MEMORANDUM

TO: All Faculty Mentors
FROM: Dr. Shine Chang, Director
       Cancer Prevention Research Training Program
cc: CPRTP Postdoctoral Fellowship in Cancer Prevention Fellows
SUBJECT: Responsibilities for Mentors of the CPRTP Postdoctoral Fellowship in Cancer Prevention
EFFECTIVE DATE: September 30, 2019

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 CPRTP.
_____ 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 CPRTP 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.
_____ If applicable, agree to supplement stipends to meet either the department postdoctoral salary guidelines or the fellowship minimum.

As of 10/5/18, CPRIT and MD Anderson-funded postdoctoral fellowships provide an annual stipend of $51,000. Donor-funded postdoctoral fellowships (Halliburton and Gordon) provide $41,000 with mentors required to provide at least, an additional $9,000.

For fellowships without research support allowance (MD Anderson and donor-funded), the mentor is responsible for providing funds for tuition (including tuition fees for the CPRTP 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) 563-0437.

I accept the mentor’s responsibilities ___________________________ Main MD Anderson Mentor’s Printed Name
                                                                 Mentor’s Signature
                                                                 Date

I accept the mentor’s responsibilities ___________________________ Main Partnering Institution Mentor’s Printed Name
                                                                 Mentor’s Signature
                                                                 Date

I acknowledge the mentor’s responsibilities ___________________________ Dept. Chair or Designator’s Printed Name
                                                                 Mentor’s Signature
                                                                 Date