

## Mentor Agreement

Upload a signed copy of this agreement with the initial COMIRB submission when you are mentoring a PI who is a student, resident, fellow or other trainee.

### To the Faculty Mentor

Mentorship is a serious responsibility. It requires an enthusiastic commitment to the students/trainees and to the program. In addition to tangible evidence of your willingness to make a commitment to the students/trainees, mentors must have a demonstrated commitment to scholarship. The success of the student/trainee's experience will be measured not only in the outcome of their projects, but also in what they learn from you as a role model. These experiences will help form their perception of scientific research, and in some cases, determine whether a career in academic research is right for them.

COMIRB is always available to meet with you and your mentee to answer questions about IRB review. Don't hesitate to request a meeting.

### Responsibilities of a Mentor:

- Do not take on new students/trainees unless you have the time to effectively mentor them as outlined in this guidance and in accordance with the academic requirements of the respective school.
- Advise your student/trainee on the selection of a topic. Teach them to think through the study logistics.
- Be familiar with the [responsibilities of a PI](#) and advise your student/trainee on these responsibilities.
- Advise your student/trainee on the content and preparation of their research proposal.
- Assist your student/trainee with the preparation of the IRB application.
- Be available for your mentee if COMIRB requests to discuss their study with them.
- Make sure your student/trainee obtains all necessary approvals (e.g., IRB, institutional approvals) before initiating the project.
- Ensure your student/trainee maintains compliance with federal regulations and institutional policies and procedures throughout the research.
- Stay in regular contact with your student/trainee and guide them throughout the research.
- Assist the student/trainee to monitor and evaluate the progress of the study.
- Ensure changes to approved research are approved by the IRB before they are implemented.
- Ensure that any IRB continuing reviews are submitted in a timely manner.
- If unanticipated problems or incidents of non-compliance occur, make sure your student/trainee reports them appropriately.
- Complete the student/trainee progress report.

- Advise and assist your student/trainee with the preparation of the poster presentation and final paper.
- Ensure that your student/trainee complies with any prescribed deadlines.
- Encourage your student/trainee to present his/her results at other meetings or to co-publish them, if appropriate.
- Communicate with the Committee Chair immediately should your student/trainee be unable to fulfill program requirements.

Signature Page:

By signing below I acknowledge my responsibilities as a mentor/advisor and agree to take on these responsibilities:

Study #: \_\_\_\_\_

Name of Trainee: \_\_\_\_\_

Name of Mentor/Advisor: \_\_\_\_\_

Signature of Mentor/Advisor: \_\_\_\_\_

Date of Signature: \_\_\_\_\_