



Initial Mentoring Agreement

Mississippi Center for Clinical and Translational Research

Expectations for the Mentoring Relationship

Objectives: Productive, mutually satisfactory mentoring relationships require that the respective expectations for the mentored investigator and mentor be articulated clearly. It is recommended that the mentored investigator and primary mentor discuss, and agree to, the expectations for the mentoring relationship listed below early in the development of their relationship. These expectations augment (but do not replace) a mentored investigator's career development plan and the primary mentor's letter of support included in the application for the CCTR Investigator Development program.

Instructions: The scholar and the primary mentor should review the expectations listed in this document and discuss these expectations in the context of their relationship. A signed copy of this document, signifying agreement, should accompany the scholar's application.

Expectations for the Mentored Investigator

Print Name

Research

- I will take primary responsibility for the design, conduct, analysis, and reporting of my research.
- I will comply with institutional, state, and regulatory guidelines related to my research.
- I will conduct my research ethically and with attention to social concerns.
- I will conduct my work diligently, adhere to agreed upon timelines, and maintain appropriate records.
- I will work with my mentor to submit a Mentoring Plan to CCTR administration detailing my goals and the goals of my mentor.
- I will meet regularly with my mentor and other members of my research team (including other mentors and co-investigators), and provide them with timely updates regarding my work, accept their critical appraisals of my work, and follow-up on their recommendations and suggestions.
- I will develop a mature research plan in the standard CCTR Pilot Project format as detailed in the IDP guidelines.
- I will cite the *Mississippi Center for Clinical and Translational Research* on all applicable publications.
- I will recognize the contributions of my mentor and the other members of my research team in presentations and manuscripts resulting from my research.
- I understand that applications for extramural funding are required of all CCTR mentored investigators and that I am expected to submit a first application for NIH or other substantial funding program by the end of two years of support.
- I will actively participate in the Seminar Series held jointly between the CCTR, MCOR, and COBRE. Active participation includes regular attendance and presentation of research at least yearly.

Education/ Training

- I will take primary responsibility for identifying and completing the coursework and training activities required (as applicable) by the CCTR.

Expectations for the Primary Mentor

Print Name

Research

- I will take primary responsibility for supervising the mentored investigator in the design, conduct, analysis, and reporting of his/her research.
- I will assist the mentored investigator in pursuit of support for his/her research, ensure his/her allotted time for research is protected, and advise him/her during grant application preparation.
- I will assist the mentored investigator to comply with institutional, state and regulatory guidelines related to his/her research.
- I will assist the mentored investigator to identify and address ethical and social concerns related to his/her research.
- I will provide feedback and expected inputs in accordance with agreed upon timelines.
- I will work with the mentored investigator to submit a Mentoring Plan to CCTR administration detailing my goals and the goals of the mentored investigator.
- I will meet with the mentored investigator regularly, help him/her coordinate input from other members of his/her research team (including other mentors and co-investigators), and provide timely critical appraisal of his/her work and appropriate recommendations and suggestions.
- I will work with the mentored investigator to develop a mature research plan in the standard CCTR Pilot Project format as detailed in the IDP guidelines.
- I will ensure that the mentored investigator is recognized for his/her work, presents his/her work at meetings, and serves as first author on primary manuscripts resulting from his/her research.
- I will provide constructive critique of the scholar's thesis (if applicable) and manuscripts describing his/her research results.

Education/ Training

- I will assist the mentored investigator to identify appropriate coursework and training opportunities required (as applicable) by the CCTR.

Expectations for the Mentored Investigator *(Continued)*

Academic Skills

- I will take primary responsibility for developing my academic skills with respect to critical thinking, writing grants and manuscripts, oral presentation, leadership, teaching, and mentoring.

Career Development

- I will take primary responsibility for advancing my career with respect to working toward independence, being promoted academically, being named to positions on key committees or groups, and networking with other researchers inside and outside the CCTR.

Personal Conduct

- I will practice mutual respect, adhere to moral, ethical and professional standards, and seek ways to optimize my interpersonal interactions with my mentor and other members of my research team.

Progress/Evaluation

- I will complete an annual research progress report and submit it to the Scientific Review Panel and Program Director.
- I will complete my annual evaluations as requested by the program in a timely fashion.
- I will submit annual summaries of my accomplishments (e.g., publications, grants, academic appointments, etc.) or as requested by program.

Signature
Date (Month DD, YYYY)

Expectations for the Primary Mentor *(Continued)*

Academic Skills

- I will assist the mentored investigator in developing his/her academic skills with respect to critical thinking, writing grants and manuscripts, oral presentation, leadership, teaching, and mentoring.

Career Development

- I will assist the mentored investigator in advancing his/her career with respect to working toward independence, being promoted academically, being named to positions on key committees or groups, and networking with other researchers inside and outside the CCTR.

Personal Conduct

- I will practice mutual respect, adhere to moral, ethical and professional standards, and seek ways to optimize my interpersonal interactions with the mentored investigator and his/her research team.

Progress/Evaluation

- I will participate in completing the mentored investigator's progress report and provide updates to the Program Director and the appropriate CCTR committees on his/her progress, as requested.
- I will complete my annual evaluations as requested by the program in a timely fashion.

Signature
Date (Month DD, YYYY)