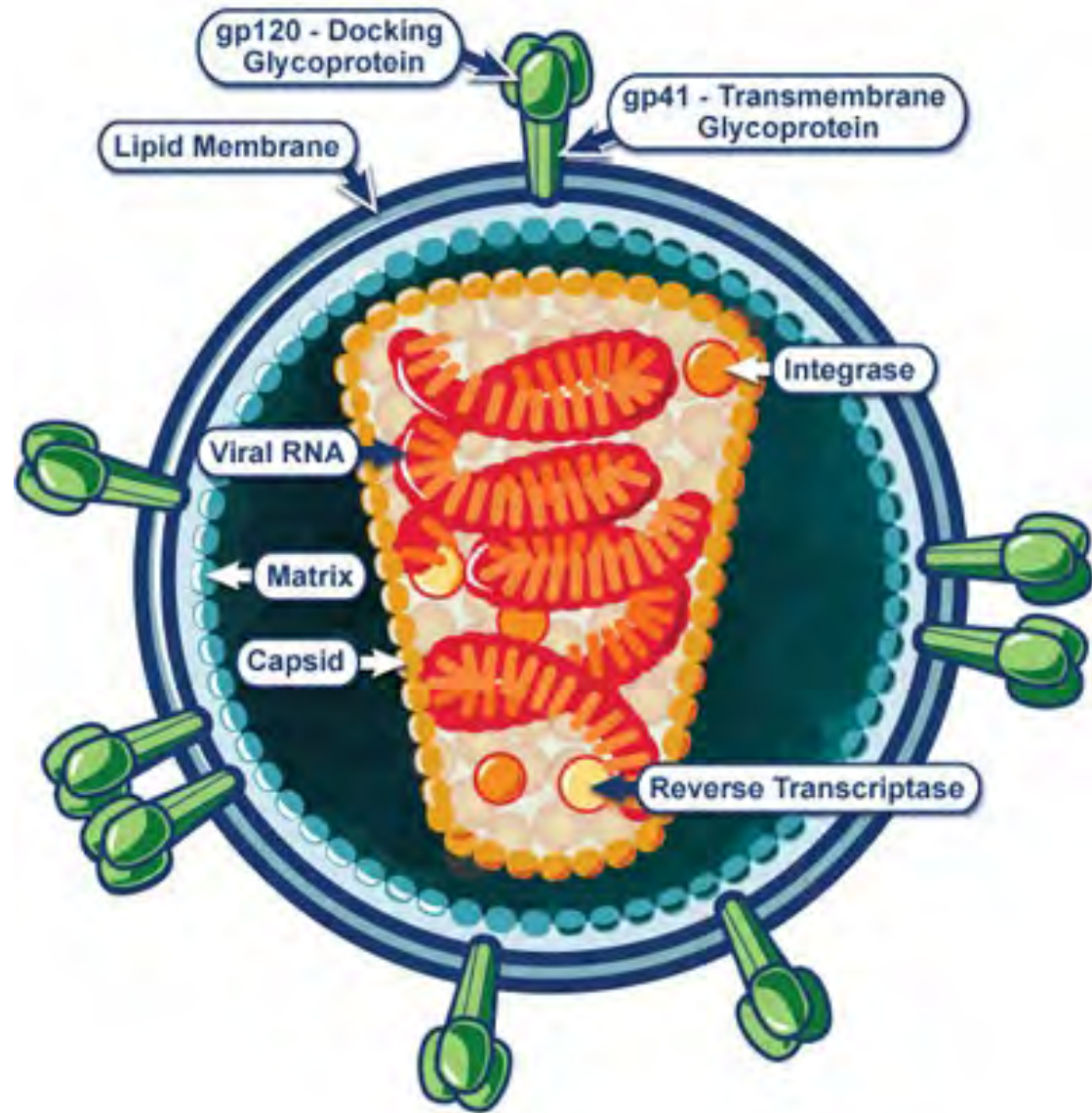


# Quantitative Methods for HIV/AIDS Research Summer Internship 2023

Orientation: May 8, 2023

Cliburn Chan

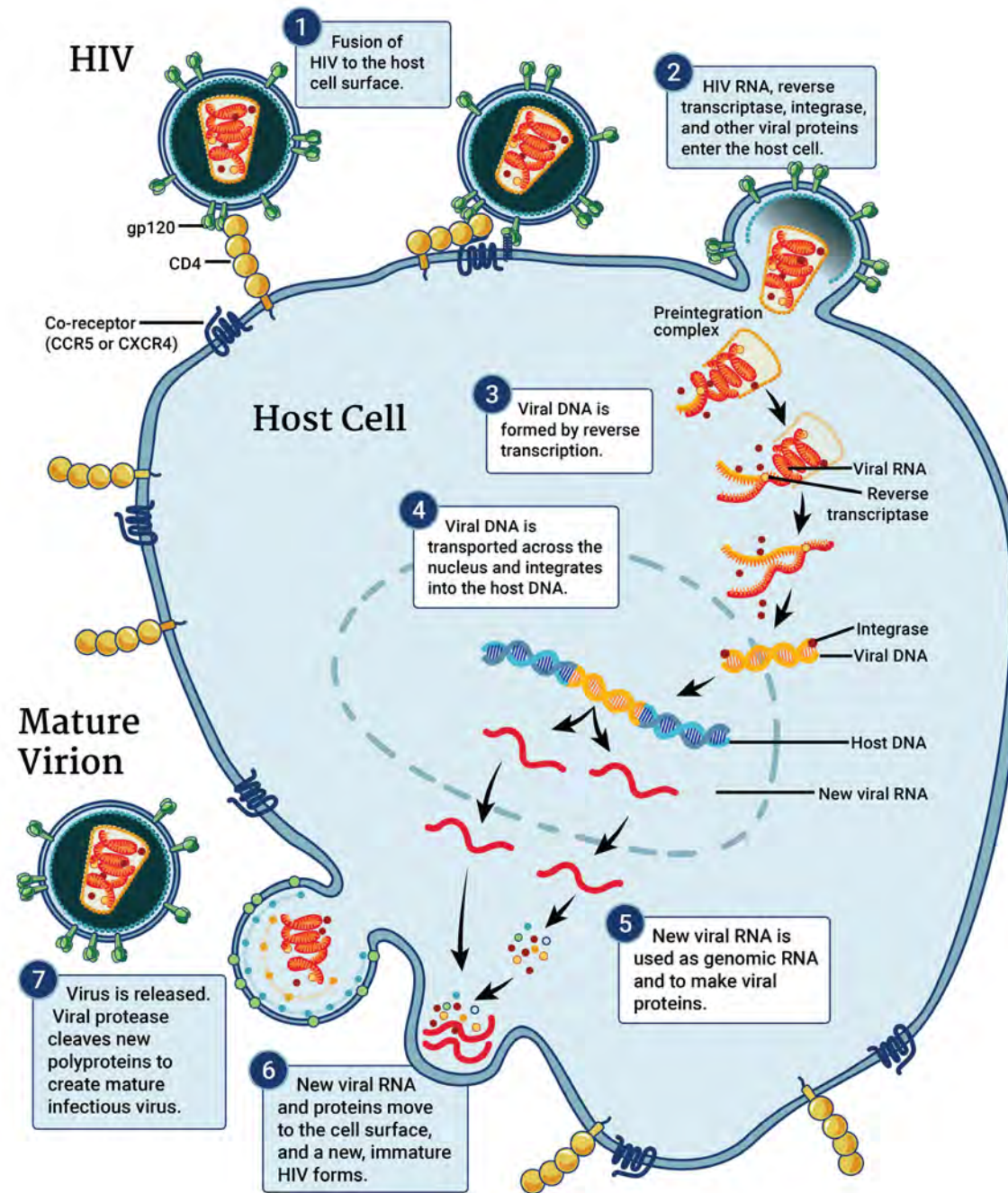


# About the program

- NIAID-sponsored research education program
  - *To support educational activities that complement and/or enhance the training of a workforce to meet the nation's biomedical, behavioral and clinical research needs.*
- Components
  - Courses for skills development
  - Research experience
  - Mentoring activities

# What we want to happen

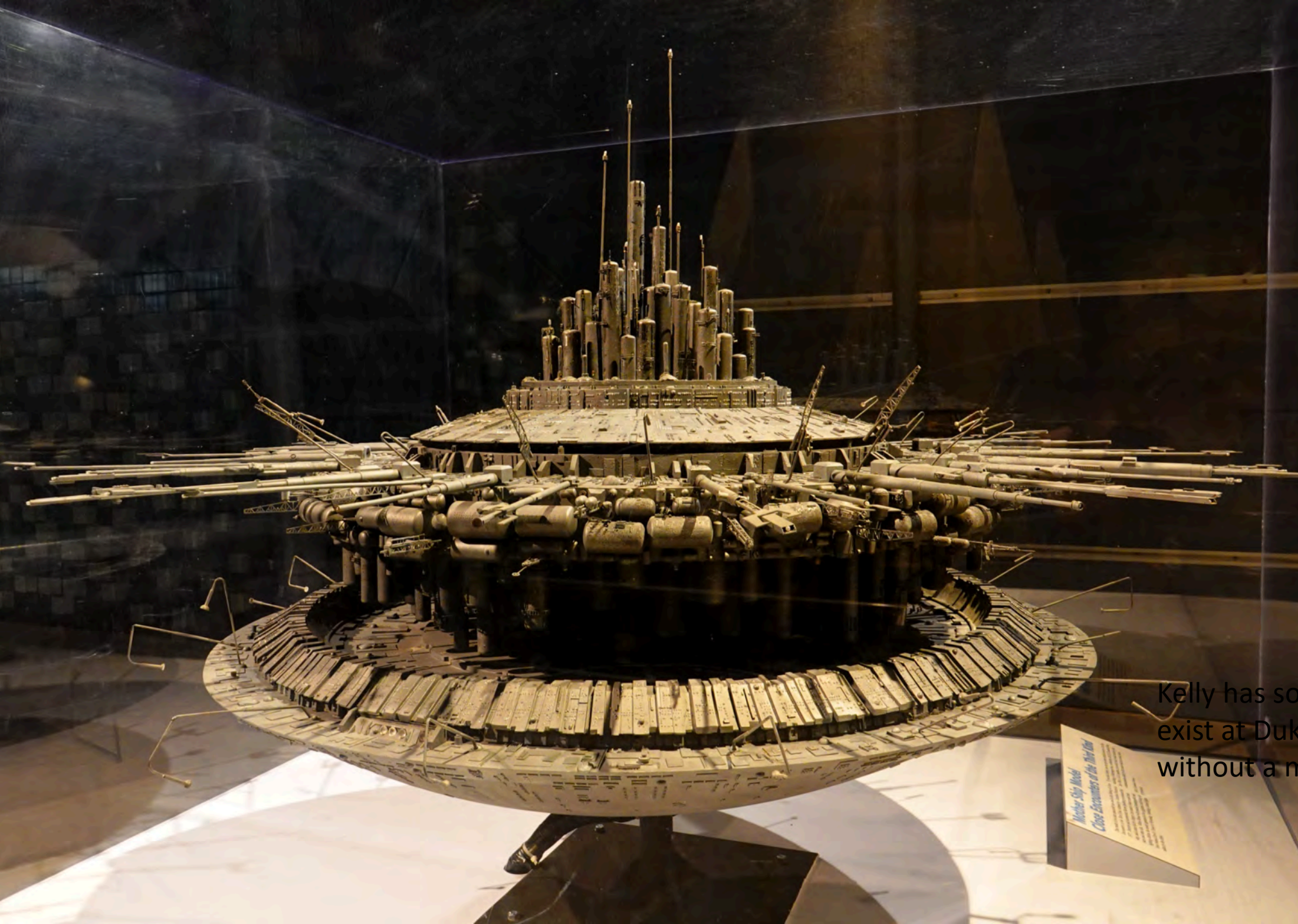
- You will learn a lot, have fun, and make friends
- You will make a meaningful contribution to HIV/AIDS research
- Some of you will write present at conferences, publish papers
- Some of you will continue in careers partially or wholly related to HIV/AIDS



People

What to say (we'll do this at the end of this session so you have some time to think)

- Your name
- Home institution, department, and program of study
- What you're interested in (work-related)
- What you're interested in (non-work related)
- 1 or more fun facts about yourself



ership  
[www.sunc.edu](http://www.sunc.edu)  
[duke.edu](http://duke.edu)

Kelly has somehow managed to exist at Duke all these years without a mug shot on the web.



# Admin and HR



**Tim Durning**

*Grants & Contracts Manager*

*This must be an off-day. Tim usually looks much better.*



**Michelle Evans**

*Associate Director,  
Strategy and Operation*



**Darla Wherry**

*Faculty HR Coordinator*

# Special effects



**Jim Thomas**

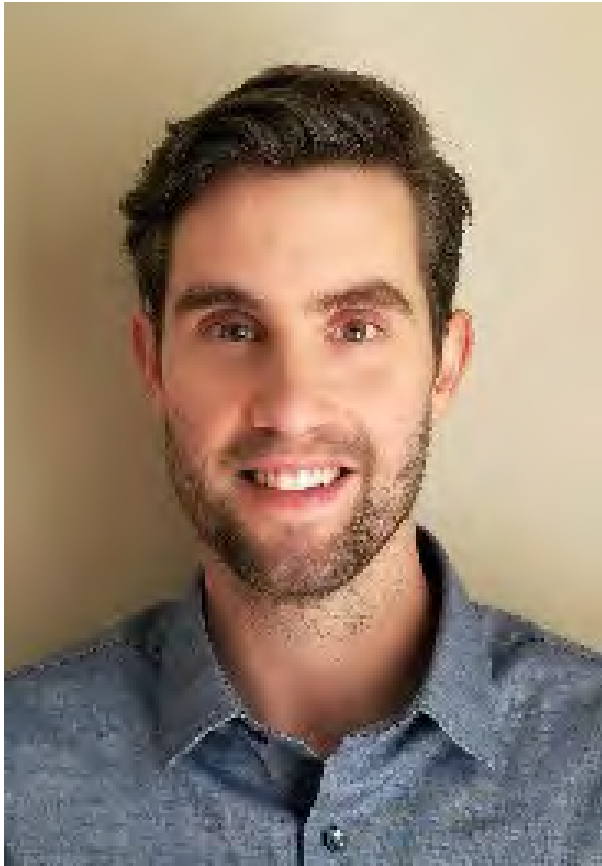
*Multimedia and User  
Services Specialist*



**Matthew Franco**

*Program Coordinator,  
Learning Technology*

# Stack overflow



Tyler



Frances



Angel

# Quantitative mentors



Cliburn



Richard



Tina



Josh



Jason



Pixu



Pan



Anru



Janice

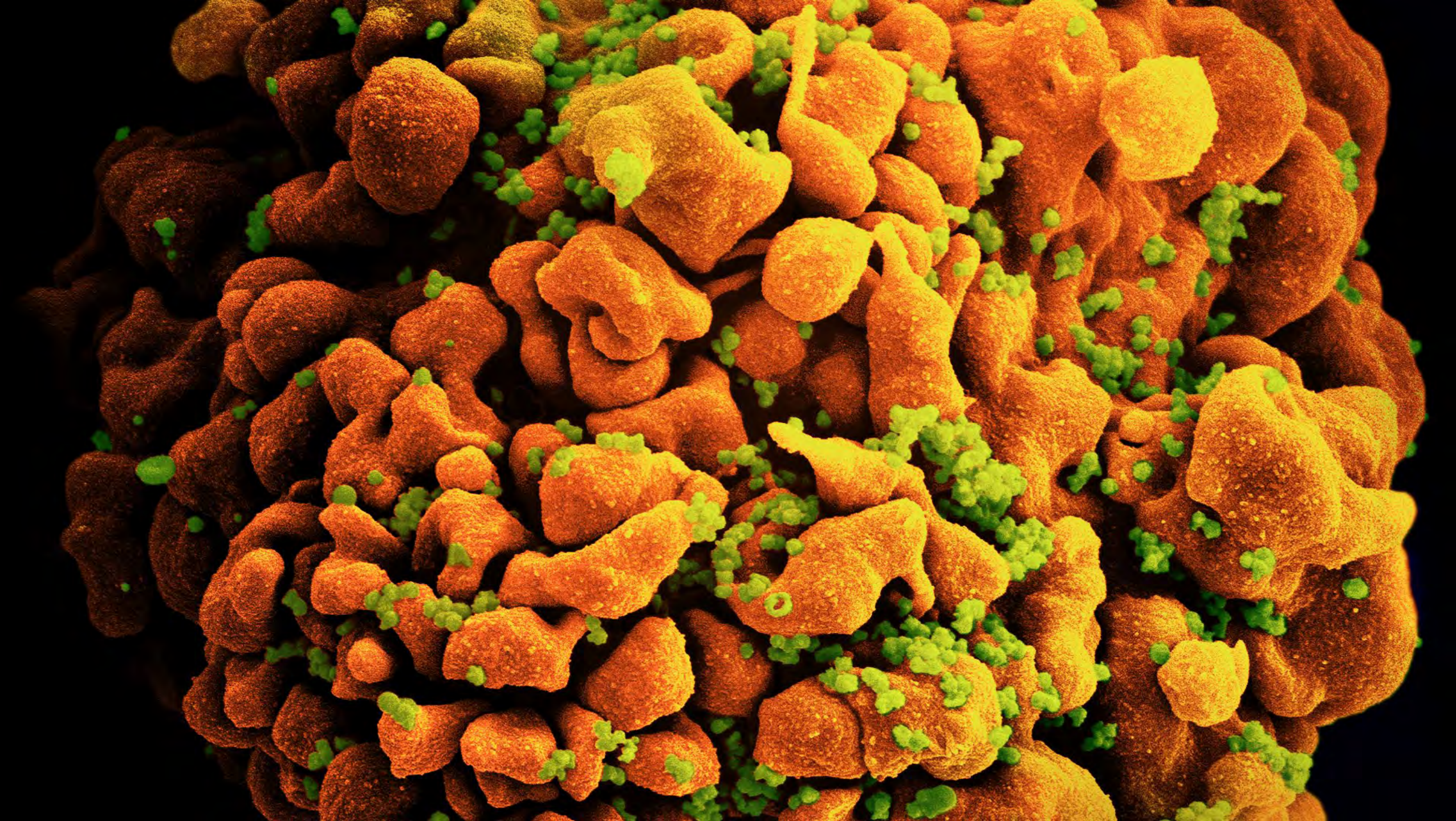


Lynn

# HIV/AIDS mentors are part of the Duke CFAR

The Duke Center for AIDS Research (CFAR) is part of a network of NIH-funded CFARs across the nation. The principal mission of the Duke CFAR is to provide scientific leadership as well as establish, enrich, and provide continued infrastructure support to an academic research environment that will effectively promote collaboration and coordination among the community of HIV/AIDS investigators at Duke.





About the program

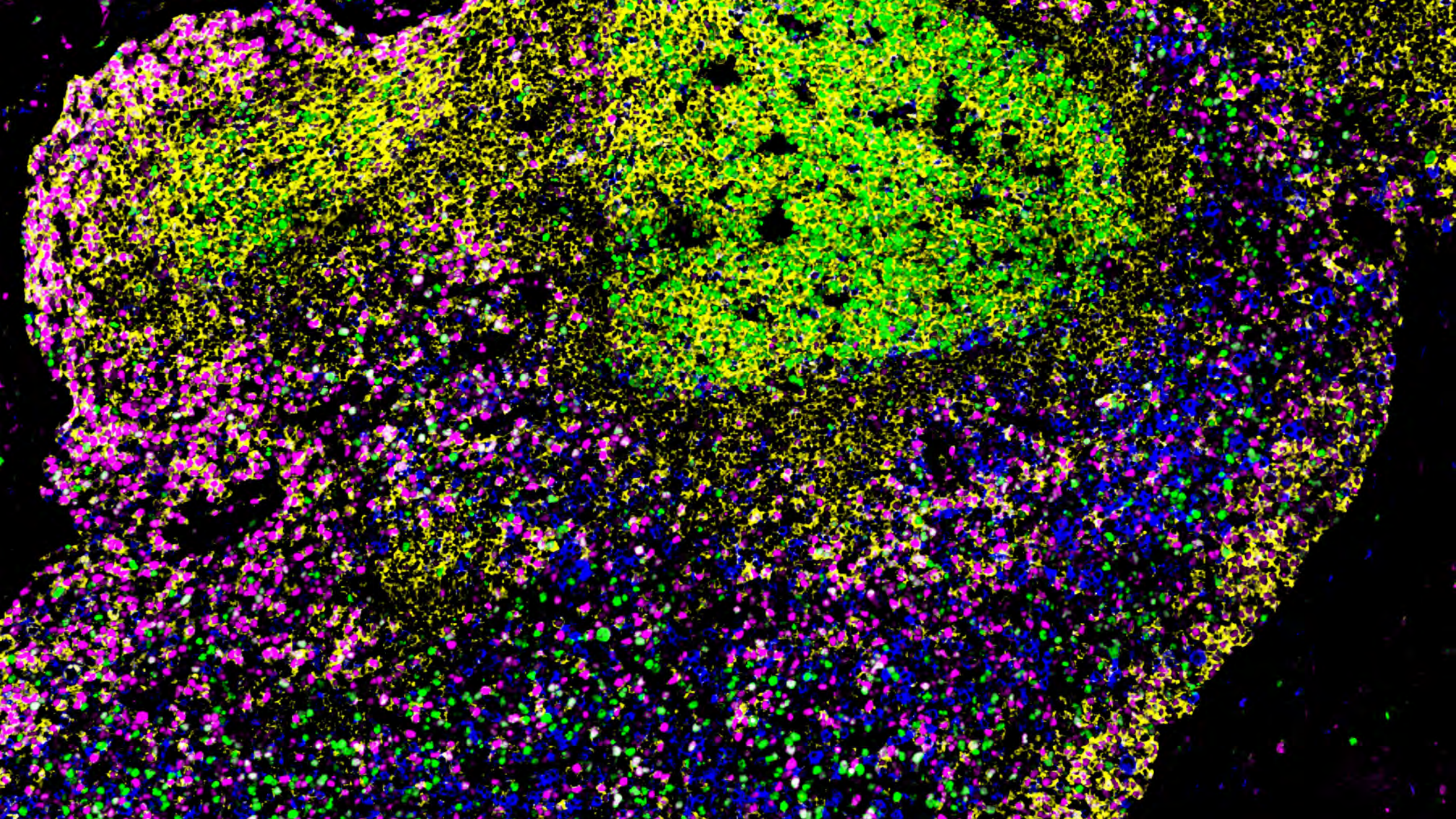
# About the program

- <https://cfar.duke.edu/cores/quantitative-sciences-core/r25/internships>
- 2022 interns talk about their experience
  - <https://cfar.duke.edu/front-page/r25-profiles>



# Accomplishments of previous interns

- Multiple best posters at CFAR retreat
- Presented posters at national and international conferences
- Gave oral presentations at national and international conferences
- Published papers in academic journals
- Wrote part or all of Masters/PhD thesis on HIV/AIDS research
- Found work in HIV/AIDS-related fields



Logistics and administration

# Hours

- Per Duke guidelines, you may only work UP TO 39.9 hours/week during the summer/school breaks and UP TO 19.9 hours/week total while classes are in session
- Only report hours actually worked on your time card
- Do not exceed the number of hours approved by your supervisor

# Vaccination Requirements

- The “employee” vaccination system does not link with the Student Health system, so documentation of these vaccines will be need to be uploaded to the VaxTrax System at:
  - [https://duke.qualtrics.com/jfe/form/SV\\_6JzaQdVSMiDQPrf](https://duke.qualtrics.com/jfe/form/SV_6JzaQdVSMiDQPrf)
  - Upload this documentation ASAP if you have not already done so
  - You may also receive an email from B&B HR about this with similar instructions

# Accessing Your Time Card

- Go to Duke@work (<https://work.duke.edu/>)
- Login with netID and password
- Click “MyInfo” → “MyTime” → “Enter Time”
- Enter hours for May 8th and click “Save”
  - Enter total hours worked for each day in 0.5 hour increments
  - Submit by Friday of pay period if possible, Sunday at the very latest
  - This pay period begins on May 8th and ends on May 21st.
  - You need to have all of your time entered by 10:00am on Monday, May 22nd
  - The pay date for the first two weeks will occur on June 2nd.
  - Please ensure that you have set up Direct Deposit!

# NIAID is funding research on 4 types of long-acting HIV prevention.

## INTRAVAGINAL RING (IVR)



Polymer ring inserted into the vagina releases antiretroviral drug over time.

## IMPLANT



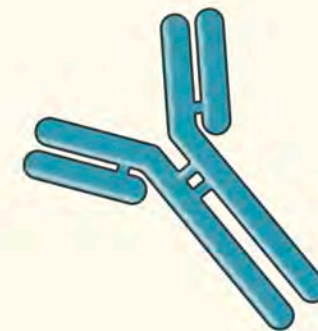
Device implanted in the body releases antiretroviral drug over time.

## INJECTABLE



Long-acting antiretroviral drug is injected into the body.

## ANTIBODY



Antibody is infused or injected into the body.

Schedule



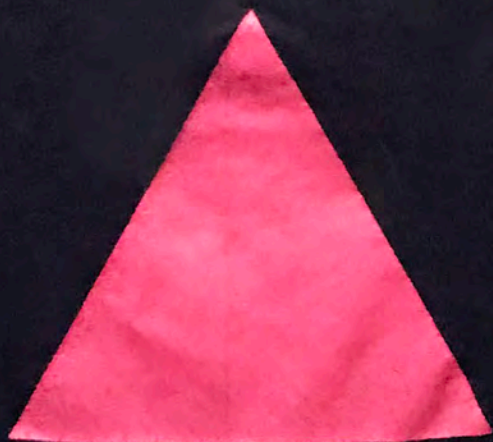
# Orientation week

Hock Plaza Room 10089

	MONDAY, May 8	TUESDAY, May 9	WEDNESDAY, May 10	THURSDAY, May 11	FRIDAY, May 12
<b>9:00</b>	Introduction slides (60 min) Cliburn	HIV/AIDS Primer (75 min) Cliburn	Git and GitLab (90 min) Josh	Data wrangling primer - Python version (60 min) Tyler	How to Survive a Plague (120 min) Joined by Kent Weinhold
<b>9:15</b>					
<b>9:30</b>					
<b>9:45</b>	Intern introductions (15 min)				
<b>10:00</b>	Break	Break		Break	
<b>10:15</b>					
<b>10:30</b>	Meet and Greet with quantitative mentors (90 min)	OOD@DCC intro (30 min) Janice	Break	Intern presentations - 5 min each	Group Discussion (60 min)
<b>10:45</b>					
<b>11:00</b>		Practices for reproducible analysis (60 min) Josh	Data wrangling primer - R version (60 min) Frances	1. Describe your project so that everyone can understand it. 2. What are your objectives for the internship?	
<b>11:15</b>					
<b>11:30</b>					
<b>11:45</b>					
<b>12:00</b>	Lunch - Kelly	Lunch - Richard	Lunch - Angel/Richard	Lunch - Tyler	Lunch - Kelly
<b>12:15</b>					
<b>12:30</b>					
<b>12:45</b>					
<b>13:00</b>	Trip to Card Office for non-Duke interns	Meet with program staff	Work time	Former Intern Q&A (60 min) Grace Kovic	Social Event TBD

# Other weeks

- Group meetings on Wednesdays
  - Seminars
  - Work-in-progress presentations by interns
  - Social activities: Frances- and intern-organized
- Other days
  - Check with lab PI to attend lab meetings
  - Option to do lab work if interested
  - Work on 10<sup>th</sup> floor lounge in small groups



**SILENCE=DEATH**

**STOP AIDS!  
FIGHT BACK!**  
▲ ACT UP ▼

**MEN**  
USE CONDOMS  
OR BEAT IT

▲  
**SILENCE=DEATH**

I  
SUPPORT  
PERSONS  
WITH  
A. I. D. S.

**ACT UP**  
DC

CRIMINALIZE  
**HATE**  
NOT HIV  
GIPPF

Expectations

# Expectations (requirements)

- Meet weekly with your Quantitative Mentor (QM)
  - Interns should work with their QM to determine when meetings should be scheduled for the entire summer and for which meetings the PIs (or other collaborators) also need to attend
- Complete the Weekly check-in form
- Attend weekly Wednesday meetings,
  - present your work to others and engage when others present
- Complete timesheets on time
- Communicate scheduling issues with QM
- Check in with Program Staff every other week
- Prepare a scientific poster for the CFAR Retreat in September

# Weekly Progress Tracking

- The Progress Report is an Informal document meant to help with planning
- During your weekly meeting with your QM, write out goals for the next week
- Send to your quantitative mentor within a day after the weekly meeting (the earlier the better while fresh in your mind).
- Make sure to CC the staff liaison for the project.

**NAME**

**Progress Report – To Be Completed Weekly** *(Please restrict to 1 page)*

---

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty & Quantitative Lead:

- Completed Goals from Last Week:

*Bullet points are fine.*

- Unmet Goals from Last Report -List things, if any, that prevented or delayed you from achieving your goals for this week?
- How (zoom/email/meeting) and how often are you in contact with the PI and the quantitative supervisor?
- How (zoom/email/meeting) and how often are you in contact with the quantitative supervisor?
- Goals for Next Week:
- Additional Comments, Concerns, or Complaints:

# Weekly Intern Presentations

- Each week 4 interns will present their work to the group
- The presentation should be 10 minutes with 5 minutes for Q&A
- The tentative list for presenters is located on the Internship Website
  - <https://cfar.duke.edu/cores/quantitative-sciences-core/interns-2023>
- It is the intern's responsibility to switch dates with another intern if they are not able to present

# CFAR Fall Retreat Poster Session

- The 2023 CFAR Fall Scientific Retreat will be held on campus on Thursday, September 14<sup>th</sup>.
  - A *Call for Abstracts* will be sent to you in early August with details for the Poster Session.
  - The current format is still to be determined. Previous formats have included short video presentations, as well as standard poster presentations.
  - At least one intern will be chosen to give a presentation at the Retreat.



# Expectations (norms)

- You are not expected to know everything
- There are no stupid questions — ask, ask, ask
- You will make mistakes — that's how you learn
- Mentors will always look busy — ask for their time anyway — *they are there to ensure you have a great learning experience*
- Ask why if you don't understand anything
- We value initiative — contribute your own ideas and directions!
- Make friends with your peers and do fun things together — also, ask them for help and offer to help



Self-introductions

# What to say

- Your name
- Home institution, department, and program of study
- What you're interested in (work-related)
- What you're interested in (non-work related)
- 1 or more fun facts about yourself



# 2023

## Summer Internship

*Introductions*



Questions?

# Summer Internship Contacts

Administrative Support [kelly.sune@duke.edu](mailto:kelly.sune@duke.edu)

The 2023 Summer Internship Webpage can be found at

<https://cfar.duke.edu/cores/quantitative-sciences-core/interns-2023>