

MSTP Mentor Agreement and Information Form

Please email a copy of the signed document to mstp@case.edu.

MSTP Student Name: _____

MSTP training grant appointment end date: _____

PhD Mentor's Name: _____

PhD Program: _____

Department guaranteeing student support (Mentor's primary dept.): _____

SAMPLE FORM

Do not complete this form. Please contact MSTP@case.edu for the most up to date version of this mentor form.

Student: I have chosen the above mentor for my PhD work. I agree to complete USMLE board part 1 by May 2, 2026 and start full time PhD work in the mentor's laboratory by May 5, 2026. I understand that postponing the exam date until after May 2 requires prior approval from both the MSTP and my mentor.

Mentor: I agree to become the above student's PhD mentor. I will advise the student for graduate coursework beginning in the upcoming spring semester. I and my department will support the student until the student has completed all PhD requirements and until the student starts M3 clinical clerkships. I am aware that M3 clinical clerkships can only be started on specified dates that fall between May-July. I will complete regular mentor training as expected by the MSTP and will adhere to the principles of supportive mentorship.

Mentor and Student: The student and mentor agree to review and meet to discuss the "AAMC Compact Between Biomedical Graduate Students and Their Research Advisors: A Framework for Aligning the Graduate Student Mentor-Mentee Relationship", which is provided with this form.

Information: Student financial support includes the following.

- A one-time reimbursement of half of the \$2000 moving allowance given to the student upon matriculation, i.e., \$1000
- Annual stipend of \$38,000 beginning May 1, 2026. Stipend may be increased further in subsequent years by CWRU, and the mentor will honor any increases.
- Graduate fees, Spring 2026 semester
Fees: \$1993 health insurance, \$25 activity fee
- Graduate tuition and fees, subsequent semesters until student completes PhD
 - All graduate tuition (\$2316 per credit hour in 2025-26)
 - All graduate fees (\$1993 health insurance and \$25 activity per semester in 2025-26)

In the event that a mentor loses funding during the course of the student's PhD study, the home department (department in which the mentor has their primary appointment) agrees to support all trainee expenses. The mentor and the home department are responsible for supporting the student until the student completes the PhD and starts M3 clerkships, or is dismissed from the PhD program, or switches to another laboratory. This period of support may include the time necessary for the student to rotate in another laboratory if the change is necessitated by actions taken by the mentor (departure of a mentor or other circumstances). Since M3 clerkships can only be started at the beginning of May or restricted dates in approximately June-July and all PhD requirements must be completed before starting M3, completion of the PhD must be planned well in advance to meet this schedule in the final year of the PhD. Students and mentors should plan on having at least one manuscript submitted by the end of the calendar year prior to the anticipated M3 start date for return to M3 planning to be formally initiated.

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Notes on the Timing of MSTP Students' Transition to the PhD Lab in the second half of M2 year:

- January: Students begin graduate courses and enroll in one 3-4 credit course in their field of study and 601 in their graduate program to total 9 credits
- March-April: Students complete medical school year 2 coursework on March 20, 2026. Students take 6 weeks maximum to complete USMLE Board part I by May 2, 2026. .
- May: Students start full time laboratory work on May 5, along with completing their spring semester graduate courses, if applicable.

Notes on Mentor's Tuition Costs

- The MSTP has paid for 21 to 24 graded credits during the student's first three semesters in the program, reducing the amount of future tuition support for the mentor.
- For the 2026 spring semester, the MSTP will support 3 credits. The mentor is responsible for the remaining 6 credits and all fees in this semester, and for all tuition and fees in subsequent semesters until the student completes the PhD and reenters medical school.

Notes on Training Grant Support Limitations

There is a five-year limit for funding from T32 training grants or NRSA fellowships. A sixth year can be granted for dual degree students upon application to NIH in advance. We must support students for four years of medical school from the MSTP T32 grant. Therefore:

- The student cannot be appointed to another training grant before the end date of the MSTP training grant appointment. Thus, it will not be possible to charge spring 2026 tuition to a training grant.
- T32 support during the PhD phase must be limited to ***no more than two years***.
- The MSTP office must be notified of the exact period of T32 support by the mentor or Grants Administrator.
- The student is encouraged to apply for an individual NRSA (F30/F31) award. **All F30/F31 application budgets MUST be planned and approved IN ADVANCE with the MSTP Director of Administrative Operations and the Director. When possible, F30/F31 applications should request funding for M3/M4 as well as PhD phase years (please consult the MSTP Director). For students in labs at CCF, UH, MetroHealth or VA, F30/F31 applications must be submitted through the PhD-granting department at CWRU or the SOM ARO.**

Failure to follow the above rules will threaten our ability to support the student in the last two years of medical school.

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Signing this form indicates that the faculty member and their department agree to the financial commitments associated with accepting a MSTP student as described above.

Signing this form also indicates that the student and mentor agree to abide by the [compact](#) between faculty advisors and students developed by the AAMC (attached).

Signature of PhD mentor

Date

Signature of student

Date

SAMPLE FORM

Signature of Chair of supporting department,
or designee with financial authority

Printed name

Date