**Mentor-MENTEE TEAM Agreement**

Applicant Name:

The goal of the KL2 and BIRCWH career development 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. Since the emphasis of the KL2 and BIRCWH programs is translational science, each Scholar is required to propose a mentoring team that consists of a Lead Mentor and other individuals who have defined roles in assisting the Scholar to achieve the goals set forth in their application to the programs. This document clarifies the expectations of the mentoring team and the mentee.

Mentors agree to:

1. Under the direction of the Lead Mentor, guide the Scholar toward research independence. The Mentoring Team will provide Scholars with the scientific and methodological expertise for each of their research projects.
2. Help the Scholar develop both hypotheses and research proposals by providing the initial "peer review" that helps assess the scientific merit of all proposals; help the Scholar to obtain appropriate interdisciplinary consultations; and assist with relevant phases of grant preparation and the development of effective presentations and publications.
3. Attend meetings and seminars at which the Scholar is presenting their work as their schedule allows.
4. Work in conjunction with faculty from the KL2 Program for the benefit of the Scholar.
5. Submit information about the Scholar’s progress at the time of required progress reports by the NIH, or respond to requests for information as part of the ongoing CTSA evaluation process.

Mentees agree to:

1. Define their career goals and priorities and work with the mentoring team to determine appropriate milestones and timelines.

2. Identify the most efficient method of communication with individual mentors and the mentoring team and to keep the mentoring team informed at regular intervals of their progress.

3. Maintain notes of communication with the mentoring team including formal meetings.

4. Inform the mentoring team of any challenges impacting the agreed upon research plan or milestones.

5. Agree to accept feedback from the mentoring team.

The mentee and members of the mentoring team agree to:

1. Develop: (a) clearly delineated specific expectations of the substantive learning/research skills to be achieved by the Scholar; and (b) specific milestones and timelines for achieving the Scholar’s career development goals while on the KL2/BIRCWH.
2. 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.
3. Keep discussions confidential and respectful.
4. Inform the KL2 or BIRCWH Program Leadership of changes to the research plan or other issues impacting the Scholar’s progress or change in composition of the mentoring team.

**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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