**The Hematology Research Training Program Mentorship Compact**

**Between Trainees and their Research Mentors**

**Introduction**

The Hematology Research Training Program (HRTP) was established in 1975 and has been funded by the NIH HLBI since 1978. Most of the nearly 200 alumni of the program have moved on to successful careers as scientists and physician-scientists in academia, industry and other settings where their training is put to good use. **The purpose of this compact is to facilitate a discussion between HRTP mentors and their mentees, helping to align their expectations and clarify their responsibilities.** Please read it carefully.

By joining the HRTP and accepting an appointment to the Hematology T32, trainees agree to undertake scholarship and research that will provide training essential for a career as a physician-scientist or scientist.

By joining the HRTP as a mentor, faculty trainers agree to prioritize the needs of their mentees as they work together to answer important questions and prepare the mentee for success.

By signing this compact, faculty mentor(s) and trainees indicate that they have read it, discussed it and will freely abide by it. If there are any questions or concerns please discuss them with either of the HRTP directors, Skip Brass and Ivan Maillard, before proceeding. **This form will need to be completed before mentees can be appointed to the Hematology T32.** Forward a signed copy electronically to Dr. Brass ([brass@pennmedicine.upenn.edu](mailto:brass@pennmedicine.upenn.edu)) with a copy to the administrative coordinator, Hope Charney ([Hope.Charney@Pennmedicine.upenn.edu](mailto:Hope.Charney@Pennmedicine.upenn.edu)).

**As an HRTP mentee I will:**

* Work with my research mentor from the beginning to establish expectations for this very important relationship.
* Take ownership of my project with the input and approval of my mentor(s).
* Take ownership of my professional development, through completion of an IDP annually and with guidance from my mentor and others.
* Have open and timely discussions with my mentor(s) about my research progress, access to resources and milestone achievements.
* Arrange regular meetings with my mentor (on average 1-4 times a month).
* Arrange meetings with my thesis committee (for predocs) or my mentorship committee (for postdocs) no less frequently than every 6 months.
* Stay abreast of the latest developments in my field through reading the literature, speaking with experts and colleagues, and attendance at relevant seminars and scientific meetings.
* Build a professional network of other investigators inside and outside of Penn for mutual support and collaboration.
* Respect all ethical and institutional standards when conducting my research and ask for guidance when presented with ethical or compliance uncertainties.
* Maintain a relationship with my mentor(s) that is based on trust and respect.
* Work with my mentor and other members of our research team to maintain a safe and secure working environment.
* Comply with all institutional policies, including safe laboratory practices, responsible conduct of research, experimental design and transparency.

**As an HRTP research mentor I will:**

* Ensure my mentee's project has every reasonable prospect of being feasible.
* Ensure that a mutually agreed upon set of expectations and goals for my mentee's research project is established at the beginning of the relationship and is updated regularly.
* Familiarize myself with the design and requirements of the Hematology Research Training Program and speak with the program directors if I have any questions or concerns.
* Ensure that my mentee will meet with their thesis committee (for predocs) or mentorship committee (for postdocs) no less frequently than every 6 months
* Support my mentee’s efforts to build necessary professional skills, including writing, presentations at conferences and applications for fellowships such as NIH F30 and F31 grants.
* Strive for open and effective channels of communication with my mentee.
* Provide my mentee with timely guidance as they encounter hurdles, facilitate their interactions with other scientists, help them build a professional network at Penn and beyond, and encourage their attendance at scientific me
* Work with my mentee and other members of our research team to establish and maintain a safe and secure working environment.
* Commit to my mentee submitting their project for publication in a timely manner with my mentee receiving appropriate credit for the work they performed.
* Promote all ethical and institutional standards when overseeing my mentee's research conduct and encourage them to ask for guidance when presented with ethical or compliance uncertainties.
* Maintain a relationship with my mentee that is based on trust, mutual respect and aligned expectations.
* Support my mentee and facilitate their transition to the next stages of their career.

Trainee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Mentor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Mentor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When completed, send a copy to the program’s administrative coordinator, Hope Charney. ([Hope.Charney@Pennmedicine.upenn.edu](mailto:Hope.Charney@Pennmedicine.upenn.edu)).

*Revised 1-8-23*