



THE WILKES CENTER FOR CLIMATE SCIENCE & POLICY

Student-Mentor Research Collaboration Agreement

Student _____

Mentor _____

Semesters and year _____

The purpose of this agreement is to document mutual expectations concerning our research collaboration.

1. Time Frame and Time Commitment

What is the duration of the collaboration covered by this agreement and the time commitment expected of the student and mentor? Under what conditions might this agreement be renewed?

2. Preferred Modes and Style of Communication

How do the student and mentor prefer to communicate (e.g., email, phone, text), and with what frequency? What are the preferred forms of address, and what degree of formality in language is preferred? Who will the student be interacting with or reporting to on a day-to-day basis?

3. Meetings

How often will the student and mentor meet, and who is responsible for setting the agenda?

4. Performance Evaluation and Outcome Assessment

What is expected of the student in terms of specific work products or outcomes? How will the student's development as a professional be evaluated? How will this evaluation be communicated to the student, and with what frequency? In other words, how will the student and mentor know whether or not the mentoring relationship has been successful?



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5. Mentor Conflict of Interest

If the student is to work on a project related to any research in which the mentor has a financial conflict of interest as determined by the University of Utah Conflict of Interest Office and Committee, the mentor will disclose the conflict of interest to the student prior to start of the project. Visit research.utah.edu/integrity/.

6. Certifications/Training

Are any certifications required before the student can participate in the research? What is the plan for securing any required certifications? These might include training in lab safety, responsible conduct of research, human subjects protections, HIPAA certification, etc.

7. Rules and Procedures

Where can the student learn about rules and procedures associated with the research? What should the student do in case of an emergency associated with the research? What is considered an emergency in the context of the research? What should the student do if they make a mistake?

8. Citizenship

What are the expectations of the student with respect to attendance at research meetings, colloquia, and other events? Are there specific lab or research group expectations?

9. Authorship

Should the research in which the student is involved be published (or otherwise disseminated), how will credit for the work be determined? Are there any restrictions on the release of information that should guide the student's communication about the research (e.g., in the case of patents or other sensitive information)?

10. Mentor Commitments

In all cases, the mentor commits to:

- a. Provide the student with hands-on experience in research;
- b. Support the student's well-being and development personally and academically;
- c. Endeavor to be as clear as possible about expectations;
- d. Be honest and straightforward with the student about their work;
- e. Openly receive feedback from the student concerning the quality of the research experience; and
- f. Be available to the student as an academic mentor.



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11. To the extent that the student is interested, and as appropriate, the mentor will:
- Encourage and help the student develop their own research projects and/or involve them more profoundly in existing projects;
 - Help them secure resources to enhance and continue their participation in research (e.g., undergraduate research experiences, grants, etc.);
 - Provide advice to the student concerning next steps (graduate school, employment, etc.); and
 - Support the student's efforts to earn awards and other recognition for their research efforts.

At the end of the time frame agreed on above, the student and mentor will review this document together, and will evaluate the success of the mentoring relationship.

Student Signature

Date

Mentor Signature

Date