

Date:

RE: Fellowship – mentor agreement

Dear [Mentor Name],

The training grant Selection Committee ranked candidates based upon a number of criteria to evaluate the overall potential for and commitment to a productive scientific career. These criteria included the applicant's qualifications, past success in research, career plans, aptitude and need for quantitative training, leadership potential, and commitment to diversity and inclusion. The advisor's commitment to the applicant and the CMB program was also evaluated.

I am very pleased to inform you that your student, [Student Name], has been selected to participate in the Training Program as a supported fellow starting [Date]! Congratulations!!

Please confirm your support of this award by carefully reviewing the commitments needed and signing below and replying via email to me ([email address](#)) by [Date].

The fellowship will commence on [Date] and will provide a stipend of \$xx,xxx minus taxes and other withholding, paid monthly for 12 months. This award is for one year and is eligible for renewal for a second year *dependent on renewed funding*, research progress, and participation in program activities.

A substantial portion of resident graduate tuition and all fees will also be provided by this award, along with \$300 that can be used to support training-related travel. We will send a separate memo outlining the details of these allocations once we have completed the budgeting process. Over the course of two years, we anticipate fellows will receive approximately \$65,000 in support from the T32 program through their stipends, tuition/fee payments, and professional development activities.

In order for [student name] to receive this award, as the student's advisor you must agree to the following:

please check each item to indicate your agreement:

- The student will spend the time supported by this award performing research in the broad area of [research area] and completing coursework relevant to their research or career goals. Any teaching or additional responsibilities must be pre-approved by the training grant PIs.
- You and/or your department will supplement the fellowship stipend with an additional \$5,000 *through departmental or other non-federal funds*. Two payments will be coordinated for the Fall and Spring semester for \$2,500. (*outlines non-grant support to be provided to student*)
- You and/or your department will cover any tuition and fees not covered through the training grant award.

You and/or your department will guarantee support the student's stipend and tuition through a graduate assistantship after the fellowship ends, for a period of up to [two] years. *Dependent on satisfactory progress as determined by the student's advisory committee.*

You will encourage your student's participation in all required training program activities and professional development workshops/seminars. Various entities on and off campus will provide these training opportunities; including Career Day, Career Panels, Monthly Meetings, CSU Graduate School Professional Development, and TILT.

You will support the student in applying for internships and fellowships so that these opportunities may be realized in the period after the fellowship ends.

You (the advisor) commit to the following:

Completing the Graduate Center for Inclusive Mentoring Mentor Well training by [Date] [8-12 hours] *Please indicate how many modules you have completed to date: _____*

Participating in the Rigor & Reproducibility workshop in [Semester Year] *as a discussion leader* [4 hours]

Developing/Updating a Code of Conduct for your research lab by [Date] [4 hours if not already in place]

You have worked with your student to develop a mentoring plan which describes training of students in your lab on rigor, reproducibility, and ethical conduct of research, and your support of their career aspirations [0.5 hour] – if necessary, please address concerns indicated by the steering committee and submit the revised plan with this letter.

You confirm you have completed online refresher training for RCR in the last 3 years– please enter date of completion [1 hour]. Details can be found at <https://about.citiprogram.org/en/course/responsible-conduct-of-research-basic/>.

Date Completed: _____

You will complete evaluation surveys administered through evaluation partners and contribute to progress reports as requested. The program's progress report will be evaluated in [November]; therefore, you will be expected to provide information on your student's progress in [October] and again in [May] 202x, before being awarded the 2nd year of funding. Progress reports are required annually thereafter [1 hour].

You will acknowledge support provided through the T32 fellowship in any publications or presentations describing work performed during the fellowship period. Please cite the grant as [T32GM132057].

You will provide information about your student's career path, publications, awards, etc. during the fellowship period, after the fellowship ends and after graduation, to support renewal of the training grant.

Your active participation in program activities is essential to the success of the training grant. We ask that over the course of the annual funding period you contribute between [15-20] hours engaging in various activities designed to enhance the experience of our students. Failure to participate may affect renewal of your student's award and/or selection of future candidates from your laboratory for fellowships.

[Student Name]

Trainee Fellowship Offer [2023-24]

By signing below, the [Department] and the advisor agree to support **[Student Name]** during their tenure as T32 fellow and to meet the requirements outlined above.

Signature: _____

Date: _____

Name (Department Head)

Signature: _____

Date: _____

Name (Faculty Advisor)