

# **EFSC Office of Undergraduate Research**

## **Mentee/Mentor Agreement**

Signing of this contract between \_\_\_\_\_ (Mentee) and \_\_\_\_\_ (Mentor) means that the parties will agree to the conditions and statements written below.

### **Mentee Responsibilities:**

1. Conduct ethically-based research that has been OUR, IACUC\*, IRB\*, and mentor approved and as directed by their mentor. (\* if applicable)
2. Will be on time and conduct the required work in a timely manner as directed by their mentor.
3. Will not conduct research or change research without the permission of their mentor.
4. Once the research has been completed, the mentee will present the information at an approved conference, an on-campus symposium, or in a peer-reviewed journal.
5. Discussions between the mentor and mentee will be deemed confidential. No specifics of the research being conducted will be discussed unless permission has been granted by the mentor.
6. Will meet with their mentor at times and locations agreed upon by both parties.
7. Will keep and follow a research schedule.
8. Will submit a signed copy of the Mentee/Mentor Agreement to the Office of Undergraduate Research at the start of research.
9. Will update the OUR of the progression of research at least once per month\*. (\* via email to the OUR coordinator or attend the OUR monthly student meeting online)

### **Mentor Responsibilities:**

1. Will mentor a mentee only in areas of research in which they are academically, professionally, or personally familiar.
2. Will ensure the mentee is following the proposed mode of research and the research schedule.
3. Will review proposed research for sound methods, ethical integrity, and completion in a reasonable time frame.
4. Will help the mentee present the information at an approved conference, on-campus symposium, or in a peer-reviewed journal. In the event the mentee leaves the institution or does not complete the research, the faculty member has the right to present the research.
5. Will notify the OUR of the completion of research.
6. Will notify the OUR of publication and conference presentation of research to occur outside EFSC.

### **Additional:**

We understand that at times there may be unexpected circumstances in which one or both of the parties will no longer be able to work together. At any time this agreement may be terminated, which includes written termination to the mentee, mentor, and OUR. Upon termination, all mentee research must cease until a suitable mentor can be found. The coordinator of the OUR will assist the mentee in finding an appropriate mentor. The mentee can resume research after a new Mentee/Mentor Agreement is signed by the mentor and the mentee.

# Description of Research

Expected start date of research\_\_\_\_\_

Expected end date of research\_\_\_\_\_

Agreed upon on (date) \_\_\_\_\_

Mentee signature\_\_\_\_\_

Mentor signature