Extended Discovery Mentor Agreement  
Class of 2017

As a Mentor for the Discovery program, I agree to do the following:

1. Serve as the lead Mentor for the student named below and provide guidance, oversight, and encouragement throughout the Discovery research project.

2. Discuss the chosen project, and review and provide feedback to my student regarding their required 2-page Discovery Phase project proposal. Sign the proposal approval form certifying that I have reviewed the student’s two-page proposal and approve its submission.

3. If IRB approval is needed for the research project, I will ensure that the approval letter or protocol number is provided by 1 week before the start of the student’s Discovery project. Students may participate in preparation of the IRB application if they wish, but IRB approval is considered the responsibility of the mentor. Please be aware that the student may not start Discovery if IRB approval is required and has not been obtained. Lack of needed approval will necessitate the student taking an elective until approval is in place and may cause major disruption to their planned schedule. Lack of timely approval may prevent future participation of the mentor in Discovery.

4. Meet in person or communicate regularly with my mentee to review their research progress and help the mentee work toward identified goals. It is recommended that you meet with the student at least once per week while they are in this research year. If a fellow or other research team member is involved in mentoring the student, they may hold weekly meetings, but in this case the lead mentor should meet with the student every other week. Interaction with their mentor is a critical piece of Discovery and essential to the student’s success.

5. Advise my student in conducting the research and performing data analysis. If specialized assistance with statistics or other analysis is required, I will arrange for this to be provided.

6. Provide guidance to my mentee in preparing their required final Discovery paper due January 17, 2017. Provide guidance to the student for their Medical Student Research Day presentation (oral presentation or poster).

7. If in Atlanta, attend my student’s oral or poster presentation at Medical Student Research Day, April 20, 2017.
8. Evaluate the mentee’s performance at the end of Discovery and evaluate the Discovery program and provide feedback for program improvement. Forms will be provided by the Discovery program staff.

9. I understand that financial support for student travel to present at meetings is NOT available from the SOM. If I plan to send a student to a conference, I will need to be willing to cover the cost.

In turn, you can expect that your student will:

1. Work full time (at least 40 hr/week) on their research project for the year. Students have no other required commitments during this time. They may spend up to one half day per week on non-Discovery clinical activities if they wish. Discovery can be scheduled to be 5 continuous months or 4 + 1 months, with your agreement. Students may take 2 weeks of vacation during the year; this is to be arranged with you. Students are given a month off (separate from Discovery) for residency interviews. They may have some interviews that overlap into a Discovery month, but they should not be spending a significant part of their Discovery months away on interviews.

2. Participate in research group meetings, department seminars or other research-related activities that you specify.

3. Prepare a Research Proposal, Final Discovery paper, and presentation for research day with your guidance and approval.

4. Attend regular meetings with you and maintain good communication with you and your research team.

5. Exhibit professional behavior, responsibility and accountability.

Name of student being mentored: ____________________________________________

Mentor’s Signature (may be electronic): ___________________________ Date: __________

Please submit to Sherice Allen Henry (sahenry@emory.edu). Thank you!