All reasonable expenses incurred by Fellows on behalf of the Fellowship Program will be reimbursed provided that the following guidelines are met:
 - Expense reports must be uploaded to "Expense Management" under my.rutgers.edu. documentation MUST include the following:
 - copies of posters
 - itemized food receipts
 - boarding passes
 - hotel folio
 - any email confirmation (hotel, airfare, etc.)
 - meeting badges
 - agenda/flyer etc.
 - E-Z pass statements
 - travel maps
 - per diem worksheet (completed)
 - cancelled checks
 - credit card statements
- Rutgers Pharmaceutical Industry Fellows must abide by the Rutgers Travel and Business Meal Expense Policies and Procedures found on the Rutgers website:
<http://policies.rutgers.edu/PDF/Section40/40.4.1-current.pdf>

Mileage Reimbursement

Effective January 1, 2020 the mileage reimbursement rate is **\$0.575** per mile. This is in accordance with the university travel policy. If you have any questions about this change, please contact John Harabedian at 848-445-2054.

Let's Talk About Expense Reports

- Be sure to submit all reimbursement materials within the **60-day** time frame.
How to "Enter and Submit Expense Reports" is attached.
http://geography.rutgers.edu/images/stories/PDFS/enter_submit_expense_eeport.pdf
- There is also a Tutorial link which includes Entering & Submit Expense Reports/How to Create Expense Report/Setting up a Delegate for your Travel Expenses at
<https://rutgers.instructure.com/courses/771/modules>
- Please upload your expense report into Cornerstone/Expense Management at
<https://my.rutgers.edu/portal/render.userLayoutRootNode.uP> and include all supporting documentation.
- You **MUST** enter your bank account information before entering your first expense report. This is a one-time setup required for reimbursement.
- You **MUST** add me (Janet Lupo) as **DELEGATE** since I will be entering the expense reports on your behalf.
- Once you have completed your expense report, click **CLOSE & SAVE**.
DO NOT not click on "**SUBMIT**"
- Supporting documentation should include per diem worksheet (all **itemized** receipts for meals, if not taking per diem), zeroed out hotel bill, registration confirmation, name badge, all boarding passes, agenda/flyer/email from event you attended, and all appropriate credit card/bank statements that correspond with charges.
- All food receipts **MUST** have itemized receipts. If you do not have an itemized receipt, or receipts are lost, you need to complete a "Lost Receipt Form" and write in detail what food was purchased. When dining with additional guests, the names of the guests need to be listed on the expense report.
- Please make sure all expense reports are completed within 2 weeks and no later than 60 days upon your return.
- Once you have uploaded your expense report, you **MUST** email (lupo@pharmacy.rutgers.edu) so I can review and process the expense report for payment.



Institute for Pharmaceutical
Industry Fellowships

Some Things To Remember:

- To expedite the payment process, your expense report should be processed within 2 weeks after your return from a business trip
- Please make sure when renting a car that only economy is selected. Full size cars that are considered "Cool Cars" will not be reimbursed.
- Check requests may be processed for registration fees for fellows attending conferences, workshops, seminars, etc. This is strongly encouraged.
- Room Upgrade fees and room service will not be reimbursed. These will be subtracted from your hotel bill charges.
- When explaining the reason or purpose for your visit, "**SPELL**" out ASHP/ DIA/UOC etc. Accounting has no idea what these abbreviations mean. Also explain in DETAIL (dates, location, etc.) the reason for your visit.
- All food receipts **MUST** have itemized receipts. If you do not have an itemized receipt, you need to complete a "Lost Receipt Form" and write in detail what food was purchased. When dining with additional guests, the names of the guests need to be listed on your tab.

If you choose to take the per diem rate, please indicate this on your expense report. Complete the per diem worksheet and submit it with your expense report. In my opinion, per diem would be the way to go. It would make it easier for the you (traveler) and myself when processing expense reports. No receipts need to be kept. Per diem is pro-rated from date of departure and date of return. Boarding passes **MUST** be submitted with your expense report when using per diem rate for meals.

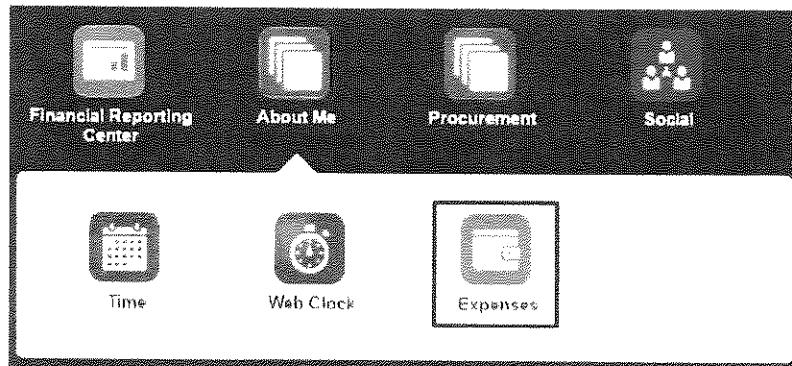
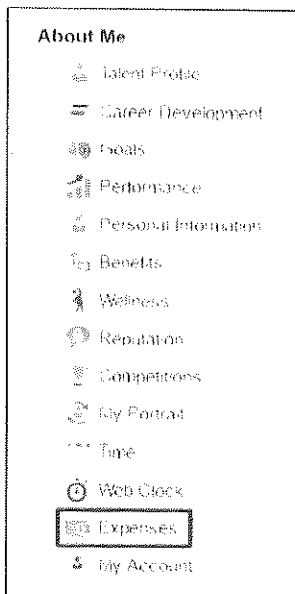
Employees will receive reimbursements through either direct deposit (if enrolled) within several days of approval or by paper check. The reimbursement will not be subject to taxes or pension calculations.

VERY IMPORTANT – To avoid issues with receiving reimbursements, please have ALL reimbursements processed prior to your resignation from the fellowship. If you process an expense report close to your resignation date and the expense is not processed, the report will no longer be in the system once you are removed from payroll (per your resignation date). In this case, a new supplier form and W-9 will need to be completed and processed and you will be entered as a vendor into the Rutgers system. All documents, credit card statements, receipts, etc. uploaded into expense management will now have to be emailed directly to me for processing and you will be issued a paper check. This process may take up to 4 weeks.

Questions regarding the processing of expense(s) should be directed to Accounts Payable at 848-445-2180. To learn more about expense reports, use the link <https://rutgers.instructure.com/courses/771> for additional information.

Navigating to the Travel and Expenses Portal

The **Travel and Expenses** portal can be accessed from the **About Me** section of the Navigator, or from the **About Me** icon on the Home Page.

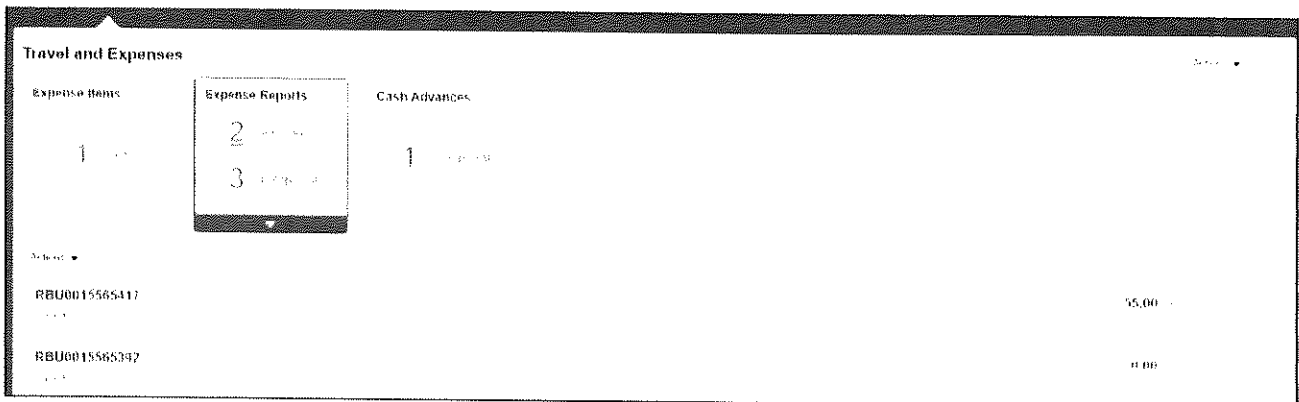




Using the Travel and Expenses Portal

The **Travel and Expenses** portal is your starting point for all activities related to expense reports and cash advances.

- The portal displays expense activities in three tiles: Expense Items, Expense Reports, and Cash Advances.
- Click on a link in a tile to view corresponding information in the lower region of the form. For example, quickly access in progress expense reports to pick up where you left off.



RUTGERS

Bank Account Setup



Note: You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.

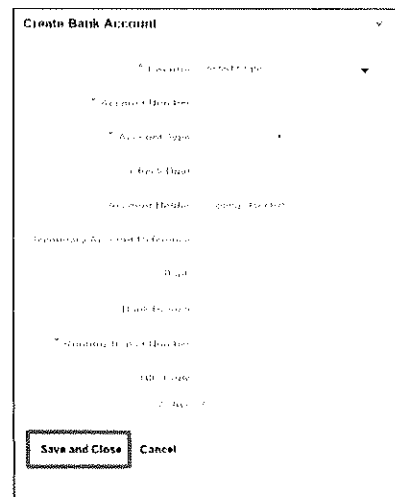
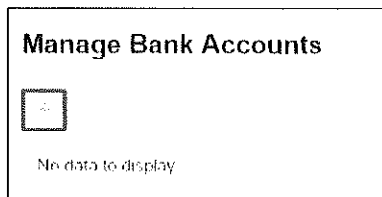
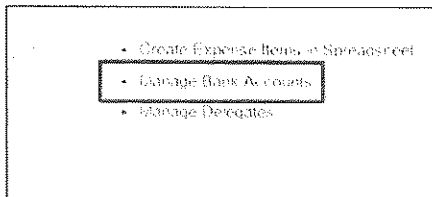
Bank information is completely secure and not visible to other users of the system.



Bank Account Setup (continued)

To enter bank account information:

- Navigate to the Travel and Expenses portal
- Click the “Manage Bank Accounts” link from the Task menu
- Click the + button to enter a new bank account
- Enter the required fields and click the **Save and Close** button

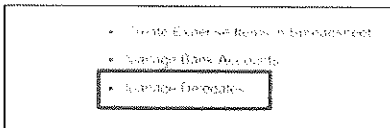




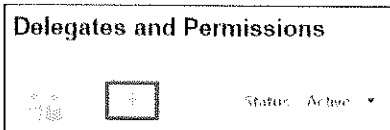
Delegates

If there are individuals who routinely enter expense reports on your behalf, you must setup these individuals as Delegates within the system. To add a delegate:

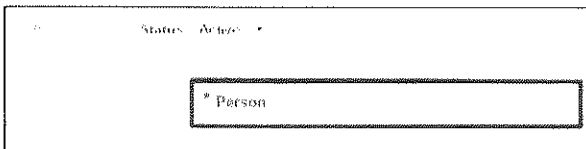
- Navigate to the Travel and Expenses portal
- Click the "Manage Delegates" link from the Task menu



- Click the + button to enter a new delegate



- Enter the name of the Delegate and then click the **Save and Close** button

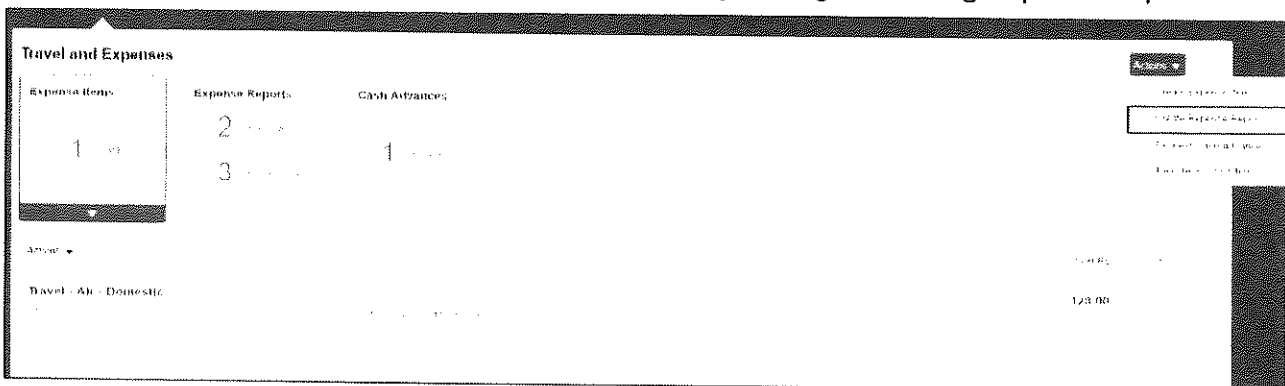


ADD Janet Lupo as the Delegate



Enter Expense Reports

After entering your bank information, you are ready to begin entering expense reports.

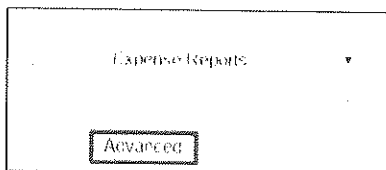




Review Expense Report and Reimbursement Status

You can view the status of your expense reports and cash advances from the Manage Expense Reports page. To access the Manage Expense Reports page:

- Navigate to the Travel and Expenses portal
- Click the magnifying glass icon on the right of the page
- Click the Advanced link



Manage Expense Reports

Search Expense Reports

Search

Actions View Detach Create Report

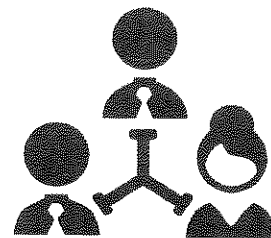
Report Number	Date	Report Status	Report Total (USD)	Purpose
RBU0056158240	8/14/16	Pending expense	1,194.25	Travel for conference
RBU0056158226	8/14/16	Pending expense	705.49	Travel for Conference

Columns Hidden 1



Expense Report Approval

- The Financial Management System provides systematic approval workflow for expense reports and cash advances.
 - Non-project expense reports are routed to the preparer's Finance Approver for approval.
 - Project expense reports are routed to the Project Manager for first-level approval, and then to the preparer's Finance Approver for second-level approval.
- The Finance Approver is the Rutgers employee responsible for approving expense reports, cash advances, and other transactions that require approval.
- Each employee has a single Finance Approver for all transactions that require approval.
- Employees are not able to select their Finance Approver.





Expense Report Approval (continued)

Once submitted, the Finance Approver will receive a notification to approve expense reports, which includes a list of all expense items and attachments included in the report.

Request Your Approval	Date	Original Receipt Required	Image Receipt Required	Receipt Missing	Amount (USD)	Expense Class

Rutgers Pharmaceutical Industry Fellowship Program (RPIF) Tuition Remission Policy

One of the benefits of the Fellowship program is that Fellows may elect to take courses at Rutgers during their post-doctoral Fellowship period. As employment within the Pharmaceutical Industry becomes more specialized, some functional areas may encourage additional degrees or further education to remain competitive for post-Fellowship employment. Examples include Masters in Public Health or HOPE Masters for HEOR Fellows, MBA for Commercial/Marketing Fellows, etc.

Tuition will be paid through Rutgers up to the current IRS Limit of \$5250 in any calendar year, without tax consequence to the Fellow [<https://studentabc.rutgers.edu/staffaculty-tuition-remission>]. This would typically equate to 1-2 courses/semester and it is recommended that Fellows take no more than this per semester. Course work that exceeds this limit, while tuition will still be covered by Rutgers, may result in additional tax consequences, which the Fellow will be responsible for and which may be deducted from their paycheck, which may result in significant reduction in pay over several months.

The amount of tuition reimbursement by Rutgers and the amount that is taxable or non-taxable are subject to your eligibility for such programs, Rutgers tuition reimbursement policies and/or income tax laws, which may change from time to time.

All coursework must be completed at Rutgers and should be related to the Fellowship position or field of expertise being pursued. All coursework must earn college credit whether in pursuit of a degree or not. Prior to enrolling, the Fellow should consult with their preceptor as to the applicability of the course(s) as well as the anticipated time commitment. Fellows should consider timing of enrollment into a program, perhaps waiting until they are established in their Fellowship program in order to build a good foundation at the sponsor company.

Courses, as well as associated coursework, must be completed outside of regularly scheduled working hours unless otherwise approved by the preceptor and the RPIF Director and taking these additional courses should not adversely affect the Fellowship experience. Once accepted into a degree program, Fellows should complete a Tuition Remission Application form which can be found at <http://uhr.rutgers.edu/benefits/tuition-remission/applying-tuition-remission>. The completed form and term bill is then submitted to the Cashier at Rutgers. The Fellow is responsible for all expenses outside of tuition including fees and coursework materials.

Tax Consequences:

Tax liability on reimbursed expenses varies from State to State. Additionally, Federal tax laws are reviewed and modified frequently. Rutgers does not assume any liability for taxes due by the employee as a result of tuition remission compensation. For this reason, Fellows are urged to contact their tax consultant when planning their educational activities.

Faculty & Staff Parking

Rutgers utilizes license plate recognition technology that captures and reads a vehicle license plate to confirm that the vehicle is registered and has permission to park on campus. You will not receive a physical hangtag or decal. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space. Faculty will be granted a grace period of one month (July 31st deadline) prior to purchasing your parking permit. **You can obtain your permit once you receive your first paycheck (July 10, 2020).**

Register on line at: http://rudots.rutgers.edu/fac_staffpark.shtml Once on the page, scroll down to Purchase a permit, manage your account including ticket payments

Your Rutgers Net ID is required.

- Your vehicle license plate number, state, make, and color
- A credit card (Visa, MasterCard, Discover), or pre-tax payroll deduction to purchase a permit
- Allow three business days for processing

Additional Vehicles:

- After the initial registration, you must register additional by logging onto http://rudots.rutgers.edu/fac_staffpark.shtml or in person at The Department of Transportation services.
- If you have a temporary plate, please register the vehicle with the temporary plate number, and email info@aps.rutgers.edu when the permanent plates have been installed on the vehicle

Half-Year Permits can be purchased at one half of the yearly rate by employees that started working on/after July 1.

Any questions, please refer to the link below or contact the **Department of Transportation Services** at the number below.

**Department of
Transportation Services
Public Safety Building**
55 Commercial Avenue
New Brunswick, NJ 08901
Main Office 848-932-7744
Fax 848-932-1450

http://parktran.rutgers.edu/fac_staffpark.shtml