

MEMORANDUM

TO: All Faculty Mentors

FROM: Dr. Shine Chang, Director
Cancer Prevention Research Training Program

cc: CP RTP Postdoctoral Fellowship in Cancer Prevention Fellows

SUBJECT: Responsibilities for Mentors of the CP RTP Postdoctoral Fellowship in Cancer Prevention

EFFECTIVE DATE: November 1, 2017

The following are responsibilities of the faculty mentoring trainees under the **Cancer Prevention Research Training Program's Postdoctoral Fellowship in Cancer Prevention Research**.

Please initial on each line and sign acknowledging these requirements:

- _____ Agree to mentor trainee and define working relationships.
- _____ Agree to work with the trainee to ensure that they understand, learn and apply the statistical methods that help analyze data coming from continuous monitoring technologies.
- _____ Coordinate expected work schedule with trainee and work with trainee to create individual development plan.
- _____ Meet with trainee on a regular basis and discuss expectations and develop an action plan for the research project, including annual progress review.
- _____ Discuss career development and future training opportunities with the trainee.
- _____ Allow trainee adequate time to attend seminars and classes required by CP RTP.
- _____ Support and attend schedule trainee department research talks, Ted-style talk, formal job talk and elevator speech presentations.
- _____ Complete faculty evaluation of trainee upon trainee's exit from the program.
- _____ Agree to notify CP RTP if trainee obtains additional federal funding from the U. S. government.
- _____ Agree to submit ePAF and recommendation for appointment paperwork for stipend increase (if awarded) and/or Year 2 reappointment.

For mentors of donor-funded trainees only

- _____ Donor funds are responsible for providing \$41,000 for stipend; ***the mentor will provide the \$9,000 difference of the stipend paid to the trainee.***
- _____ Mentor is responsible for providing funds for tuition (including tuition fees for the CP RTP required course), reference books, software, research expenses, travel and at least one conference per year.

If you have any questions regarding the above, please feel free to contact our office at (713) 563-3573.

I accept the mentor's responsibilities _____

Mentor's Printed Name	Mentor's Signature	Date
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