

MSTP Mentor Agreement and Information Form

Please email scanned document to kathryn.schultz@case.edu or fax to 368-5295.

MSTP Student Name:
MSTP training grant appointment end date:

PhD Mentor's Name:
PhD Program:
Department providing student support:

SAMPLE FORM

Do not complete this form. We will create a specific form for each student and mentor.

Student: I have chosen the above mentor for my PhD work and agree to complete USMLE board part 1 by April 30 and start full time PhD work by May 1, 2018

Mentor: I agree to become the above student's PhD mentor. I will advise 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, including publication requirements, and until the student starts M3 clinical clerkships. (Note: M3 clinical clerkships can only be started on certain dates that fall early July- early November.)

Student support includes the following.

- Annual stipend, beginning May 1, 2018, currently \$29,000. May be increased in subsequent years.
- Graduate tuition and fees, spring 2018 semester
 - 4 credits of graduate tuition, \$1,827 per credit hour, due January 26, 2018
 - Fees: \$1,045 health insurance, \$17 activity
- Graduate tuition and fees, subsequent semesters until student completes PhD
 - All graduate tuition (currently \$1,827 per credit hour)
 - All graduate fees (currently \$1,045 health insurance and \$17 activity per semester)

The mentor actually pays 37% of tuition cost. The balance is charged to the SOM PhD Dean's Scholarship Program.

In the event that a mentor loses funding during the course of PhD study, the home department (department in which the mentor has his/her primary appointment) is expected 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 July or restricted dates in approximately September or October, completion of the PhD must be planned well in advance to meet this schedule in the year of PhD completion. All PhD requirements and the MSTP publication requirement must be completed before starting M3. At least one manuscript should be submitted by one year prior to the anticipated M3 start date for realistic M3 start planning.

Signature of PhD mentor

Signature of student

Signature of Chair of supporting d

SAMPLE FORM

Printed name of Chair or financial authority

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Notes on the Timing of MSTP Students' Transition to the PhD Lab

- 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 February 27. In March and April students take 8 weeks maximum to complete USMLE Board part I.
- May: Students start full time laboratory work at beginning of May, along with completing their spring semester graduate courses.

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. It will not be possible to charge spring 2018 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.
- The student is encouraged to apply for an individual NRSA (F30/F31) award. All application budgets MUST be planned and approved IN ADVANCE with the MSTP Administrative Director and the Director.

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

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.
- Prior policy has been that the mentor and department take full financial responsibility starting in January of the spring semester in which the students will transfer into the PhD lab.
- This year the MSTP has arranged sufficient budget to provide an additional amount of support to pay for 5 credits in the spring 2018 semester.
- The mentor is responsible for the remaining credits and all fees in the spring semester, and for all tuition and fees in subsequent semesters until the student completes the PhD.