

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

Cal Poly Pomona (CPP) has received 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 will work closely with the University of California, Riverside (UCR) on the B2D. CPP will serve as the lead institution and UCR will be the partner RO1 institution on this training grant. We are requesting that you read and sign this contract in your capacity as a Faculty Research Mentor (FRM) for a B2D trainee. **This contract must be completed, signed and submitted electronically before the B2D trainee begins the B2D Program.**

Your Name: _____ Email: _____

**As the CPP FRM for a participant in the 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, making sure that they maintain a laboratory notebook of their research and monitoring individual development plan (IDP) progress.
	Mentor the trainee on procedures for applying to graduate programs.
	Approve a biweekly research progress report that the trainee is required to send to you and to Dr. Buckley every other Sunday
	Assist the trainee in preparing the abstract and the oral/poster presentation of trainee research for a scientific or graduate research conference.
	Assist the trainee in preparing the abstract and the oral/poster presentation of their research for 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.
	Attend Mentoring workshops
	Order research supplies for trainee to be used for their MS research project (not for travel, or other costs) <ul style="list-style-type: none"> 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 Benjamin Lucas (bjlucas@cpp.edu), the lead Biology Stockroom technician, when they will be delivered to the campus. c. When the supplies are delivered to Building 4, Benjamin will notify Ms. Jansen and you, and you will need to pick up the items from the appropriate department stockroom.

Name of B2D Trainee (please print): _____

Name of B2D FRM (please print): _____

Signature _____ Date: _____