



BUILDING	CALIFORNIA STATE UNIVERSITY, LONG BEACH
INFRASTRUCTURE	1250 BELLEFLOWER BOULEVARD
LEADING TO	LONG BEACH, CA 90840
DIVERSITY	CSULB.EDU/BUILD

BUILD Research Mentor Memorandum of Understanding (MOU) 2020

BUILD aims to transform CSULB by institutionalizing the infrastructure for research and mentoring activities that support students' competitiveness to pursue PhD programs with the long-term goal of them entering into health-related research careers. We extend a warm welcome and thanks for agreeing to be the Research Mentor of a BUILD Scholar(s) and/or Fellow(s). Your thoughtful and dedicated mentoring is a critical component of your BUILD trainee's success.

This MOU describes the expectations of BUILD Research Mentors to promote positive mentoring experiences for you and your trainee(s):

Mentoring Students and Their Development

- a. BUILD Trainees will: 1) conduct hands-on research guided by their research mentor, 2) meet with their research mentor at least biweekly, and 3) provide the BUILD Program a written report of research conducted and research skills gained before the conclusion of each year. To ensure effective on-site training, safety in conducting research, and the quality of data collection and management, mentors and/or senior members of their research group (*e.g.* faculty, postdocs, senior research assistants) are expected to be available during critical training periods. As the mentor, you must ensure that your BUILD Trainees complete any needed safety training before they begin work.
- b. You have signed a copy of the Trainee's MOU, which details the program requirements and training activities. BUILD Trainees are required to participate in professional development activities in their weekly Learning Community. Trainees are instructed to keep mentors informed about these activities. If you would like further information, the syllabi for the Learning Community are available on the [BUILD website](#).
- c. A student's career path may change over time due to a variety of factors. If any of your BUILD Trainees express diminishing interest in pursuing a PhD, please communicate this to us as soon as possible (BUILD.Mentors@csulb.edu). Together, we will discuss the changes in the student's motivation and their future plans.
- d. Similarly, in the event that a BUILD Trainee under your supervision is not meeting your expectations, and/or no longer able to continue actively doing research with you for any reason, please contact us immediately before you decide to remove the trainee from your research program. Likewise, if a trainee indicates to you a desire to switch labs, please contact us (BUILD.Mentors@csulb.edu).
- e. NIH provides mentoring support for BUILD Mentors and Trainees through the National Research Mentoring Network (NRMN). Mentor training is becoming even more important as recognized by both the NIH and NSF who are now considering mentor training as one aspect of proposal review. We encourage you and your trainees to join [NRMN](#). The CSULB BUILD Program in partnership with the Faculty Center will provide a campus-wide online mentor training, called Beach Mentor Program (BMP). Faculty who complete the training will receive the Beach Mentor certification. The BMP is expected to be fully implemented by Spring 2021. During this transition, the following requirements apply:
 1. If you have completed the BUILD Mentoring Community (BMC) and multicultural workshops in Phase I of BUILD, you automatically receive the Beach Mentor certification until 2022.



Continuing mentor training for Beach Mentors are currently in development and you will be informed when the training become available.

2. If you have not completed the BMC, you are required to participate in the Beach Mentor training within the first year of having a trainee in your research program. We will provide an alternate plan for completing the mentor training including participation in the pilot sessions for the Beach Mentor Program during this transition time.

Fiscal

- a. All BUILD Trainees are expected to spend on average 15 research hours per week during the semester and between 30-40 hours per week during summer. Research hours are monitored by BUILD via Activity logs that students are required to turn in to their Graduate Mentors.
- b. BUILD Fellows are paid salary for hours worked on research (up to 20 hours per week during the academic year). During the BUILD Summer SURGE Program (June 1-July 24), Fellows will be paid 40 hours per week for SURGE activities and their research work done with you. During the Summer Break in August and Winter Break, Fellows may work up to 40 hours per week. Hours cannot be claimed during university holidays. **You must sign the time cards of any BUILD Fellow in your research program.**
- c. BUILD Scholars receive a monthly stipend; thus, time cards are not required. They are paid during August and over Winter Break, so should work, but are encouraged to schedule with their mentor to take some vacation time before the semester starts again.
- d. Research supplies support (\$1,800 for each Scholar per year and \$1500 for each Fellow) is provided to offset some costs associated with the BUILD Trainees' research. You are responsible for ordering and record keeping using a spreadsheet provided by BUILD Grant Manager/Analyst, Marie Reed. Funds unused by May 30th each year will not carry over to the next year. To access research supply funds, mentors must 1) complete mentor training requirement described above and 2) be in compliance with campus Responsible Conduct of Research (RCR) training (consult Office of Research and Sponsored Programs). Additionally, if a trainee leaves your research group, you will forfeit any remaining funds.

Other Responsibilities Required by NIH

- a. As required by federal policy, all BUILD research mentors must have RCR training and, if applicable, Institutional Review Board (IRB) or Institutional Animal Care and Use Committees (IACUC) approval for research with humans or animals. The Office of Research and Sponsored Programs facilitates IRB and IACUC applications and regularly offers RCR training at CSULB.
- b. All research publications and presentations supported by BUILD funding must acknowledge the support with words such as: "Research reported in this publication was supported by the National Institute of General Medical Sciences of the National Institutes of Health under Award Numbers UL1GM118979, TL4GM118980, and RL5GM118978. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health." NIH resources and policy on publications is available on the [BUILD publications site](#).
- c. Federal regulations require all publications resulting from NIH support be submitted to [PubMed Central](#).
- d. As a mentor, you must participate in trainee evaluations and periodic tracking activities, and surveys required by BUILD, the NIH Diversity Program Consortium (DPC), and the NIH. Additionally, there are



annual reports to NIH requiring data collection from faculty mentors. We will send you the requests for any needed data and survey reminders via emails.

My BUILD Trainee(s) include:

- | | | |
|----------|---------|--------|
| 1. _____ | Scholar | Fellow |
| 2. _____ | Scholar | Fellow |
| 3. _____ | Scholar | Fellow |
| 4. _____ | Scholar | Fellow |

I agree to serve as a Mentor to my BUILD Scholar(s) and/or Fellow(s) listed above, in the CSULB BUILD Program. By signing below, I indicate that I understand and agree to fulfill my responsibilities to the BUILD Program.

Mentor Name: _____

Mentor Signature: _____ **Date:** _____

