MS Bridges to PhD (B2D) CPP Faculty Research Mentor (FRM) Agreement

Cal Poly Pomona (CPP) has an NIH MS **B**ridges to Ph**D** (**B**2**D**) grant award to provide Master's of science (MS) students, the technical, communication, and professional skills needed to transition into PhD programs and develop careers as biomedical researchers. We work closely with the University of California, Riverside (UCR) on the B2D. CPP serves as the lead institution and UCR is the partner RO1 institution on this training grant. We are requesting that you read and sign this agreement in your capacity as a Faculty Research Mentor (**FRM**) for a B2D trainee. **This agreement must be completed, signed, and submitted electronically before the B2D trainee begins the B2D Program.**

As the CPP FRM for a participant in B2D, I agree to fulfill the following program requirements.

Please acknowledge by placing your initials beside each section below:

Initial	Program Requirements
	Supervise and mentor the B2D trainee including meeting with the trainee regularly and making sure that they maintain a laboratory notebook of their research.
	Mentor the trainee on procedures for applying to graduate programs.
	Approve a monthly research progress report that the trainee is required to email to you, Dr. Buckley (the program director (PD)), Dr. Mercer (the workshop & mentoring coordinator), and our Program Administrator (Mr. Jansen).
	Assist the trainee in preparing abstracts and oral/poster presentations of their research for scientific research conferences including the annual CPP College of Science or other CPP and/or UCR Student Research Symposia
	Complete ALL evaluation surveys and participate in other program evaluation activities such as focus groups as requested.
	Order research supplies for trainee to be used for their MS research project (not for travel, or other costs) a. To order research supplies, a specific order form (provided by the Program Administrator, Ms. Jansen) will need to be completed and submitted to Ms. Jansen (adalvarado@cpp.edu). She will place the orders and ensure that the supplies reach you in a timely manner. b. Once the supplies are ordered, Ms. Jansen will notify you and Kevin Chung (kchung@cpp.edu), the lead Biology Stockroom technician, when they will be delivered to the campus. c. When the supplies are delivered to Building 4, Kevin will notify Ms. Jansen and you. You will need to pick up the items from the appropriate department stockroom.

Name of B2D Trainee (please print): _____

Name of B2D CPP FRM (please print): _____ Email: _____

CPP FRM Signature_____Date:_____