

Graduate Student Mentor/Research Advisor Designation Form Translational Biomedical Sciences Graduate Program

Name, a student in the Translational Biomedical Sciences Graduate Program, has indicated that he/she would like to pursue doctorate research in your laboratory. We ask, that you as a research advisor and faculty member of the Translational Biomedical Science (TBS) Graduate program, be familiar with the program and Graduate College requirements. Those requirements, along with the mentoring and financial responsibilities involved are detailed in this document and are summarized as follows:

Mentoring responsibilities: Please read this document in its entirety so that you are aware of your student's academic requirements and can be supportive as the student work towards completing them.

Financial responsibilities: Please consider carefully the financial aspects of mentoring a TBS student. Details of those responsibilities are provided below. Briefly, student stipends and fees are paid in their entirety by the School of Medicine and Dentistry for the first year. Disbursement of these funds is handled by the TBS program and the Office for Graduate Education and Postdoctoral Affairs (GEPA). Beginning with the student's second year, financial responsibility for stipends will be turned over to the mentor's department. Administrative responsibility for distributing funds will also move to the mentor's department. The total costs associated with supporting your student based on current rates is listed below.

We ask you to sign below to acknowledge that you have received this information. In addition, we ask that your Chair sign so he/she knows that you are taking a student and who, at the start of their second year in the program, will be funded by a source other than the TBS program (e.g. a grant, your department, project consulting).

Mentor Signature: _____
Date _____
Mentor Name (Print) _____

Signature of Chair: _____
Date: _____
Chair Name (Print): _____

If at any time you have questions or concerns, please reach out to the TBS Co-Directors: Tracey Baas or Tim Dye or to the TBS/IIMP Coordinators: Jasmine Glaspy or Daisy Bird.

Mentoring:

Below is a summarized list of student requirements for doctoral training in the TBS program. For more detailed information, please consult the TBS Graduate Student Handbook and the UR Graduate Education (GE) Trainee Handbook. A brief summary of your corresponding contributions as a mentor are highlighted in bold.

- To obtain a PhD, students must take 96 credits. A minimum of 34-36 hours of didactic training must occur in the first 2 years of TBS.
 - o **Mentor responsibility:** For the most part, the TBS program will ensure that the student meets their total credit requirements. However, mentors should advise students on taking specific selective courses that will best prepare them for their doctoral research.

- Students must hold a GPA of 3.00 or higher to remain funded and to graduate.
 - o **Mentor responsibility:** GEPA will monitor student grades. However, if a student is struggling in a course, the mentor can help by allowing a temporary reduction in research work load.

- All TBS students must pass a qualifying exam by October 1st of their fifth semester in order to advance to candidacy. The student must define their thesis committee members and hold a pre-qualifying exam committee meeting 4-6 months before the anticipated qualifying exam date.
 - o **Mentor responsibility:** The mentor will work with the student to articulate mutually agreeable scientific aims and provide guidance and recommendations on the development of the experimental approach. However, mentors must understand that their own ideas are not being examined, rather it is the student's understanding of scientific ideas relevant to the proposed research and the student's potential to conduct the proposed studies.

- Once a PhD Candidate, the trainee must meet with their thesis committee every year and at least 6 months before they intend to defend their thesis. The mentor and thesis committee need to agree to the trainee's intentions to conclude experiments and data collection and begin writing. Trainees should consult the online Manual for PhD Students: Formatting the Thesis and Preparing for Final Defense.
 - o **Mentor responsibility:** It is critical that the mentor be closely involved with providing feedback to the trainee, ensuring that the scope, scientific details and projected timelines are appropriate.

- To ensure all students in the TBS program are making satisfactory progress, student progress will be monitored by the TBS program. All records of student exams, committee meetings, courses taken and annual Individual Development Plans (IDPs) will be kept in a secure server accessible only to the TBS Co-Directors and program staff. The Co-Directors will communicate to the student and mentor(s) to recommend corrective measures if necessary.

o **Mentor responsibility:** You are responsible for submitting yearly annual evaluations to the TBS program. It can be easy to lose track of how long a student has been in the lab. In the end, you are in the best position to know how our student's doctoral research is progressing. Please be mindful of whether your student seems to be on track for defending her/his dissertation somewhere close to the median time to completion of 5.5 years.

Funding:

During their year in the program, student stipends and fees are paid in their entirety by the TBS program. Disbursement of these funds is handled by the TBS program. Beginning with the student's 2nd year, financial responsibility for stipends will be turned over to the mentor's department. Administrative responsibility for distributing those funds will also move to the home department.

- Regardless of the lab or of the department, and regardless of the specific funding mechanism (PI grant, training grant, departmental funds), it is expected that all students be paid the same amount (see below).

- The success of the program depends upon the ability of mentors or their departments to support the student's training. We ask that mentors notify their department chairs and the TBS Co-Directors as far in advance as possible if it appears that funding for a student stipend might lapse so that alternative options for financial support can be identified.

For your information, the total costs associated with supporting your student based on current rates are:

Stipend –\$28,419/year with an added 10.4% fringe benefit.

Tuition – Tuition for the fall and spring semesters is covered by the School of Medicine and Dentistry, or a combination of SMD and training grant funds, throughout the student's training.

UR student health insurance – 100% of the UR health insurance premium is paid from the fringe rate associated with the stipend.

Fees – Students will be responsible for covering their own fees.