

Compact Between PharmD Students and Project Mentors
University of Utah, College of Pharmacy

Adapted From: *Compact Between Biomedical Graduate Students and Their Research Advisors*,
Association of American Medical Colleges
(<https://www.aamc.org/download/49868/data/gradcompact.pdf>)

This compact is designed to serve as a basis for understanding between PharmD students at the University of Utah College of Pharmacy and Project Mentors of the PharmD capstone projects regarding the roles and responsibilities of each individual in relation to the capstone project and its completion. It is meant to raise the level of awareness of the responsibilities of both parties, and to serve as a basis for discussion of important elements of the mentee-mentor relationship that contribute to the overall success of the student's research project.

Both parties should read this document and discuss together the responsibilities of both parties toward successful completion of the PharmD project before committing to working together. Once both parties agree that they are committed to fulfilling their responsibilities in relation to the PharmD project, both should sign and date this form below. The PharmD student should submit this signed page to the Project Advisor for the College by the end of April of his or her P2 year.

Title of project:

Hypothesis/Objective from Project Description:

I have read my responsibilities below and have discussed my responsibilities and those of my Project Mentor with my Project Mentor. I am committed to meeting my responsibilities.

_____, PharmD Student, Class of 20____

Print name: _____ **Date:** _____

I have read my responsibilities below and have discussed my responsibilities and those of my PharmD student with my PharmD student. I am committed to meeting my responsibilities.

_____, Project Mentor, _____
(organization)

Print name: _____ **Date:** _____

Commitments of the PharmD Student:

- **I acknowledge that I have primary responsibility for successful completion of my capstone project and, thus, my degree.** My commitment to this responsibility will be evidenced by my self-motivation, my engagement with the project, my scientific curiosity, and high ethical standards. I am aware that I am expected to commit at least 6-8 hours, on average, each week on this research project.
- **I will meet regularly with my Project Mentor and provide him/her with updates on the progress and results of my research project.** I acknowledge that I have primary responsibility for establishing and maintaining a regular meeting schedule.
- **I will work with my Project Mentor to develop my PharmD Project.** This development will include establishing a timeline for each phase of my work. I will strive to meet the deadlines.
- **I will keep my Project Mentor informed of deadlines and requirements that are set by the College.** This includes informing the mentor about due dates in Principles of Project Development and the Project Practicums.
- **I will be responsive to the advice of and constructive criticism from my Project Mentor.**
- **I will be knowledgeable of and abide by the policies and requirements of the PharmD Program with respect to the PharmD Project.**
- **I will attend and participate in research/laboratory meetings as agreed upon with my Project Mentor.**
- **I will comply with all institutional policies related to my research.** I will comply with both the letter and spirit of all human subject, animal research, and laboratory safety policies at my institution. I understand and accept my responsibility for the security of personal information dealing with human subjects and will follow all guidelines from the University Institutional Review Board (IRB), HIPPA, and other organizations as they apply.
- **I will be a good research citizen.** I agree to take part in shared research/laboratory responsibilities and to use research/laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space, if doing basic research. I will be respectful and tolerant of, and work collegially and professionally with all in the research setting.
- **I will maintain a detailed, organized, and accurate research/laboratory notebook(s).** I am aware that my original notebooks and all tangible research data are not my property, but rather the property of the institution/organization in which I conduct my research. I am aware that I may take a copy of my notebooks with me after I complete my project, and that it is my responsibility to request and pay for creation of such copies.
- **I will discuss expectations regarding work hours, sick leave, and vacation time with my Project Mentor at the outset of the project and at least at the beginning of each semester.** I will consult with my Project Mentor and notify him/her in advance of any planned absences.
- **I will discuss policies on authorship and attendance at professional meetings with my Project Mentor.** I will work with my Project Mentor to submit all relevant research results that are ready for publication in a timely manner. I acknowledge that I will continue to be responsive to my Project Mentor and will address needed revisions of the manuscript or poster in a timely manner, even after I graduate, if I anticipate being the first author on any manuscript or primary presenter of the research at a professional meeting.

Commitments of Research Project Mentors

- **I will be committed to the research project of the PharmD Student.** I will help to plan and direct the student's project, set reasonable and attainable goals, and help the student establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the PharmD student, and will not let these interfere with the student's pursuit of his/her research.
- **I will be committed to meeting one-on-one with the student on a regular basis.** I will be responsive to student requests for regular meetings, and will minimize cancellations/postponements of such meetings.
- **I will be committed to providing the necessary resources for the student as appropriate for him/her to conduct the PharmD Project research.**
- **I will lead by example and facilitate the training of the PharmD student in complementary skills needed to be a successful professional.** I will provide timely feedback on the student's written proposals and other works and will help the student prepare and practice for oral presentations of their research projects.
- **I acknowledge that as Project Mentor, I have primary responsibility for ensuring that IRB, IACUC, and/or Institutional Biosafety protocols are approved and in place and that the PharmD student is named as personnel on the appropriate approved protocols.** I will ensure that the student is knowledgeable of and has completed all necessary training and certification in relation to human and animal subject research, the ethical conduct of research, and scientific professionalism.
- **I will expect the PharmD student to share common research/laboratory responsibilities and to utilize research resources carefully and frugally.** I will ensure that the PharmD student receives all appropriate and required laboratory safety training necessary for safe completion of the PharmD project.
- **I will not expect the student to perform tasks that are unrelated to the PharmD project.**
- **I will discuss authorship policies regarding papers with the PharmD student.** I will acknowledge the student's scientific contributions to the research, and I will work with the student to publish/present his/her work in a timely manner.
- **I will discuss any intellectual policy issues with the PharmD student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will provide an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**
- **Throughout the PharmD student's time working with me, I will be supportive, equitable, accessible, encouraging, and respectful.** I will foster the student's professional confidence and encourage critical thinking, skepticism and creativity.