

## **WVCTSI Research Scholar Program Mentoring Team Agreement**

### **Mentoring Goals**

1. To facilitate the development of clinical and translational research skills and team science approaches for the mentee
2. To provide opportunities for the mentee to develop and gain experience conducting mentored and independent clinical and translational research projects
3. To enhance the leadership and management skills of the mentee needed for working with a research team
4. To provide a supportive academic environment for the conduct of team science for the mentee
5. To facilitate the successful entry of the mentee into an academic research career with strong potential for obtaining extramural research support
6. To promote academic career development and advancement of the mentee in order to achieve a balance of research, scholarship, and service activities.

### **Expectations of Mentors**

1. The mentoring team will conduct regular and frequent team meetings with the mentee. There should be a minimum of one hour meeting of the primary mentor and the mentee per week, and at least one hour meeting every other month of the full mentoring team and the mentee. Mentors should strive to create a safe and respectful environment for the open discussion of complex research and academic career issues with the mentee at all times.
2. The mentoring team will develop, with the mentee, specific goals, objectives, and milestones for substantive learning/skills/ research progress to be achieved along with timelines for achieving program goals and objectives. These goals and objectives will be formalized annually via a written plan, using an Individual Development Plan (IDP) or Individual Opportunity Plan (IOP) format. The mentoring team will assist the mentee in identifying appropriate professional development opportunities for achieving the mentee's annual goals.
3. The mentoring team must participate in the annual WVCTSI mentoring training to enhance skills in team mentoring and use of an IOP.
4. The mentoring team must seek to provide constructive feedback to assist the mentee in achieving their research goals, objectives, and milestones.
5. The mentoring team will participate in WVCTSI events in which the mentee is presenting their research project(s), including their Works-in-Progress (WIPS) presentations twice a year.
6. External mentors and consultants contributing to specific research issues should meet with the team when these issues are being discussed or decisions regarding these issues are being made. Regular briefing and involvement of external mentors is required.
7. The mentoring team will conduct quarterly evaluations and provide reports of progress to the designated WVCTSI personnel.

### **Expectations of Mentees**

1. The mentee must conduct regular and frequent team meetings with the mentoring team, including regular briefing on research progress and challenges. The mentee should meet a minimum of one hour per week with the primary mentor and at least one hour every other month with the full mentoring team. The mentee should be respectful of creating a safe and respectful environment for the open discussion of complex research and academic career issues with the mentors.
2. The mentee will develop, with the mentoring team, specific goals, objectives and milestones for achieving substantive learning/skills/research progress and identify timelines for achieving program goals, objectives, and milestones. These goals, objectives, and milestones will be formalized via a written annual plan, using an Individual Development Plan (IDP) or Individual Opportunity Plan (IOP) format.
3. In the case of an external mentor, the mentee is responsible for providing regular briefing and involvement of the external mentor, as needed. External mentors and consultants contributing to specific research issues should be included in the monthly meetings when these issues are being discussed or decisions regarding these issues are being made.
4. The mentee will openly communicate progress with professional development activities and changes in career plans with the mentoring team.
5. The mentee should provide a formal research update/presentation at least quarterly to the mentoring team and other relevant persons.
6. The mentee will respond to and incorporate feedback provided by the mentoring team.
7. The mentee is required participate in the annual WVCTSI mentoring training on team science and use of an IOP.
8. The mentee must present their work at the WVCTSI Annual Meeting and other events as requested.
9. The mentee will participate in the required WVCTSI quarterly evaluation process with the mentoring team.

### **Concerns or Conflicts**

Any concerns arising on the part of the mentee or the mentors that are not resolved within the team in a timely manner should be directed to Dr. Courtney DeVries and/or Dr. Joan Lakoski, Co-Directors of the Professional Development Core, for facilitation of conflict resolution or addressing of concerns.

### **Confidentiality**

Early in the mentoring process, the mentee and mentor(s) should identify topics to be considered confidential and expectations of what is acceptable. Private issues or problems will be handled with discretion in that discussions between mentors and the mentee will be held confidential, unless given permission to share the information with others.

Mentors and mentees are encouraged to discuss concerns regarding the mentoring experience with the WVCTSI Director of Investigator Development, Dr. Joan Lakoski. WVCTSI personnel will maintain confidentiality at all times unless a breach of confidentiality is necessary to report misuse of federal funds/resources or to maintain someone's personal safety.

**WVCTSI Research Scholar Mentoring Agreement:**

As indicated below by my signature, I agree to enter into a team mentoring relationship based upon the expectations, standards, and guidelines outlined above.

\_\_\_\_\_  
(Mentee) Date: \_\_\_\_\_

\_\_\_\_\_  
(Primary mentor) Date: \_\_\_\_\_

\_\_\_\_\_  
(Mentor) Date: \_\_\_\_\_

\_\_\_\_\_  
(Mentor) Date: \_\_\_\_\_

\_\_\_\_\_  
(Mentor) Date: \_\_\_\_\_

\_\_\_\_\_  
(Mentor) Date: \_\_\_\_\_