

**D43 Emory-Nigeria HIV Research Training Programme  
(EN-RTP)  
Mentor/Mentee Agreement**

This agreement outlines the key elements of the mentorship relationship between the **D43 EN-RTP trainee and their lead mentor**. This agreement sets clear expectations for training and mentorship so that the programme supports the trainee throughout their D43 EN-RTP training and career development. Please review, sign the agreement and upload the Mentorship Agreement Form to your Application. For any questions or concerns, please contact the Emory Programme Coordinator, Jacob Aiello at [jacob.aiello@emory.edu](mailto:jacob.aiello@emory.edu), or Nigeria Programme Coordinator, Aisha Gambari at [agamba2@emory.edu](mailto:agamba2@emory.edu)

**As a D43 EN-RTP trainee and mentee, I agree to do the following:**

1. I acknowledge that I have the primary responsibility for the development of my own career.
2. I will complete and discuss my Individual Development Plan with my mentor and submit it on time to D43 EN-RTP programme leadership.
3. I will meet with my mentor regularly and communicate (weekly recommended but no less than once a month) during D43 EN-RTP appointments to review research progress and work toward my goals.
4. I will review and revise, as needed, my D43 EN-RTP research project with my mentor that includes well-defined goals and timelines.
5. I will perform my research activities conscientiously, maintain good research records, catalog and maintain all tangible research materials that result from the research project.
6. I will respect all ethical standards when conducting my research including compliance with all institutional and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use and laboratory safety.
7. I will assume progressive responsibility and management of my research project as it matures.
8. I will have open and honest conversations with my mentor about the status of my research progress, my career plans, and possible challenges and obstacles to attaining my professional goals.
9. I will communicate with my mentor and programme leadership immediately regarding information technology issues hindering the completion of mandatory coursework, including but not limited to poor internet connectivity, Canvas coursework website, email access, and password reset issues.
10. I will complete all mandatory coursework provided by the EN-RTP programme in a timely manner and communicate any unforeseen delays in course completion to both the professor and program staff.
11. I will be responsive to advice and constructive feedback regarding research project progress.
12. I will respect and work collegially with my colleagues, staff, and other individuals with whom I interact.
13. I will actively seek opportunities (e.g. professional development seminars and workshops) to develop the full set of professional skills necessary to be successful for my chosen career.
14. I will meet all programme requirements:
  - Meet with the D43 EN-RTP Programme Directors and lead mentor every six months (two meetings per year) and provide monthly mentorship reports to programme staff in a timely fashion.
  - Devote a minimum of 75% professional effort to research and research training during my D43 EN-RTP appointment.
  - Complete all programme requirements for the Instruction in the Responsible Conduct of Research.
  - Complete all programme requirements for the NIH Rigor and Reproducibility Guidelines.
  - Provide documentation of IRB approval for my research project before initiating the study and annually as appropriate.
  - Submit an NIH K43 application OR other NIH or federal grant proposal before the completion of the D43 EN-RTP programme.
  - Acknowledge the D43 EN-RTP grant on all publications during and as a result of the skills or data attained from the EN-RTP programme, while meeting requirements of the NIH public access policy.
15. I will provide annual updated information to the programme following completion of formal D43 EN-RTP support on career progress, academic or other institutional positions, publications, grant applications, and funding.

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**As a lead mentor for a D43 EN-RTP trainee, I agree to do the following:**

1. As outlined in my letter of support, I confirm my willingness to serve as the lead mentor and provide guidance to the trainee as they conduct the research required for the programme.
2. I will attend the D43 EN-RTP orientation session to learn about programme requirements.
3. I will meet with my mentee regularly and communicate (weekly recommended but no less than once a month) during D43 EN-RTP appointments to review research progress and help the mentee work toward their goals, including ***ensuring mandatory coursework attendance and deadlines are adhered to.***
4. I will meet with the D43 EN-RTP trainee and programme directors every six months to discuss career goals and training progress.
5. I will provide guidance and feedback to my mentee in the development of a complete grant application (suitable for the NIH K43 or other appropriate extramural funding) to advance my mentee's development towards becoming an independently funded investigator.
6. I will provide mentorship and guidance on scientific writing and encourage the D43 EN-RTP trainee to submit for publication in a timely manner.
7. I will encourage the interaction of the D43 EN-RTP trainee with fellow scientists both intra- and extramurally and encourage the D43 EN-RTP trainee's attendance at professional meetings to network and present research findings.
8. I will promote all ethical standards for conducting research including compliance with all institutional and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use, and laboratory safety. I will make myself available to discuss ethical issues as they arise.
9. I will foster an environment such that the D43 EN-RTP trainee receives appropriate credit for the work they perform.
10. I will provide guidance to my mentee with regard to the NIH rigor and reproducibility guidelines.
11. I will evaluate the mentee's progress and provide constructive feedback during the entirety of the training programme.
12. I will strive to be supportive, equitable, accessible, encouraging and respectful. I will try my best to understand my mentee's unique situation, and mentor accordingly.
13. I will evaluate the mentoring programme components and provide feedback for D43 EN-RTP programme improvement.

**Name of D43 EN-RTP Trainee:** Rikkia Thomas, MPH

**D43 EN-RTP Trainee/mentee's signature:** Rikkia Thomas **Date:** June 4, 2024

**Mentor's signature:** Rosemary Madaki, PhD **Date:** June 4, 2024