**HPTN Scholars Program**

**Mentorship Agreement**

Mentoring in the HPTN Scholars Program embraces a collaborative approach to science which ultimately benefits the mentor, the Scholar, the HPTN, and the scientific community. To maximize the opportunities provided by the HPTN Scholar’s Program, it is important that all parties respect the shared nature of the responsibility. The Scholar is responsible for generating the idea for the project and guiding its execution and completion in concert with the mentor, using a collaborative approach.

This document outlines the responsibilities of the Scholar and mentor(s) in addition to the deliverables of the 18-month HPTN Scholars Program.

**Mentor Responsibilities**

The mentor(s), [**insert name(s)**], will provide appropriate experiences, guidance, exposure, advice, introductions, encouragement, support, and learning opportunities to help broaden the Scholar’s experience and knowledge as a researcher.

The mentor(s) will participate in the following activities to accomplish these goals:

1. Provide the time and attention appropriate for their scholar to achieve the above goals, within reasonable limits
2. Schedule and attend regular meetings with the Scholar and the HPTN Program Management and/or Leadership Team, as needed
3. Work with the Scholar to identify highest priority areas in which the Scholars’ individual knowledge, skills, and connections can be improved and make substantial progress in doing so over the course of the HPTN Scholars Program
4. Assist the Scholar in refining their project proposal throughout the HPTN review process until it receives all required approvals to move forward
5. Assist the Scholar in the enable completion of the approved project within the program period, to present the findings of their project at the HPTN Annual Meeting
6. Support manuscript development based on the given project (typically with the Scholar as the lead author) by the end of the program period
7. Discuss with the Scholar career development objectives inclusive of goal setting, assessment of progress, and accomplishment evaluation
8. Work collaboratively with their scholar, as further described in the Mentorship Guidance document, as well as other mentors and Program Leadership.

**Scholar Responsibilities**

The Scholar, [**insert name**] will generate a research project using data from the [insert study name] and guide its implementation in collaboration with the mentor.

The Scholar will participate in the following activities to accomplish this goal:

1. Attend regularly scheduled meetings with mentor(s)
2. Attend scheduled monthly Scholar calls with the HPTN Program Management and/or Leadership Team, as needed
3. Submit monthly invoices and justification reports, as requested, to FHI 360.
4. Collaborate with select study team/Network partners (SDMC), as needed, to support project completion

In addition to the responsibilities listed above, by the end of the 18-month Scholars Program, the Scholar will have:

1. developed research project, approved through the HPTN processes, that makes use of data from a completed or ongoing HPTN studies
2. developed at least one first author manuscript to be submitted for peer-review
3. presented findings of their projects at an HPTN Annual Meeting
4. attended at least one scientific conference to present project findings
5. acquired new knowledge, skills, and connections to further their careers as independent investigators in HIV prevention science
6. become knowledgeable of the processes of doing research in NIH-funded HIV networks
7. met expected program deadlines and/or alerted Program Management and Leadership in advance, if deadlines are in jeopardy of being missed for any reason
8. provided feedback to Program Management and Leadership on their experiences during the program or related to program requirements

This agreement has been reviewed, discussed, and agreed upon by the HPTN Scholar [**Name**] and mentor(s), [**Name(s)**].

**Signatures:**

Scholar Name (printed): \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Mentor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_