



**Mentorship Memorandum of Agreement**

The purpose of this Memorandum of Agreement (MOA) is to document mutually agreed upon goals and parameters for the mentoring relationship between the Mountain West Consortium (MWC) Clinical and Translational Research Infrastructure Network IDeA-CTR (CTR-IN) mentee and mentor.

\_\_\_\_\_  
**Mentee's Name**

\_\_\_\_\_  
**Institution**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Primary Mentor's Name**

\_\_\_\_\_  
**Institution**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Other Mentor's Name(s)**

\_\_\_\_\_  
**Institution(s)**

**1) Goals.** As a result of this relationship, what are the perceived goals with respect to gaining skills necessary for success in academia, exploring new career opportunities/alternatives, obtaining knowledge of organizational culture, networking, leadership skill development, etc?

\_\_\_\_\_  
\_\_\_\_\_

**2) Steps towards achieving goals.** What steps are planned between the mentee and mentor including types of regular meetings, manuscript/grant plans, collaborating on research projects, steps to achieving independence, etc? Note: The mentee's primary mentor will be invited to the CTR-IN Annual Meeting with travel support.

\_\_\_\_\_  
\_\_\_\_\_

**3) Meeting frequency.** When are meetings planned between mentee and mentor. Describe the planned content, frequency (at least monthly), duration, and location of meetings, along with any other relevant details.

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\_\_\_\_\_

**4) Evaluation plan.** What evaluation plans will be in place to demonstrate effectiveness of the mentee-mentor relationship? Describe elements such as review of mentorship meeting minutes, goals, outcomes (grant applications, scientific meetings, etc.), accomplishments and any other relevant details.

\_\_\_\_\_  
\_\_\_\_\_

**5) Confidentiality.** The parties agree that any sensitive issues that are discussed will be held in the strictest of confidence and will not to be discussed outside the communications between the mentor and mentee.

**6) Relationship termination clause.** In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question.

**7) Duration.** This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until: \_\_\_\_\_

\_\_\_\_\_  
**Mentee's Signature**                      **Date**

\_\_\_\_\_  
**Primary Mentor's Signature**                      **Date**

