

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, 2024

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 (IDP).
- _____ 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, schedule, and attend schedule trainee's job talk at the conclusion of the fellowship.
- _____ Complete the **CP RTP Mentor Evaluation of the Trainee** in Qualtrics upon the trainee's exit from the program (the CP RTP Program Manager will send you a link).
- _____ Agree to notify CP RTP if trainee obtains additional federal funding from the U. S. government.
- _____ Agree to submit an ePAF and recommendation for the Year 1 appointment and Year 2 reappointment paperwork for stipend increase.
- _____ Agree to supplement the Gordon Memorial stipend 15% to meet the [NIH Kirchstein-NRSA stipend postdoc levels](#) based on postgraduate years of experience. **Note:** *The Gordon Memorial fund will cover 85% of the salary + fringe, and the primary mentor or primary mentor's Department Chair will cover 15% of the salary + fringe. After the first appointment year, the salary may be subject to a one-time raise if approved by the CP RTP Director and Primary Mentor. Fringe benefits include health insurance, paid institutional holidays, and annual and sick leave. This fellowship is funded for up to two years, renewed annually pending research progress and availability of funds.*
- _____ Agree to provide funds for research support expenses including the CP RTP cancer prevention graduate course (if applicable and provided by the CP RTP), reference books, software, research expenses, travel and at least one conference per year. **This donor-funded postdoctoral fellowship provides no additional funding for research support.**

Direct any questions to ShineChang@mdanderson.org and carbon copy Apply@CancerPreventionTraining.org.

I accept the mentor's responsibilities _____

Primary Mentor's Printed Name

Mentor's Signature

Date