P2P Phase 4: Mentor Agreement Form

This form will help facilitate discussion with your mentor on the details of your PLAN course and Research Immersion (RI) project so that you are both prepared for PLAN and RI. Please carefully review all information on this form with your mentor to ensure a successful start to your work together.

This Mentor Agreement Form is due on May 1, 2019, if you intend to take the September 2019 PLAN course and February 1, 2019, if you intend to take PLAN in March 2019. If you are preparing for March 2020 PLAN, complete the abbreviated version of this form (i.e., only the first 4 fields).

Student's First Name
__________________________________

Student's Last Name
__________________________________

Student's Email:
__________________________________

Which section of PLAN do you intend to take?  
○ March 2019  
○ September 2019  
○ March 2020

Mentor's Name (Last, First):
__________________________________

Mentor's Email:
__________________________________

Mentor's Department:
__________________________________

Thank you for confirming your plans!

Because you intend to take PLAN in March 2020, your full Mentor Agreement Form is not due at this time. The Office of Medical Student Research will email you later this year with more information and deadlines.

When you click the submit button, you have completed your assignment for the Discovery course.

Check the blocks for which you expect to register for Research Immersion. 3 are required, but you can register for up to 6 blocks. Note: you may NOT change your registration through YES after you have registered. You will need to contact the Office of Medical Student Research for instructions if your plans change.

☐ October 2019  
☐ November 2019  
☐ December 2019  
☐ January 2020  
☐ February 2020  
☐ March 2020  
☐ April 2020  
☐ May 2020  
☐ June 2020  
☐ I will complete my project during the 2020-21 academic year.

List the blocks for which you will register in 2020-21:
__________________________________
Check the blocks for which you expect to register for Research Immersion. 3 are required, but you can register for up to 6 blocks. Note: you may NOT change your registration through YES after you have registered. You will need to contact the Office of Medical Student Research for instructions if your plans change.

- April 2019
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

Which research area do you and your mentor believe best suits your project? (Reminder: Final area designation will be assigned by Research Directors during a summer review process.)

- Bench2Bedside
- Epidemiology and Biomedical Informatics
- Community and Global Health
- Ethics, Education, Policy, and Society

Proposed title of your RI project:

______________________________

Keywords for your proposed RI project:

______________________________

Your research question for the RI project:

As part of this Mentor Agreement Form, you must state your proposed research question. Make sure that you have worked on this with your mentor. Your question must NOT be one of the aims of your mentor's project but your own, specific question. This question may be related to your mentor's parent project but distinct enough so that you can participate actively in the design and execution of your study. Also, the proposed research question must be one that you can realistically complete during your RI blocks.

For reference, the Office of Medical Student Research offers several adapted research questions that have been presented by students:

- Among adult patients with end-stage renal disease on hemodialysis seen at Vanderbilt from 2012-2015, does participating in intra-dialysis yoga delivered over a 12-week period increase self-efficacy, compared with routine care?

- Among adult VA patients with liver cirrhosis observed from 2010-2015, what are the baseline clinical factors that predict disease decompensation?

- Among pediatric cancer patients undergoing chemotherapy at Vanderbilt Children's Hospital from 2007-2012, does immunoglobulin monitoring and a single dose of intravenous immunoglobulin (IVIG) supplementation reduce the rate of infectious episodes during a 6-month follow-up period, as compared with similar cancer patients who did not have monitoring or receive IVIG?

- Using the American College of Surgeons' National Surgical Quality Improvement Program database, which patient and hospital system-level factors are associated with hospital length of stay in adult patients who underwent a radical cystectomy and urinary diversion from 2005-2014?

- Which barriers to healthcare do transgender youth (age 14-22) and parents of trans youth currently perceive in access to care in the hospital and in the community more broadly?

Your research question:

______________________________
### Regulatory Board Information

ALL research projects require IRB review.

As part of your training in the protection of human subjects that participate in research, you must obtain a certificate from the CITI training program ([https://www4.vanderbilt.edu/irb/citi/](https://www4.vanderbilt.edu/irb/citi/)). This will be further discussed in the Discovery course.

Note: most research activities (including the PLAN course and your RI project) cannot begin until AFTER you have obtained IRB approval. You may submit your protocol for IRB review and obtain approval for your project as a stand-alone project or be added under an amendment to a parent project with existing IRB approval. In either case, you must provide documentation of your CITI training.

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Does your RI project involve direct patient access?</td>
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<td>Does your RI project require General Clinical Research Center (GCRC) approval?</td>
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<td>If yes, will GCRC approval be obtained by the start of your first RI block?</td>
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<td>If not, explain why GCRC approval will not be obtained by the start of your first RI block.</td>
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<td>Does your research project require Institutional Animal Care and Use Committee (IACUC) approval?</td>
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<td>If yes, will IACUC approval be obtained by the start of your first RI block?</td>
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<tr>
<td>If not, explain why IACUC approval will not be obtained by start of your first RI block.</td>
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<td>Are there any intellectual property or patent concerns related to your RI project?</td>
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<td>If yes, please explain.</td>
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<td>Does your project require access to BioVU?</td>
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<td>Does your project require access to any electronic databases?</td>
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<td>If yes, will you access</td>
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<tr>
<td>List any private database(s) you will access:</td>
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**Mentor's Role and Expectations (Note: both mentor and student complete this section together.)**

MENTOR: Greetings! The Office of Medical Student Research is providing a brief overview of mentor expectations here, followed by a more in-depth discussion of your role during the PLAN course.

STUDENT: Please review the attached document with your mentor NOW and email your mentor a copy for his or her records.

[Attachment: "Research Mentor Overview.pdf"]

**Mentor Expectations**
(complete expectations are available on our website: https://medschool.vanderbilt.edu/student-research/mentor-expectations-information)

- Assist your student in planning the RI project by setting reasonable, attainable goals
- Ensure that your student's proposed project is feasible given the time allotted (between 3 and 6 blocks), and help your student develop a timeline for completion
- Communicate regularly with your student (during the PLAN course, at least once a week)
- Direct your student's RI project
- Provide an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment
- Hold your student accountable for time and effort by following the expectations of the Immersion Absence Policy (http://vanderbilt.edu/catalogs/documents/medical.pdf#43immersion)

Will the student be working in the mentor's primary work environment (i.e., lab or office)?

- Yes
- No

Please describe the primary location where the student will conduct research.

__________________________________

Please provide a brief description of this environment.

__________________________________

Will the student conduct research at the VA?

- Yes
- No

Will the student be working closely with other team members?

- Yes
- No

If not, please provide a brief explanation.

__________________________________

Please provide the name and title of the primary team member with whom the student will work.

__________________________________

Is this team member

- a co-PI
- a fellow
- a resident
- other

Briefly describe this team member's role with respect to the student's work.

__________________________________

Please provide the name and title of the secondary team member with whom the student will work.

__________________________________
Is this team member
- [ ] a co-PI
- [ ] a fellow
- [ ] a resident
- [ ] other

Briefly describe this team member's role with respect to the student's work.

__________________________________

**PLAN Course**

PLAN is a 1 month-course offered in March and September. Instructors work with students in small group sessions to develop a structured research protocol that will be executed during the subsequent RI phase. Each student must coordinate protocol development activities with his or her mentor during the PLAN course.

During PLAN, students receive timely feedback regarding their projects from the course instructors. This feedback often requires clarifications about the project's research question, population, methodology, design, statistical analysis, limitations, etc. Instructors actively facilitate the development of each student's proposal and work synergistically with each mentor-student research team. PLAN faculty share all of their feedback with mentors to ensure that all communications are fluid and transparent.

As PLAN has weekly assignments, students must make arrangements with you for WEEKLY feedback on their project plan based on your preferred communication method. We ask each mentor to schedule these weekly meetings in advance.

By the end of PLAN, each student will have a structured and complete research protocol that will be ready to execute directly under your supervision during the RI Phase.

We hope and expect that all students complete their projects as proposed. If at any point, you as a mentor have any concern about the progress of your student's work, you must keep the PLAN course instructor(s) and the Office of Medical Student Research informed so that we can offer enhanced support to both you and the student.

During the PLAN course, each student will work with PLAN faculty and you, the mentor, to complete a project plan template. Attached for your reference is the current template (some minor edits may be made before start of September 2019 PLAN).

[Attachment: "updatedprojectplantemplate.docx"]

Please be sure to work with your student with respect to the timing of and registration for RI blocks to ensure your availability and the availability of necessary Vanderbilt resources.

The Office of Medical Student Research also requests that you attend a short orientation over lunch or breakfast if you have not yet mentored an RI student. We will contact you about availability.

**Mentor Support Funds**

To support your mentorship of this student, the Office of Medical Student Research will transfer funds to your cost center. These funds are unrestricted in appreciation of your mentorship; however, we ask that you use them to support your student's research experience (e.g., software, supplies, presentation, training, travel, etc.). Each student also has a limited amount of separate travel funding available through the Office of Medical Student Research for first-authored presentations of RI work.

To facilitate the transfer of these funds, we will need to work with your financial administrator. Please provide the name of that person here:

__________________________________

If you already know your cost center number, feel free to provide that here:

__________________________________

By signing here, I state that I have reviewed all of the materials included on this Mentor Agreement Form with the student and I agree to mentor this student over the course of both PLAN and the Research Immersion.
Mentor Signature

________________________________________

Date signed

________________________________________