**LEAD Mentor Agreement**

Applicant Name:

You have been named as the Lead Mentor for the above applicant to the KL2/BIRCWH K12 Career Development Programs. The goal of these programs is to launch the careers of the next generation of clinical/translational researchers. Because the KL2 and BIRCWH programs accept Scholars in diverse areas of science it is absolutely essential that Scholars have mentors who can provide ongoing content expertise, networking assistance and strategic career planning in the Scholar’s specific field of research. Our experience tells us that, for Scholars to successfully transition to their own independent funding, there needs to be a single Lead Mentor who is primarily responsible for: (1) insuring that the Scholar makes progress on their research and training plans; (2) assisting the Scholar to identify an appropriate mentoring team and to work effectively with this team; (3) updating the TraCS ETCD Program Leadership at least every 6 months regarding progress/changes in Scholars’ training or research activities (e.g., funding opportunities, mentors, direction of research, non-research commitments); and (4) working with ETCD Program Leadership to identify resources to facilitate the Scholar’s career development.

Specific functions of the Lead Mentor:

1. The Lead Mentor has primary responsibility for guiding the Scholar toward research independence. Together with the Scholar, the Lead Mentor will identify other investigators to serve on the Mentoring Team. This Mentoring Team will provide Scholars with the scientific and methodological expertise for each of their research projects.
2. The Lead Mentor has primary responsibility for helping the Scholar develop both hypotheses and research proposals by providing the initial "peer review" that helps assess the scientific merit of all proposals; helping the Scholar to obtain appropriate interdisciplinary consultations; and assisting with all phases of grant preparation and the development of effective presentations and publications.
3. The Lead Mentor, along with the Scholar and Mentoring Team, will develop: (a) clearly delineated specific expectations of the substantive learning/research skills to be achieved; and (b) specific milestones and timelines for achieving the Scholar’s career development goals while on the KL2/BIRCWH.
4. The Lead Mentor, along with the Scholar and Mentoring Team, will define an appropriate schedule for the frequency of meetings. This plan should be included with the KL2/BIRCWH application and endorsed by each member of the Mentoring Team in their letters of support.
5. Lead Mentors are encouraged to attend meetings and seminars at which the Scholar is presenting their work. The Lead Mentor must attend the mock review(s) of the Scholar’s grant proposals.
6. The Lead Mentor will be responsible for submitting information about the Scholar’s progress when required by the NIH (at least annually). The Lead Mentor may also be contacted through the CTSA program as part of ongoing evaluation efforts.

**If you agree to accept these responsibilities please sign and return this document as a PDF or in hard copy to: Susan Pusek at** [**susan\_pusek@med.unc.edu**](mailto:susan_pusek@med.unc.edu) **or Room 223 TraCS Institute, CB #7064.**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Scholar’s signature)   date\_\_\_\_/\_\_\_\_/\_\_\_\_