**Scholar Responsibilities**

- Work with lab PI, Research Mentor, and program leadership to develop an Individual Development Plan (IDP)
- Become familiar with daily schedule, lab duties, expectations, and process for vacation and sick leave
- Know schedule of classes and program activities
- Share schedule of classes and program activities with PI and Research Mentor
- Schedule and complete laboratory training and other required forms as appropriate
- Begin to develop relationships with PI and Research Mentor
- Become familiar with research of the lab and engage in initial research activities with the aim of developing own research project
- Work with lab PI, Research Mentor, and program leadership to develop an Individual Development Plan (IDP)
- Confirm that Research Mentor understands Scholar’s schedule and activities and program expectations and is willing to mentor the Scholar

**PI Responsibilities**

- Become familiar with the Scholar
- Establish Research Mentor to provide day-to-day guidance to the Scholar and encourage Research Mentor to begin to develop relationship with the Scholar
- Define initial research activities to be performed by Scholar, including how much guidance / independence is appropriate, with the goal of the Scholar working on their own research project
- Work with the Scholar and program leadership to develop an Individual Development Plan (IDP)
- Confirm that Research Mentor understands Scholar’s schedule and activities and program expectations and is willing to mentor the Scholar

**Getting Started**

- Fully engage in all program activities, including attending all program courses, activities, GRE preparation, etc.
- Follow IDP, updating mid-year as needed
- Fully engage in research, including attending group meetings, seminars, etc., as appropriate to your research
- Discuss concerns about the program, the research experience, etc. promptly with PI, Research Mentor, and/or program leadership
- Apply to graduate programs and share graduate interview experiences with PI, Research Mentor, and program leadership
- Complete evaluations

**During the year**

- Complete program evaluation
- Establish LinkedIn profile and update at least annually
- Respond to follow up emails, phone calls, and surveys from program
- Stay in touch with mentor
- Be receptive to inquiries from prospective UGA PREP Scholars
- Pursue a graduate program in biomedical science

- Create a supportive environment, including guiding the Research Mentor in their work with the Scholar
- Meet with the Scholar weekly to track research and IDP progress
- Meet periodically with program leadership to discuss Scholar’s progress
- Promote interaction between the Scholar and current graduate students, including underrepresented groups
- Mentor the Scholar on the nature and demands of graduate training
- Advise the Scholar regarding graduate programs to consider and support the development of the graduate applications
- Introduce Scholar to professional networks
- Mentor the Scholar in preparation of presentations for lab meetings and conferences
- Complete evaluations

**Wrapping up**

- Complete program evaluation
- Stay in touch with Scholar to remain current on his or her status (at least yearly) and for follow-up on potential publications for which the Scholar is an author

**Signatures**

**Scholar statement**

*I have read the above and understand my responsibilities in PREP@UGA and in my research.*

**PI statement**

*I have read the above and understand my responsibilities in PREP@UGA and to my Scholar.*

Scholar Name:

**Scholar Signature and Date:**

PI Name:

**PI Signature and Date:**