Discovery 2017-2018: Pathway2PLAN Mentor Agreement

Students, please note that this form is meant to facilitate the discussion with your mentor on the details of your PLAN/Research Immersion project so that you are both prepared for PLAN and Research Immersion. Make sure to review ALL information included with your mentor for a successful start to your work together.

Mentor Agreements are DUE May 1, 2018 for students wishing to participate in the September 2018 offering of the PLAN course.

If you are preparing for March 2019 PLAN, please complete the following as such. In the Fall of 2018, you will be sent more information on completing the full form.

Student Name (Last, First):
__________________________________

Student Email:
__________________________________

For which section of PLAN are you preparing?  
☐ September 2018  
☐ March 2019

Mentor Name (Last, First):
__________________________________

Mentor Email:
__________________________________

Mentor Department:
__________________________________

As you are preparing for March 2019 PLAN, your mentor agreement is not due until the Fall of 2018 (full dates, links and information will be distributed in September 2018). Thank you for confirming your plans!

Please click the submit button and that will complete your assignment for the Discovery course.

Check the blocks for which you are planning to register for Research Immersion (3 required, can register up to 6 blocks - note that you may not change your registration through YES once you have registered -

☐ October 2018  
☐ November 2018  
☐ December 2018  
☐ January 2019  
☐ February 2019  
☐ March 2019  
☐ April 2019  
☐ May 2019  
☐ June 2019  
☐ I will complete my project in the 2019-20 academic year

Which Research Area do you and your mentor believe best suits your project? (Reminder: Final area designation is assigned by Research Directors during summer review process)

☐ Bench to Bedside Research
☐ Biomedical Informatics Research
☐ Community & Global Health Research
☐ Epidemiology Research
☐ Ethics, Education, Policy, & Society Research
Proposed title of the student's research project: ______________________________________

Keywords for the proposed research project: ______________________________________

Student's research question for the project.

As part of the Mentor Agreement, you need to present your proposed research question. Make sure that you have worked on this with your mentor. Your question is not to be one of the aims of your mentor's project but your OWN specific question. This question can be part of your mentor's parent project but distinct enough so that you can participate in the design and execution of the study. The proposed research question must be one that you could realistically complete during your Research Immersion blocks.

For reference, we are listing a few adapted research questions that have been presented before:

• Among adult patients with end-stage renal disease on hemodialysis seen at Vanderbilt from 2012-2015, does participating in intra-dialysis yoga delivered over a 12-week period increase self-efficacy, compared with routine care?

• Among adult VA patients with liver cirrhosis observed from 2010-2015, what are the baseline clinical factors that predict disease decompensation?

• Among pediatric cancer patients undergoing chemotherapy at Vanderbilt Children's Hospital from 2007-2012, does immunoglobulin monitoring and a single dose of intravenous immunoglobulin (IVIG) supplementation reduce the rate of infectious episodes during a 6-month follow-up period, as compared with similar cancer patients who did not have monitoring or received IVIG?

• Using the ACS NSQIP (The American College of Surgeons National Surgical Quality Improvement Program) database, what patient and hospital system-level factors are associated with hospital length of stay in adult patients who underwent a radical cystectomy and urinary diversion from 2005-2014?

• What barriers to healthcare do transgender youth (age 14-22) and parents of trans youth currently perceive in access to care in the hospital and in the community more broadly?

Student's research question for the project: ______________________________________

Regulatory Board Information

ALL research projects require IRB review.

As part of your training in the protection of human subjects that participate in research, you must obtain a certificate from the CITI training program (https://www4.vanderbilt.edu/irb/citi/). This will be further discussed in Discovery.

Note that most research activities (including your Immersion research) can only start after IRB approval is obtained. You can submit your protocol for IRB review and obtain approval for your project as a stand-alone project or be added under an amendment to an existing parent project with existing IRB approval. In either case, you will need to provide documentation of your CITI training.

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<tr>
<th>Does your research project involve direct patient access?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Does your research project require General Clinical Research Center (GCRC) approval?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Question</td>
<td>Yes</td>
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<tr>
<td>If yes, will GCRC approval be obtained by the start of the first Research Immersion block?</td>
<td>Yes</td>
<td>No</td>
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<td>If not, explain why GCRC approval will not be obtained by the start of the first Research Immersion block.</td>
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<td>Does your research project require Institutional Animal Care and Use Committee (IACUC) approval?</td>
<td>Yes</td>
<td>No</td>
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<td>If yes, will IACUC approval be obtained by the start of the first Research Immersion block?</td>
<td>Yes</td>
<td>No</td>
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<td>If not, explain why IACUC approval will not be obtained by start of first Research Immersion block.</td>
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<td>Are there any intellectual property or patent concerns related to the work in which the student will be involved?</td>
<td>Yes</td>
<td>No</td>
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<td>If yes, please explain.</td>
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**Mentor Role and Expectations**

We are providing a brief overview of mentor expectations along with a more in-depth look at the mentor role during the PLAN course, below.

Please review the full mentor expectations document with your mentor NOW and email them a copy for their records.

[Attachment: "Research Mentor Overview.pdf"]

Mentor Expectations
(full specific expectations are available on our website: https://medschool.vanderbilt.edu/student-research/mentor-expectations-information)

- Assist student in planning their project by setting reasonable, attainable goals and establishing a timeline for completion of the project
- Communicate with the student on a regular basis
- Direct the Immersion project of the medical student
- Provide an environment that is intellectually stimulating, emotionally supportive, safe and free of harassment
- Hold students accountable for their time and effort by following the expectations of the Immersion Absence Policy (http://vanderbilt.edu/catalogs/documents/medical.pdf#43Immersion)
PLAN course

We are grateful for your contribution to the Research Immersion experience. This highly collaborative culture and spirit of innovation stem in significant part from the commitment and effort of its faculty.

PLAN is a 1 month-course offered in March and September. Instructors work with students in small group sessions to develop a structured research protocol that will be executed during the subsequent Research Immersion phase with you. Students are expected to coordinate their protocol development activities with their mentors, so your active involvement in this process will be very important.

During PLAN, students will receive timely feedback regarding their projects from the Course Instructors. This feedback will often require clarifications about the project's research question, population, methodology, design, statistical analysis, limitations, etc. It is important to understand that the intention of the instructors is to facilitate the development of the students' proposal, and work synergistically with the mentor-student research team. PLAN faculty will also share all of their feedback with you, in order to make sure all communications are fluid and transparent.

As PLAN has weekly assignments, it will be important that the student make some arrangements for weekly feedback from you on their project plan through your preferred communication method. As we anticipate your busy schedule, we ask that you plan these meetings in advance.

By the end of PLAN, students will have a structured and complete research protocol that will be ready to be executed directly under your supervision, during the Research Immersion phase.

It is our hope and expectation that all students will complete the projects as proposed. If at any point you are concerned about the progress of a student's work, it is essential that you keep the Course Instructor and Office of Medical Student Research informed about your concerns so that we can offer support for you and the student.

During the PLAN course, the student will work with faculty and their mentor to complete a project plan template. The attached is the current template (some minor edits may be made before start of September 2018 PLAN) for your reference.

[Attachment: "updatedprojectplantemplate.docx"]

**UPDATE: Statement on working with their student timing of and registration for research immersion blocks to ensure their availability and the availability of Vanderbilt resources.**

Note on Research Mentor Orientation. One responsibility of the mentor is to assure that the proposed work is feasible given the time allotted.

Mentor Support Funds

To support your work with the student, we transfer funds to your cost center. These are unrestricted funds in appreciation of your mentorship. These funds should be used to support the student's research experience (software, supplies, presentation, training, travel, etc.).

To facilitate the transfer of these funds, we will need to work with your financial administrator. Please provide the name of this staff member here:

If you know your cost center, feel free to provide that here:

By signing here, I am stating that I have reviewed all of the materials included in this form with the student and agree to mentor this student over the course of both PLAN and the Research Immersion.

Mentor Signature
Date signed
__________________________________