

The Penn Biomedical Graduate Studies Mentorship Compact Between PhD Candidates and their Research Mentors

The purpose of this document is to facilitate discussion between mentors and mentees and to help to align expectations and clarify responsibilities for both.

The mentee in working to earn a PhD will undertake scholarship and research that together provide training essential for their career. Research mentors will prioritize the needs of the mentee as they work together to answer important questions and prepare the mentee for success.

By signing this compact, faculty mentor(s) and mentees indicate that they have read it, discussed it, and will freely abide by it. If there are co-mentors, both should sign it. If there are any questions or concerns from either the mentee or the faculty mentor(s), please discuss them with the graduate group chair before proceeding further. **This form will need to be completed before new mentor/mentee pairings can be approved.** Forward a signed copy of it to the graduate group chair and coordinator when you are ready to formally request approval.

As a mentee I will:

- Work with my thesis mentor from the beginning to establish expectations for this very important relationship.
- Take ownership of my thesis project with the input and approval of my mentor(s), including my thesis advisor and the members of my thesis committee.
- Take ownership of my professional development, through completion of an IDP annually and with guidance from my thesis advisor, my thesis committee, other mentors, graduate group resources, and career counseling services.
- Have open and timely discussions with my mentor(s) about my research progress, access to resources and milestone achievements.
- Arrange regular individual meetings with my thesis mentor(s).
- Arrange meetings with my thesis committee each year or at time intervals indicated by my thesis committee once I have completed my qualifying exam.
- Stay abreast of the latest developments in my field through reading the literature, speaking with experts and colleagues, and attendance at relevant seminars and scientific meetings.
- Build a professional network of other investigators within Penn and outside of Penn for mutual support and collaboration.
- Respect all ethical and institutional standards when conducting my research and ask for guidance when presented with ethical or compliance uncertainties.
- Maintain a relationship with my mentor(s) that is based on trust and respect.
- Work with my mentor and other members of our research team to maintain a safe, respectful, inclusive, and secure working environment.
- Comply with all institutional policies, including safe laboratory practices, responsible conduct of research, experimental design, and transparency.

As a research mentor I will:

- Ensure my mentee's thesis project has every reasonable prospect of being feasible.
- Ensure that a mutually agreed upon set of expectations and goals for my mentee's research project is established at the beginning of the relationship and is updated regularly.
- Familiarize myself with the requirements of the students graduate program and speak with the program directors if I have any questions or concerns.

- Ensure that my mentee will meet with their thesis committee each year or at time intervals indicated by my thesis committee once the qualifying exam has been completed. I will attend those meetings.
- Support my mentee's efforts to build necessary professional skills, including writing, presentations at conferences and applications for fellowships such as NIH F30 and F31 grants.
- Strive for open and effective channels of communication with my mentee.
- Provide my mentee with timely guidance as they encounter hurdles, facilitate their interactions with other scientists, help them build a professional network at Penn and beyond, and encourage their attendance at scientific meetings
- Work collaboratively with co-mentors and thesis committee members to further benefit my mentee.
- Work with my mentee and other members of our research team to establish and maintain a safe, respectful, inclusive, and secure working environment.
- Commit to my mentee submitting their thesis project for publication in a timely manner with my mentee receiving appropriate credit for the work they performed.
- Promote all ethical and institutional standards when overseeing my mentee's research conduct and encourage them to ask for guidance when presented with ethical or compliance uncertainties.
- Maintain a relationship with my mentee that is based on trust, mutual respect and aligned expectations.
- Support my mentee and facilitate their transition to the next stages of their career.

Trainee's name: _____

Trainee's signature: _____

Mentor's name: _____

Mentor's signature: _____

Co-Mentor's name: _____

Co-Mentor's signature: _____

Any additional, elective points of mutual agreement should be listed below and initialed by trainee and mentor(s).

When completed, send a pdf of the signed form to the mentee's Graduate Group Chair, and a copy to the Graduate Group Coordinator.

Revised 2/6/23



Biomedical Graduate Studies

Mentor's Funds Check Form for Support of Graduate Students

Student Name: _____

Graduate Group: _____

Thesis Advisor: _____

Type of support required:

Fy10 mentor cap for a student supported off an RO1 is \$33,020. Mentors can expect to support students between 3-5 years, which means that for 3 years the total cost is approximately \$99,060 and for 5 years \$165,100. Please note that these figures don't take into account tuition and stipend increases, which are likely to raise the mentor cap in future years. Accepting a graduate student in the lab is both an educational and financial commitment. As such, securing a student's funding takes precedence over that for other lab personnel.

Summary of support available:

<i>Funding Source Type (check all that apply)</i>	<i>Total Dollars Available to Support Student</i>	<i>Grant Project Period</i>
<input type="checkbox"/> NIH research grant	\$ _____ from _____	to _____
<input type="checkbox"/> Non NIH research grant	\$ _____ from _____	to _____
<input type="checkbox"/> NIH training grant	\$ _____ from _____	to _____
<input type="checkbox"/> NIH individual NRSA	\$ _____ from _____	to _____
<input type="checkbox"/> Non NIH fellowships	\$ _____ from _____	to _____
<input type="checkbox"/> Dept funds	\$ _____ from _____	to _____
<input type="checkbox"/> Misc/Other	\$ _____ from _____	to _____

TOTAL AVAILABLE: \$ _____

Please provide additional information regarding current and pending grants of the thesis advisor on the attached sheets.

Signature & Name of Thesis Advisor

Signature of Student's Graduate
Group Chairperson

Signature & Name of Dept BA

Date of Funds Check by Dept BA: ____ / ____ / ____
MM DD YYYY

RETURN COMPLETED FORMS TO: [Jill Baxter, 417 Anat-Chem/6110, fax 215-573-9687, jabaxter@upenn.edu](mailto:jilbaxter@upenn.edu)

Mentor Financial Check



Biomedical Graduate Studies

Mentor's Funds Check Form for Support of Graduate Students

If you have grants pending review and approval, please provide information below:

Funding agency _____
 Annual direct costs \$ _____
 Pending date _____

Funding agency _____
 Annual direct costs \$ _____
 Pending date _____

Funding agency _____
 Annual direct costs \$ _____
 Total direct costs _____

If you are currently supporting other pre-doctoral students, please provide information below:

Name of Student	Source of Support	Annual Amount of Support	Total Direct Costs	Funding Period
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

RETURN COMPLETED FORMS TO: [jilbaxter, 417 Anat-Chem/6110, fax 215-573-9687, jabaxter@upenn.edu](mailto:jilbaxter@upenn.edu)

Mentor Financial Check