

RAMP Scholar – Mentor(s) Agreement

This document represents an agreement reached between the RAMP Scholar and the Mentor(s) regarding the structure of the working relationship during the project, and potentially beyond. It should be developed interactively between the parties. **Please use as much space as you need. Please send a copy of this agreement to Jenna Udren, RAMP Project Manager at judren@fredhutch.org by the 2nd week of your project period.**

Scholars and Mentors should each retain a copy of this document.

Scholar's name: _____

Mentor's name: _____

Co-Mentor's name (if applicable): _____

Scholar Goals: My professional and personal goals and interests are:

Learning Objectives (Scholar)-- My learning objectives for my RAMP Project are (please use SMART goals, if possible):

Examples – Please modify these or create your own as necessary.

By the end of the project period, the scholar will:

1. Identify the main challenges to developing a candidate HIV vaccine.
2. Gather data using XXX methodology/assay/tool to answer the research question of his/her project.
3. Conduct an appropriate analysis of the data using XXX methodology/tools.

Deliverables (Scholar) – As a RAMP Scholar, I will complete the following deliverables:

1. Oral presentation at May 2020 HVTN Full Group Meeting
2. Poster at May 2020 HVTN Full Group Meeting
- 3.
- 4.

Project Milestones (Scholar and Mentor) – The specific milestones for reaching my objectives and completing my deliverables are (these may be date or event milestones, e.g. when 70 surveys have been completed, by October 2019, etc.). Please consider including specific milestones for the period in between the completion of onsite work and the lead up to the HVTN Meeting:

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Specific role of the Mentor(s): (Mentor) - I will support my mentee's goals, objectives and project completion by (e.g., finding training opportunities that match mentee's needs and interests, sharing organizational insight, acting as a sounding board, providing developmental feedback, assisting with data analysis, abstract/manuscript development, etc. Also comment on the roles and responsibilities of others on the mentoring team who will be involved in supporting the Scholar during their tenure with the clinical research site or laboratory):

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The logistics of our regularly scheduled meetings:

When: _____

Where: _____

Meeting Length: _____

Frequency: _____

Who is responsible for initiating: _____

	Scholar Contact Information	Mentor Contact Information
Home Phone #:	_____	_____
Cell Phone #:	_____	_____
Work Phone #:	_____	_____
Email:	_____	_____

I am available from: _____ AM until _____ PM _____ AM until _____ PM

I prefer to be contacted via: _____

Participation in team, departmental, or other meetings (if relevant). Scholar will participate in the following ongoing research, departmental, or policy group meetings:

Other areas: *(list here any other areas of understanding between the Scholar and Mentor regarding the working relationship during the Scholar's tenure. This might include what days the Scholar will be where; any long absences agreed to in advance; etc.)*

We will honor the following agreement in confidence:

Scholar Signature Date

Mentor Signature Date

Co-Mentor Signature Date