Mentor Information Sheet Project Submission Process

- Project Submission Form must be submitted to Deepal Patel, pateldp@evms.edu by **Wednesday, January 15, 2020.**
- The Summer Scholars Program (SSP) Committee will review the student application materials and preferences for projects in categories (laboratory, clinical medicine, health behavior/psychology, public/community health, educational research and global health research).
- The **SSP Committee will make a preliminary match** of top applicants with all projects based on applicant preferences and qualifications. This will include matching each laboratory mentor with one applicant.
- In early March, each **laboratory mentor** will be notified of the preliminary match and given a copy of that (one) student's application. After reviewing the matched student's application the mentor may either accept that student without interview or interview the matched student applicant. Mentors must notify Deepal Patel within one week of notification if the matched student is inappropriate. If the mentor agrees with the preliminary match, then the SSP will finalize that placement. If the mentor feels that the match is inappropriate, then the mentor will be sent one alternate (no more than two total per lab mentor).

All projects that are matched with a scholar will be notified by mid-March.

Mentor Responsibilities:

- Provide basic mentoring as related to individual re**s**earch projects and presentations**.**
- Complete and return EVMS and CHKD forms sent to them by the SSP.
- Provide desk space and a computer, as needed, for their scholar and all software required to complete their project. Most scholars bring their own laptops.
- **Provide all project-specific training** required to complete their project (SSP will arrange CITI & BBP).
- All mentors should plan for allowing their scholar to participate in weekly didactics.
- **Schedule regular (at least weekly) meetings with their scholar.** Depending on the project and the scholar's background, some scholars may require additional oversight to successfully complete their tasks. Some mentors spend 6-10 hours mentoring each week.
- Appoint a sub-investigator on the project to be available to advise the scholar in the mentor's absence.
- Provide **documentation of IRB submission to Deepal Patel by mid, February 2020. (date TBD)**
- Communicate with their scholar by early April to discuss training requirements, reading materials, etc.
- **Obtain EVMS IRB, IACUC, and/or IBC approval** for their project before Monday, May 18, 2020, and forward the approval letter(s) to Deepal Patel at pateldp@evms.edu.
- For most projects, the scholar should complete all data collection by mid-July to allow time for data analysis and poster design.
- **Complete all statistical analyses** to be reported on the final poster at the Summer Scholars Poster Presentations and Reception on Thursday, July 31, 2020. The Biostatistician for the Dept. of Pediatrics will provide statistical support for Pediatric studies only. Other departments may request support from the Healthcare Analytics and Delivery Science Institute. (HADSI), HADSI@evms.edu
- Review and approve the final version of the **poster submitted to the SSP on Thursday, July 23, 2020 for printing**.