

Research Contract for Students and Mentors*

The guidelines below are standard expectations but they may differ for an individual research project. Any differences should be agreed upon by the student and mentor, and written down as expectations, timelines, or tasks to be completed, as appropriate.

Student's responsibilities to the Mentor:

If the student wishes to be involved in a project but not necessarily an author, then the expectations are:

1. The student is responsible to ensure their CITI training is up to date and that they are added to the IRB protocol for any studies involving human subjects research. They must also thoroughly read the protocol. For non-human subjects research, the student must complete lab safety training and animal training, when relevant.
2. The student is responsible to work on this project for at least a few hours every week. If the student has a large exam or for another reason cannot work on the project for a given week, this needs to be communicated with the mentor in advance.
3. The student is responsible for maintaining regular email or phone contact with the mentor.

If the student wishes to be an author on a poster or paper, should the work be successful to come to that point, the expectations can include:

1. If the IRB protocol is not written, the student will be expected to contribute to the writing.
2. The student is responsible for help acquiring the data and formatting it so that it can be analyzed.
3. The student is responsible for communicating with the statistician about the analysis, if help from a statistician is needed.
4. The student is responsible for helping to draft the poster or manuscript, and for seeking help from Research Services if they need it.

If the student decides that they can no longer participate in the project, they must let the mentor know this decision and understand that this will likely preclude authorship. Additionally, they must notify Research Services. In some instances, willingness to work during a transition period is highly desired (i.e., help to train a new student to replace the current one) and considered a respectful end to a student-mentor relationship. Please check with the mentor to see if this is desired before leaving the project.

*A mentor can be the PI, but it can also be a fellow, postdoc, resident, or research coordinator who assumes responsibility for moving the project forward and working with the student.

The Mentor’s responsibilities to the student:

1. The mentor is responsible for scheduling regular meetings (at least one time per month) with the student to move the project forward, help with issues, and ensure things are running smoothly.
2. The mentor is responsible for answering emails or calls from a student within a timely manner (i.e., within one week, unless on holiday or medical leave). They are also responsible for letting the student know when their availability will be limited.
3. The mentor is responsible for clearly delineating the tasks to be accomplished and to ensure the student understands what these are and what the timeline is for meeting these goals.
4. The mentor is responsible for communicating their expectations upfront with the student on things like time spent in the lab, time spent reviewing charts, expectations for remote work, etc.
5. The mentor is responsible for communicating whether the student, if they meet authorship expectations (see below), will be listed as an author, and in what anticipated order, for each research product (which may differ), including: articles/journal submissions, abstract submissions, posters, and presentations, etc.
6. The mentor is responsible for letting the student know if they are not doing enough to meet the criteria mentioned in the student side of the contract, and what the student will need to do to remedy this.

Student’s Name _____

Student’s Signature _____

Mentor’s Name _____

Mentor’s Signature _____

Notes on Authorship: The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

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***Please return the signed document to Research Services:
Email: ResearchServicesDept@uic.edu Campus office: A107H.***