



**Charles R. Drew University of Medicine and Science**  
**Medical Student Research Thesis Program (MSRTP)**  
 Mentor Contract

Dear Potential Mentor,

\_\_\_\_\_ has identified you in his/her research thesis project  
 \_\_\_\_\_  
 Name of Medical Student  
 as a primary mentor who can ensure the success of the student in meeting all program requirements and deliverables. If you consent, we ask that you:

1. Submit your CV or biosketch immediately to the Medical Student Research Thesis Program (email [shahzadbazargan@cdrewu.edu](mailto:shahzadbazargan@cdrewu.edu)).
2. Submit the online Human Subject Biomedical and/or Social and HIPAA certificates.
3. Provide dedicated time to the mentee:
  - In developing the Research Protocol (template available online)
  - In mentoring and assisting them throughout the implementation and completion of the research project
  - To oversee the IRB clearance process. This may include the development of the IRB application, the review process, and the submission of a continuation/final report
4. Attend the CDU Med Student Research Colloquium (4<sup>th</sup> Wednesday in March in student's 4<sup>th</sup> year)
5. Provide an annual evaluation of the student's progress and accomplishments at the end of his or her third and fourth year (template and examples will be provided).
6. Sign off on your mentee's Research Question, Final Research Protocol, IRB documents and his or her final draft thesis, before it is submitted to the CDU Research Thesis Committee (RTC) for review.

Topic/Title of thesis (if known): \_\_\_\_\_

**MENTOR CRITERIA**

The CDU research thesis program seeks to cultivate the following student abilities and skills in designing, implementing and reporting their projects. Please consider emphasizing these in your mentoring relationship:

1. **Motivated.** He or she is a self-starter, and need not be constantly encouraged, managed or directed.
2. **Efficacious.** The student is appropriately confident in his or her abilities.
3. **A good Navigator.** The student is able to find and use appropriate tools and resources in conducting his or her own research.
4. **Targeted.** The student is adequately and sincerely focused on, and dedicated to, his or her research.
5. **Objective and accountable.** The student does not make excuses and assumes complete responsibility for his or her project, and for all MSRTP deliverables.
6. **Responsive and reliable.** The student is proactive and conscientious in meeting all mentor and MSRTP requirements and deliverables.

The mentor's signature below will attest to his or her commitment to this research project, and to its successful completion.

\_\_\_\_\_  
 Mentor's Name and Degree (Print)

\_\_\_\_\_  
 Signature & Date

\_\_\_\_\_  
 University Affiliation (Print)

\_\_\_\_\_  
 Mentor's Email Address