

## *Initial Mentoring Expectations Agreement for BIRCWH / WHRS Trainees*

**Objectives:** Productive, mutually satisfactory mentoring relationships require that the respective expectations for the scholar and mentor to be clearly articulated. It is recommended that the scholar and primary mentor discuss, and agree to, the expectations for the mentoring relationship listed below early in the development of their relationship. Please note that these expectations, unless otherwise noted, are provided solely for the benefit of enhancing the mentoring relationship.

**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 be maintained by the mentor and scholar.

### **Expectations for the Scholar**

**Name:** \_\_\_\_\_

#### **Research**

- I will take primary responsibility for the design, conduct, analysis, and reporting of a mutually defined research project with my mentor(s).
- I will pursue support for my research as needed, including submission of grant applications.
- I will comply with institutional, state and other applicable regulatory guidelines and standards 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 and tangible materials resulting from my project(s).
- 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 write manuscripts describing my research results in a timely and satisfactory manner.
- I will recognize the contributions of my mentor and the other members of my research team in presentations and manuscripts resulting from my research.

#### **Education / Training**

- I will take primary responsibility for identifying and completing the coursework and training activities necessary for my current training and future profession.

### **Expectations for the Mentor**

**Name:** \_\_\_\_\_

#### **Research**

- I will take primary responsibility for supervising the scholar in the design, conduct, analysis, and reporting of his/her research.
- I will assist the scholar in pursuit of support for his/her research.
- I will assist the scholar to comply with institutional, state and other applicable regulatory guidelines and standards related to his/her research.
- I will assist the scholar in identifying and addressing ethical and social concerns related to his/her research.
- I will provide feedback and expected inputs in accordance with agreed upon timelines.
- I will meet with the scholar 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 ensure that the scholar 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 manuscripts describing his/her research results and funding submissions.

#### **Education/ Training**

- I will assist the scholar to identify appropriate coursework and training opportunities necessary to complete his/her postdoctoral training, and, to the extent of my ability, future career path.

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## **Expectations for the Scholar**

*(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. I will examine career opportunities that match my interests, values and aptitudes and skills.

### **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 seek regular feedback on my performance from my mentor at least annually.

• I will adhere to any program or organizational guidelines around performance evaluations and individual development plans.

### **Training Completion**

• As per institutional policies, all original research records and tangible research materials will remain with the P.I (laboratory/institution). I will be allowed copies of the records and access to materials I have generated as per institutional or applicable authority's policy.

• I will review all written and tangible materials with my mentor or designed authority so the materials may be accessed for future research by those in the laboratory.

• Within reasonable expectations, I will work in with my mentor to provide adequate support for continuation of projects and to complete any publications resulting from my research. As appropriate, I will discuss expectations regarding continuing current lines of research after leaving the advisors research group. Upon leaving, I will maintain communication with my mentor as may be required for reporting purposes.

**Signature**

\_\_\_\_\_

**Signature Date:** \_\_\_\_\_

## **Expectations for the Mentor**

*(continued)*

### **Academic Skills**

• I will assist the scholar 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 scholar in advancing his/her career with respect to working toward independence, and as multiple career options are available, provide support and assistance in exploring appropriate options.

### **Personal Conduct**

• I will practice mutual respect, adhere to moral, ethical and professional standards, and seek ways to optimize my interpersonal interactions with the scholar.

### **Progress/Evaluation**

• I will work with my mentee to set expectations around performance and meet with them at least annually to provide feedback on performance.

• I will adhere to any program or organizational guidelines around performance evaluations and individual development plans.

### **Training Completion**

• I will allow the scholar to have copies of the records and access to materials they have generated as per institutional or applicable authority's policy.

• I, or a designated authority, will review all written and tangible materials produced by the scholar to ensure that they may be accessed for future research.

• Within reasonable expectations, I will request the scholar's support for continuation of projects and to complete any publications resulting from his/her research. As appropriate, I will discuss expectations regarding the scholar continuing current lines of research after leaving. I may request that the scholar respond to requests that may be required for reporting purposes.

**Signature**

\_\_\_\_\_

**Signature Date:** \_\_\_\_\_