

Duke CTSA K12 Career Development Award (CDA) Primary Mentor Expectations

The purpose of this document is to define the roles and responsibilities of the Duke CTSA K12 CDA Scholar's Primary Mentor. Mentoring is an important determinant of success in academia and particularly in academic medicine. Developing productive and beneficial mentoring relationships is one of the three main components of the CTSA K12.

As the primary mentor of a CTSA K12 Scholar, I will:

1. Advise the scholar with regard to other members of his/her mentorship team, and make introductions when necessary.
2. Be the mentee's sponsor by reaching out to collaborators who can enhance the Career Development of the scholar.
3. Provide access and advice to help with budgeting and financial management.
4. Assist the scholar in obtaining and maintaining adequate protected time.
5. Assist the scholar in accessing departmental/divisional resources.
6. Meet with the scholar very frequently (usually weekly) to oversee and guide both the research project and the career development plan.
7. Provide timely review of research and responses to scholar inquiries.
8. Promote the scholar and the scholar's work.
9. Attend Research Advisory Committee meetings twice a year.
10. Attend the annual Duke CTSA K12 Symposium.
11. Provide administrative documentation (e.g., updated biosketch, progress report information) upon request from CTSA program administration in a timely manner.
12. Provide a work environment that is intellectually stimulating, supportive, safe, and free from harassment.
13. Ensure that the scholar's work and research environment uphold the highest standards of research integrity.
14. Work with the scholar to find a resolution to any conflict that may arise between the scholar and his/her study team.
15. Do my best to provide the mentorship and training needed to help the scholar to develop into an independent scientist.
16. Assist the scholar with obtaining independent funding by identifying appropriate funding opportunities, applying scientific input, editing, administrative support, and grantsmanship advice.
17. Engage in professional development activities to improve my own mentoring skills.
18. Contact CTSA K12 leadership if concerns arise or if the scholar has needs that are not currently being met.
19. Provide feedback to CTSA K12 co-directors about how the program can be improved for both scholars and mentors.
20. When feasible for you, serve on the application review committee for future CTSA K12 scholars.

Primary Mentor Signature

Date

Primary Mentor Printed Name