

## MOLECULAR MEDICINE PROGRAM MENTOR APPROVAL FORM

<b>Faculty Mentor Name</b>	
<b>Department, Center or Program</b>	
<b>Faculty Rank</b> ( <i>Assistant, Associate or Professor</i> )	
<b>Name of Student</b>	
<b>Program and Track</b>	
<b>Funding Administrator Name and Email Address</b>	

### General Mentor Responsibilities

Thank you for your request to mentor a graduate student in the Molecular Medicine Program. In addition to guiding your student through his/her dissertation research, the Molecular Medicine Program requests your assistance in several additional aspects of the student's doctoral training process. Student progression expectations are outlined in our Student and Faculty Handbook which can be found at <https://lifesciences.umaryland.edu/molecularmedicine/Student-Resources/>.

### 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, medical insurance, and fees for the duration of his/her graduate career. To ensure equity among our students, the stipend may not exceed the level determined by GPILS which is currently \$30,000.00 for pre-candidacy and \$31,000.00 following admission to candidacy.

- You will begin funding your student on \_\_\_\_\_. Your Administrator will need to provide Alexandra Squires ([asquires@som.umaryland.edu](mailto:asquires@som.umaryland.edu)) with the account information from which the student's stipend will be covered. Alexandra will reach out to you with a Memo of Commitment.
- Please note that the account information will also be required on the student's tuition remission application each fall and spring semester, though the account will not be charged as the student will be supported through the employee pool. The student will fill out the tuition remission form online and it will be routed to the appropriate administrator for approval.
- The student account information will be required for the internal payment form each fall and spring semester. This form will include the student's health insurance and student fees for the semester. Please have the student send a copy of his/her bill. These forms are now completed via DocuSign and can be found online [here](#).

## MOLECULAR MEDICINE PROGRAM MENTOR APPROVAL FORM

- Nearing the student’s dissertation defense, written notification of the student’s term date/last day of work must be received by Academic Services Specialist and Alexandra Squires no later than two weeks prior to the anticipated end date.

### GRA Information

GRA’s start date:	Mentor funding support begins 15 months* after GRA’s start in the program; however, if a student passes their qualifying exam during the initial GRA period, the date of the exam marks the end of GPILS funding and the GRA’s start on mentor’s funds.
July 1 <sup>st</sup>	October 1 <sup>st</sup>
September 1 <sup>st</sup>	December 1 <sup>st</sup>

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

Expenses supported by mentor*	Details
Stipend	Stipend is currently \$30,000.00 pre-candidacy and increases to \$31,000.00 once admitted to candidacy. This amount is subject to change.
Tuition Remission	The account will not be charged for tuition, but tuition remission must be signed by the department funding administrator.
Health Insurance	Current cost of student health insurance per semester is approximately \$2,200. Current cost of accident insurance is \$15.00 per semester and should be covered as a student fee. These amounts are subject to change.
Auxiliary Fees	Link to current fee amounts: <a href="https://www.umaryland.edu/student-financial-services/tuition-and-fees-by-school/">https://www.umaryland.edu/student-financial-services/tuition-and-fees-by-school/</a> (select Graduate School)
Dental Insurance (optional)	For more information: <a href="https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/">https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/</a>
Vision Insurance (optional)	For more information: <a href="https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/">https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/</a>

\* 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

## MOLECULAR MEDICINE PROGRAM MENTOR APPROVAL FORM

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 and fees. Consult the funding administrator of the training grant for further guidance.

### Current Mentoring Status

	Current Number of Students in Mentor's Lab, by Program, by Year of Study								Notes/ Comments (Indicate Number of MD/ PhD's if Applicable)
	1st	2nd	3rd	4th	5th	6th	7th	8th	
Biochemistry & Molecular Biology									
Epidemiology & Human Genetics									
Gerontology									
Molecular Medicine									
Mol. Microbiology & Immunology									
Neuroscience									
Physical Rehab. Science									
List number of Postdocs, Techs, or other paid employees in Mentor's lab									

### Faculty Mentoring Funding Status

#### CURRENT FUNDING

Award Name	Award Number	Funding Agency	Start Date	End Date	Direct costs

#### GRANTS PENDING REVIEW

Award Name	Award Number	Funding Agency	Start Date	End Date	Direct costs

## MOLECULAR MEDICINE PROGRAM MENTOR APPROVAL FORM


**Note:** Should the faculty mentor encounter a lapse in research funding and be unable to support his/her graduate student, the Department, Center or Program agrees to work with GPILS to cost-share bridge funding related to the PhD student’s financial support and training.

### Fellowships

The Molecular Medicine Program 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 at least once every semester. 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 present two formal seminars prior to their Dissertation Defense. Each student must prepare a written Thesis Proposal for review by their Thesis Advisory Committee after collecting sufficient data in the laboratory to support the feasibility of his/her thesis. This should occur within 12-15 months of passing the Qualifying Exam and prior to the student’s Molecular Medicine Student Seminar Presentation. The Thesis Proposal includes a written document (NIH style, less than 15 pages) and an oral presentation in a public forum. The Student Seminar presentation should occur in the fall of the student’s 5<sup>th</sup> year in the program and *after* the Thesis Proposal. The presentation should be about 40 minutes in length and will be critiqued by faculty and peer reviewed. Additional details are provided in the handbook.
- Students are required to hold one final Thesis Advisory Committee meeting 3-6 months before they plan to defend. During this meeting, the student will be seeking permission of the committee to write up and schedule the final Dissertation Defense.

## MOLECULAR MEDICINE PROGRAM MENTOR APPROVAL FORM

### Mentoring Plan and Program Activities

The mentoring plan for graduate students is in accordance with the Molecular Medicine Program Handbook: <https://lifesciences.umaryland.edu/molecularmedicine/Student-Resources/>

Although students are expected to spend most of their time and efforts conducting dissertation research, it is essential that they continue to keep abreast of progress in the field of Molecular Medicine. For this reason, it is imperative that students attend and actively participate in the Molecular Medicine Seminars, as well as in other career development activities offered by the program and GPILS. Your assistance in encouraging students to attend these activities would be appreciated.

You are encouraged to consult the MMED program handbook periodically including the student progression timeline as it is updated regularly. Feel free to contact the Program Director, Manager, and/or Track Leaders with suggestions for improvement, for clarification on expectations of students, or for any other assistance you may require.

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

The above form is to be completed and then reviewed by the Graduate Program Faculty Director and the Faculty/Mentor's Department (or Program/Center) Chair (or Director). The signatures below acknowledge the information provided is correct and signify agreement that the faculty mentor in question should be permitted to take a new student into their laboratory for completion of their dissertation research.

Faculty-Mentor Name	Signature	Date

Chairperson or Director Name	Signature	Date

Funding Administrator Name	Signature	Date

GPILS Program Director Name	Signature	Date