

FACULTY AGREEMENT FOR NIH-OXFORD/CAMBRIDGE GRADUATE PARTNERSHIPS PROGRAM

Responsibilities and Obligations of Mentors

Congratulations on being selected to participate as a mentor in the UK/NIH Graduate Partnership Program (GPP). This is an unusual graduate program in biomedical research in which two distinguished laboratories join together to mentor a single graduate student on a thesis project that is of mutual interest to both laboratories. This task requires diligent communication between all three parties involved and requires an integrated effort during the entire term of the research project (average 4 years). This program is NOT to be viewed as a mechanism by which a student spends 2 years in a lab in the UK on an NIH fellowship. Similarly, it is not to be viewed as a pickup of a technically trained student to start working in an NIH laboratory on one's own project. In addition, there are certain teaching and/or financial obligations that each mentor must fulfill in order to ensure the success of the program. The purpose of this document is to make clear to both parties involved specific duties and commitments associated with service as a student mentor.

STEPS FOR SETTING UP A RESEARCH PROJECT

- (1) The two mentors in the partnership should agree in advance on an area of research of mutual interest, potential projects that the student may carry out, and which parts of the project will be conducted where.
- (2) If the student chooses your collaboration and both mentors agree to take on the student, it is the responsibility of both mentors to help the student write up a **research proposal** (maximum of 10 pages) describing the project and a brief time line for where and when the research will be carried out. The proposal is library researched and written by the student during the first summer. This proposal will be the first task that he or she performs in the lab. All the students will be housed at the NIH from August 1 - September 30, in order to ensure that the writing of this proposal is done properly. A copy of the research proposal is to be submitted to the GPP and the Managing Director of the program (lampertb@niaid.nih.gov) by the **last Friday in September**.
- (3) In addition to helping with the research proposal, each mentor should look closely at the student's college transcript and assess whether the student needs any formal coursework or tutorials to add breadth or depth to the student's didactic training. If it is decided the student would benefit from additional coursework, mentors are asked to submit a recommendation via email to the GPP Office and the Office of the Managing Director of the program (lampertb@niaid.nih.gov) of the program. **The request for training should also be appended to the end of the research proposal.**

FIRST YEAR FINANCE GUIDELINES

- (1) The **NIH mentor is responsible for paying the student stipend, health insurance, and travel** beginning October 1st of the student's first year.

- (2) The **GPP is responsible for college tuition and fees** according to the partnership agreement. Please contact the GPP for details since individual arrangements must be made for each student.
- (3) For **Marshall and Rhodes Scholarships**, the **student costs are covered for the first two years by the supporting organizations**. Except for costs associated with travel and the purchase of a laptop, mentors should anticipate no other costs.
- (4) **One year of support** may be provided for those students who have been awarded **Churchill, Gates, or Fulbright Scholarships**.

FIRST YEAR'S TRAVEL GUIDELINES

- (1) During the year, the student may wish to attend a meeting or come to the partner lab to do an experiment or use a piece of equipment. A **travel stipend** (currently **\$3,000**) is available to fund this, but it must be used for research related activities only. This stipend should NOT be used for holidays or trips home to visit family. The US Federal Government has very strict rules regarding foreign travel and all student travel must be arranged through the **Administrative Officer in the NIH lab** in which the student is situated.
- (2) Students must **make arrangements at least 6 weeks in advance of traveling** in order to get proper government clearance for the trip. This is true whether the student travels from the UK to the US or vice versa. **The US government must purchase all tickets**.

FIRST YEAR'S RESEARCH PROGRESS REPORT

- (1) At the end of the first year, students are required to submit a **progress report which summarizes their research accomplishments** during the year. For the majority of students who matriculate at the standard time, this document will be **due on October 1st** and is to be submitted to the GPP and the Managing Director of the program (lampertb@niaid.nih.gov). For the few students who have received exceptions and matriculate at another time, the document will be due one year after the date of matriculation.
- (2) The progress report should be approximately 5 pages long (including references). If changes in the direction of the research have occurred over the course of a year, students should include a **revised project timeline** in the report. NOTE: At Cambridge a research proposal is already required for formal application for transfer to Ph.D. (DPhil) status. Oxford is less strict on when this first year transfer application is due. Nonetheless, students who matriculated in either of the programs are required to submit a progress report as noted above.

COMMUNICATION BETWEEN THE LABS

- (1) Since students work primarily in one lab during any given year, it is absolutely critical that good communication be maintained between the student and both mentors. This can be accomplished by **e-mail and/or video conferencing** (NIH has a facility for this located in Building 10 which is available free of charge to investigators). The student should seek periodic feedback from both mentors.

Phone conferences should be encouraged as a way for all collaborators to discuss points in detail.

- (2) A **colloquium** will be held once a year to bring both mentors and the student together for quality discussion time. This will take place in the fourth week of June or the first week of July each year. **As a mentor, you are REQUIRED TO ATTEND.** The **2007 Colloquium is scheduled for July 2-3** in Cambridge, UK. Please mark your calendar.

SECOND YEAR'S RESEARCH PROGRESS REPORT AND EVALUATION

- (1) At the end of the second year, the student is expected to submit to the GPP and the Managing Director (lampertb@niaid.nih.gov) an **extensive research summary** of the progress he/she has made during the first two years. This document should be 20 pages long and take on the format of an RO1 grant. It must include preliminary or published findings of what has been done and detailed plans for future experiments.
- (2) The student will also submit a written report and undergo an informal review in the UK by a thesis committee composed of the two mentors and possibly a third UK university adjunct advisor. The exact timing of this review will be set by the UK mentor.

THIRD YEAR SEMINAR

In the standard operation of the program, the student will spend two years in the UK and two years at NIH; however, the student's precise location at any given time should be dictated by an agreement between the mentors and student according to the requirements of the science. At the end of the first two years, the UK university will require a written report and an informal presentation to the student's advisory committee (as described above). When the student returns to the NIH, a third task must be performed. The student is required to give an open seminar on his/her work to the Laboratory or Branch affiliated with the project. It is best if the seminar is planned first with the mentor in the UK before leaving and then polished by the mentor at NIH before that person schedules the presentation.

THIRD YEAR REPORT

At the end of the third year another report with a final time line is due on October 1st. This one should again review the progress made including the publication of papers in professional journals. In addition, the report should outline the plans for finishing up the thesis work. While Oxford and Cambridge have no formal requirement for publication in order to be awarded a Ph.D. (D Phil) degree, the GPP expects that the student will have at least one first author paper in a respected, peer-reviewed journal in order for the student to be competitive for obtaining a postdoctoral position in the United States.

FOURTH YEAR THESIS DEFENSE

If the mentors, the University and the GPP concur that the student is ready to graduate, a thesis is written and the student defends it in the UK before an outside assessor (examiner). A copy is submitted to both the GPP and the University.

PROGRAM FLEXIBILITY

Both Cambridge and Oxford have a minimum residency requirement of 6 University terms. This translates into about 54 weeks of time that must be spent in the UK within a 20 mile radius of the University. While the program was originally designed to have the student spend 2 years in each laboratory, students are offered flexibility in how the time is spent so as to accommodate the scientific exploration process. According to NIH IRTA policy, the total time must be a 50/50 split between the UK and NIH. The plan for time distribution will be acknowledged from the very beginning when the student signs the research proposal and timeline to be submitted to the GPP and the Managing Director (lampertb@niaid.nih.gov) on September 30th of the first year. Alterations in this program are permissible but must be agreeable to all parties and documented in writing with signatures from both mentors, a GPP representative, and the Managing Director.

RESOLUTION OF DISPUTES

If differences of opinion occur between the two mentors or between either mentor and the student about the appropriate course of action for the student's education, the first points of contact are the Class of 2007 Deans, Drs. John Hanover and Tracey Rouault who may be contacted per the information shown below:

Class of 2008	Dr. Carol Thiel	thielec@mail.nih.gov	301-496-1543
	Dr. Judie Walters	waltersj@ninds.nih.gov	301-496-2067

If necessary, a GPP representative or committee will serve as a third party mediator to attempt to reconcile differences. If no reconciliation is deemed possible, the GPP will attempt to work out an alternative mentorship arrangement.

PROGRAM CONTACTS

Dr. Michael Lenardo Program Director lenardo@nih.gov	Dr. Ron Schwartz Academic Program Liaison rs34r@niaid.nih.gov
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