

MS Bridges to Doctorate (B2D) Trainee Agreement

Cal Poly Pomona (CPP) has an NIH MS Bridges to PhD (B2D) grant award to provide Master's of science (MS) students from diverse groups, including those from underrepresented racial and ethnic groups, low socio-economic backgrounds and those with disabilities, 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 over and sign this agreement as a B2D trainee. **This agreement must be completed, signed, and returned electronically within one week of being accepted into the program.**

To be a B2D trainee, I agree to fulfill the following program requirements and to maintain the standards noted below:

Please acknowledge by placing your initials beside each section below

Initial	Program Requirements
	Academic Requirements: I will maintain a MINIMUM Science CPP GPA of 3.00, complete CPP courses, MS research project, present thesis proposal and defend MS thesis and submit thesis to CPP Graduate Office.
	Non-Program concurrent Commitments: I will notify the B2D Program Director (PD, Dr. Buckley), Mentoring and Workshop Coordinator (MWC, Dr. Mercer), Program Administrator (PA, Ms. Airan Alvarado Jansen) and your CPP Faculty Research Mentor (FRM) of any paid or unpaid commitments outside of this program. <i>We strongly discourage holding a regular job outside of this program during the academic year and do not accept students holding a job outside of this program during the summers while participating in B2D.</i>
	Research Projects at CPP and UCR: I will participate in a MS research project under the supervision of CPP and UCR FRMs. This includes completing any activities that may be required (e.g., experiments, meetings, presentations). Make steady progress on the research project (targets for acceptable progress will be provided by CPP FRM and UCR FRM).
	Lab Notebook: I will maintain a detailed laboratory notebook of all my research work which will be submitted for review to my CPP FRM on a regular basis.
	Summer work: I will participate and complete all assignments in the 8h/day workshops. I will commit to a 10-week, 40hr/week Research Project at CPP (1 st year in B2D) and UCR (2 nd year in B2D).
	Research time requirement (academic year): During the two academic years in the program, I will work on my MS research project. If I have competing deadlines such as exams/papers, I will adjust my schedule to continue to ensure I am spending as much time as needed on my research without sacrificing my academic performance.
	Professional Skills Workshops & Guest Speaker Seminars (academic year): During the two academic years in the program, I will attend all the Wednesdays (5:00 to 6:50PM) and Fridays (noon to 12PM to 3:45PM) workshops/courses and complete all assignments for these on time.
	Absences: If I am not able to attend a given B2D activity, I will notify the PD (Dr. Buckley), MWC (Dr. Mercer), the PA (Ms. Jansen) and my CPP FRM by email no later than 24h before the activity.

	<p>Trainee responsibility for monitoring program developments: I will check my e-mail accounts and cell phone texts on a <u>daily</u> basis for B2D information (e.g. both my CPP email address and alternate email address that has been provided on my B2D application). I will also check the B2D website at least once a month for any other notifications.</p>
	<p>Program Evaluation: I will complete ALL evaluation surveys and participate in all program evaluation activities such as focus groups as requested.</p>
	<p>Conference Participation:</p> <ol style="list-style-type: none"> 1. I will attend/present at scientific research conferences: <ol style="list-style-type: none"> a. College of Science Symposium (poster presentation required each year) b. CARS (oral presentation required each year) c. UCR symposium (oral or poster presentation required at the end of your UCR summer internship). d. CSUPERB (poster; attend/present at least once during the 2-year B2D program) e. National meeting in student's specific field or ABRCMS or SACNAS (present at least once during the 2-year B2D program). <p>During the summer, I will research deadlines of each planned conference for the following year and submit the list to the PA (Ms. Jansen).</p> <ol style="list-style-type: none"> 2. I will submit my presentation abstract to my CPP FRM for editing and then to UCR FRM for further review at least 10 days prior to the abstract submission due date; Submission of the approved abstract to the PA (Ms. Jansen). 3. I will attend conference(s) ONLY after receiving written approval from my CPP FRM (email is acceptable) and notification of intent to attend conference sent to the PD (Dr. Buckley) and PA (Ms. Jansen). 4. If I do not present my research at a conference that I attend, I will submit a one-page report within one week after I return from the conference to my CPP FRM and to the PA (Ms. Jansen). At a minimum, the report will include a summary of what I learned at the conference related to my research project or other research work in which I am involved or interested in pursuing at some time. <p>I understand that B2D will provide funds for me to travel to and participate in scientific conferences while I am a B2D trainee. I must submit all necessary paperwork, as instructed by the PA, within 14 days of my return from the conference.</p> <p style="text-align: center;">NOTE: INTERNATIONAL MEETINGS CANNOT BE SUPPORTED BY B2D FUNDING.</p>
	<p>Ph.D. Program Application Requirement: I will submit a minimum of five (5) fully completed applications to Ph.D. Programs <u>within 1-5 years of completing B2D</u>. I will forward to the PA (Ms. Jansen), and the PD (Dr. Buckley), a copy of the communication from the institution that documents notification of acceptance to any PhD Programs.</p>
	<p>Commitments to the B2D Program Director (PD, Dr. Buckley), Mentoring and Workshop Coordinator (MWC, Dr. Mercer) and the Program Administrator (PA, Ms. Jansen)</p> <ul style="list-style-type: none"> • Meet once per semester with CPP MWC (Dr. Mercer). • Keep B2D PD, MWC and PA informed of my expected graduation date. • Notify B2D PD, MWC and PA of any awards or professional activities that I receive or participate in. • Notify B2D PD, MWC and PA of graduate school applications, graduate school acceptance(s), decisions to attend graduate school and any research-related jobs. • Inform B2D PD, MWC and PA of any post-graduate (after graduation) activities, including graduate school degrees, awards, jobs or publications. • Attend scheduled meetings with peers, pre-doctoral student panel sessions

	<p>Commitment to your CPP and UCR Faculty Research Mentors (FRM)</p> <ol style="list-style-type: none"> 1. Schedule and meet regularly with my CPP FRM so that they are (a) always aware of my research progress, (b) my academic course work, (c) career goals, (d) progress toward achieving my career goals, and (e) any problems or concerns that I may have. 2. Provide (via email) my CPP FRM, the B2D PD (Dr. Buckley) and PA (Ms. Airan) a monthly summary of research activities on the 20th of each month. 3. Notify my CPP FRM, UCR FRM and the B2D PD (Dr. Buckley) in advance of schedule conflicts, appointments that cannot be made, or personal emergencies that would prevent me from participating in B2D activities.
	<p>Reporting to B2D Administration</p> <ul style="list-style-type: none"> • Report all awards, scholarships, presentation titles and abstracts to PA (Ms. Jansen adalvarado@cpp.edu) within 2 weeks of receiving such notifications.
	<p>Post-graduation updates</p> <ul style="list-style-type: none"> • Our project funder, NIH, asks that project alumni report annually about your STEM experiences after leaving the program. Let us know what you are doing and let us know of any changes in mailing address, phone number and e-mail address. We encourage you to have a LinkedIn page that you can share with us.
	<p>Funding</p> <p>I fully understand that my funding can be withdrawn at any time that I do not fulfill the program requirements listed above.</p>

Name of B2D Trainee (please print): _____

Signature _____ Date: _____

Name of B2D CPP FRM (please print): _____

Signature _____ Date: _____