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| **Student Name:** |  |
| **Dissertation Mentor:** | **Email:** |
| **Department:** |
| **Mentor’s Accountant:** | **Email:** |

## General Mentor Responsibilities

In addition to guiding your student through their dissertation research, the Molecular Microbiology and Immunology Program (MMI) requests your assistance in several additional aspects of the student’s doctoral training process. Student progression expectations are outlined in our student handbook which can be found at <https://lifesciences.umaryland.edu/microbiology/>.

## Financial Support

As mentor, you will be expected to support the student for the duration of their studies and research. You will be responsible for securing funds to cover the student’s stipend and medical insurance for the duration of their graduate career. The pre-candidacy stipend is currently $28,000.00 per year and $29,000.00 following admission to candidacy.

* You will begin funding your student on \_\_\_\_\_\_\_\_\_\_\_. This will include your student’s stipend, health insurance, and registration fees. Your accountant will need to provide Alexandra Squires ([asquires@som.umaryland.edu](mailto:asquires@som.umaryland.edu)) with the funding account information from which the student’s stipend will be covered.
* An internal payment form should be completed by your accountant to pay for the student’s health insurance and registration fees for each fall and spring semester. Your student will submit the billing documents to either you or your accountant.
* If a circumstance arises in which the student will be best served by leaving the laboratory, the departure and conditions must be agreed upon by the Program Director and GPILS Leadership. If the student needs to find a new mentor to continue in the program, the current mentor will be responsible for the student’s stipend, health insurance, and fees for a time determined by the Program Director and GPILS Leadership, but not to exceed three months.
* In order to accept a student into their lab, it is GPILS policy that the mentor has secure funding to support the student for at least two years after the student passes their qualifying exam. In the unlikely event the mentor will be temporarily unable to meet this obligation, the program will assist in finding an alternative funding source.
* Nearing the student’s dissertation defense, written notification of the student’s term date/last day of work must be received by Dr. Heather Ezelle and Alexandra Squires no later than two weeks prior to the anticipated end date.

## GRA Information

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| GRA’s start date: | Mentor funding begins 16 months\* after GRA’s start in the program: |
| July 1st | November 1st |
| September 1st | January 1st |

\*this differs for MD/PhD students who receive 12 months of GPILS funding

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| **Expenses supported by mentor\*** | **Details** |
| Stipend | Stipend is currently $28,000.00 pre-candidacy and increases to $29,000.00 once admitted to candidacy. This amount is subject to change. |
| Tuition Remission | It is the student’s responsibility to apply for tuition remission each fall and spring. You or your accountant may be contacted for a funding account number as part of the documentation, but the account will not be charged. |
| Health Insurance | Current cost of student health insurance per semester is $2,112.00. Current cost of accident insurance is $15.00 per semester. |
| Auxiliary Fees | Link to current fee amounts: <http://www.umaryland.edu/media/umb/af/sa/grad.pdf> |
| Dental Insurance (optional) | For more information:  [https://www.umaryland.edu/studenthealth/university- administered-insurance-plans/](https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/) |
| Vision Insurance (optional) | For more information:  [https://www.umaryland.edu/studenthealth/university- administered-insurance-plans/](https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/) |

\* If the student is supported by a T32 training grant: 1) The mentor may be required to supplement the stipend (using non-federal funds) in order to achieve parity with GPILS stipend levels. 2) The training grant pays a percentage of the tuition and the remainder is remitted through the mentor’s department or through the department in which the T32 is housed. 3) The training grant may cover a portion of the cost of health insurance. Consult the funding administrator of the training grant for further guidance.

## Fellowships

MMI strongly encourages all students to apply for individual fellowships from federal and/or private sources. In addition to reducing the mentor’s financial burden, the process of applying for a fellowship, receiving feedback and potentially being awarded funding for dissertation research provides an important experience for our students. It is anticipated that the student’s Thesis Proposal will provide the basis for an external grant application.

## Dissertation and Thesis Advisory Committee

You, as the mentor, along with the Thesis Advisory Committee, are primarily responsible for guiding the student’s dissertation research. Please review the following guidelines for you and the committee:

* The Thesis Advisory Committee should be composed of faculty members who have the necessary expertise to assist you and your student in the design and execution of the dissertation research. Specific committee composition requirements are outlined in the handbook.
* In order to take full advantage of the committee’s expertise, the Thesis Advisory Committee is expected to meet with the student a minimum of once per year unless the Committee deems more frequent meetings necessary. MSTP students must meet biannually. In addition to providing a forum for the committee to offer guidance to the student, these meetings create an excellent opportunity for the faculty to assist the student in professional development and for the student to train in oral presentation of their research results. Students will be required to track progress and submit a form after each meeting.
* Students are required to assemble their Thesis Advisory Committee and hold an introductory meeting before December of the year of their qualifying exam. MSTP students must hold their introductory meeting within three months of their qualifying exam. Within 12 months following their introductory meeting, the student must prepare a written Thesis Proposal for review by their Committee after collecting sufficient data in the laboratory to support the feasibility of his/her thesis. The Thesis Proposal includes a written document formatted as a NIH F31 fellowship application and must be defended

## Program Activities

Although students are expected to spend most of their time and efforts conducting research, it is essential that they continue to keep abreast of progress in the field. For this reason, it is imperative that students attend and actively participate in the MMI Program seminars, journal clubs and research-in-progress presentations (Micro Lab Meeting), as well as in other appropriate career development activities. Attendance requirements are outlined in the student handbook.

The success of our training program ultimately depends on the quality of mentoring provided by our faculty. The MMI Program will extend all possible assistance to you in this important process.

*By signing below, I have indicated that I agree to the terms of this document.*

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_