Student-Mentor Research Collaboration Agreement

Student ___________________________  Semester and Year _________________

Mentor ____________________________

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. Compensation
   What kind of compensation, if any, is offered to the student? This might include course credit, hourly payment, stipend, etc. Has the mentor agreed to support the student in writing a Senior/Honors Thesis or preparing a UROP proposal?

3. 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?

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

5. 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?

6. 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/. 
7. 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.

8. 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?

9. 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?

10. 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)?

11. 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.

    To the extent that the student is interested, and as appropriate, the mentor will:
    
g. Encourage and help the student develop their own research projects and/or involve
   them more profoundly in existing projects;
    h. Help them secure resources to enhance and continue their participation in research (e.g.,
       undergraduate research experiences, grants, etc.);
    i. Provide advice to the student concerning next steps (graduate school, employment, etc.);
    and
    j. 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.

    I (above-named student), agree to the above. _________________________, __________
    Signature                                             Date

    I (above-named mentor), agree to the above. _________________________, __________
    Signature                                             Date