Your role as a faculty member and a mentor is one of the most important components of the CRTI program.

**CRTI Faculty Responsibilities**

- Adhere to all required deadlines.
- Create Summer Workshop lecture in accordance with the established curriculum.
- Attend the CRTI Summer Workshop, usually held the first week in August, in its entirety.
- Make airline reservations through EWA Travel, ASH’s travel agent.
- Complete the ASH Conflict of Interest form and confidentiality agreement.
- Faculty are not allowed to bring guests, family or significant others to the Summer Workshop.
- Attend all program activities, including small group meetings, meals, excursions, and social functions at the Summer Workshop, as these contribute to the mentoring and relationship building with participants.
- Review the research proposals of the participants assigned to their group in advance of the meeting and be prepared to offer a preliminary critique and suggestions for improvement.
- Attend a faculty logistics meeting on the first day (Sunday) of the Summer Workshop.
- Attend a faculty meeting on Wednesday at the Summer Workshop to discuss the status of the mentoring relationships and to make any needed adjustments, particularly if a participant has not yet established a viable CRTI mentor relationship.
- All faculty are invited to attend the small group conference calls before and after the ASH annual meeting in December; however, attendance is required only for the Small Group Leaders.
- All faculty are invited to attend the small group meetings at the ASH annual meeting in December; however, attendance is required only for the Small Group Leaders.

**CRTI Faculty Mentoring Responsibilities**

During the Summer Workshop, establishing mentoring relationships with the participants is a primary responsibility for all faculty members. Faculty are highly encouraged to interact with participants to provide mentoring advice and guidance and to ultimately establish a mentor-mentee relationship that will continue beyond the Summer Workshop.

- During the Summer Workshop all faculty should engage in the establishment of mentoring relationships with the participants.
- On Sunday morning, there is a mandatory faculty breakfast meeting to discuss mechanisms to optimize mentoring relationships and the attributes of excellent mentors.
- Each participant will be paired with a long-term mentor by Wednesday morning. Participants will be encouraged to meet and interact with the CRTI faculty with this purpose in mind. Participants are encouraged to approach faculty about establishing this relationship. Faculty should facilitate this process as much as possible.
• All faculty/mentors will be provided opportunities to interact with the participants, including in small groups, at meals, during breaks, and during the social outing. In addition, faculty are encouraged to make themselves available at other, mutually agreeable times to meet with participants who request additional time to discuss relevant project issues or career development matters.
• The faculty will meet again on Wednesday morning to discuss each participant and determine who has and has not identified a mentor. For participants who need to identify a mentor, suggestions will be made to facilitate the matching process. For participants who have identified a mentor, the faculty will discuss the appropriateness of the identified match.
• Faculty should meet individually with their assigned participant to discuss career development plans, job transitions, grant submission plans, and other areas where the mentor may be helpful.
• Mentors and small group leaders should share thoughts and comments regarding their participant so that each can prepare their respective letter and send a summary report to the participant’s home mentor.
• The CRTI mentor will prepare a letter including the participants’ professional development areas in which to focus on including career development plans, job transitions, grant submission plans, his/her project, and other academic and personal issues. This letter should be sent from the CRTI mentor (cc ASH staff) to the home mentor no more than a week after the CRTI Summer Workshop.
• Attend two CRTI Small Group conference calls, one before the ASH Annual Meeting in December and one after.
• Mentors and participants are encouraged to communicate as needed. Meetings should occur at least every three months.
• CRTI mentors may contact the home mentor throughout the year, as needed, to support the participant and his/her project.

**CRTI Small Group Responsibilities**

Another important part of the CRTI Summer Workshop is the small group meetings. Participants are matched with workshop faculty members to further develop and refine the participants’ research proposals. These sessions are informal and cooperative, with participants learning from each other as well as from the small group faculty. Each small group is assigned a small group leader.

**CRTI Small Group Leader Selection**

Small group leaders will be chosen by the CRTI Co-Directors based on a consistent track record of excellent mentoring, expertise in their specialty area, and willingness to fulfill all group leader responsibilities.

**CRTI Small Group Leader Responsibilities**

- Attend the CRTI Summer Workshop in its entirety.
- Lead the small group discussions on the participants’ proposal revisions, advice on career development, and how to achieve success in a clinical research career.
- Meet with the CRTI participants and faculty as outlined in the CRTI Summer Workshop curriculum.
- Take a proactive role during the CRTI Summer Workshop in guiding the participants toward CRTI faculty who can serve as a mentor.
- Review the research proposals of the participants assigned to his/her small group in advance of the meeting and be prepared to offer a preliminary critique and suggestions for improvement.
• Facilitate constructive interactions between the participants and the faculty for the refinement of
  the proposals.
• Ensure that each participant is assisted in developing a revised proposal for a PowerPoint
  presentation the last day of the CRTI Summer Workshop.
• The small group leader will prepare a summary report on each participant in his/her small group
  which will include substantive suggestions for project revision. Based on input from the CRTI
  mentor(s), other participating faculty, participants, and biostatistical consultants, a detailed
  critique of each participant’s proposal will be written. The critique should include constructive
  comments and suggestions offered by the group leader (who will take primary responsibility for
  the critique and suggested revisions). A critique sample will be sent the week of the workshop.
• Send the critique via email (cc ASH staff) to the participant’s home mentor no more than one
  week after CRTI. The email will include the written summary along with an invitation for the home
  mentor to contact and discuss any aspects of the summary or the CRTI experience with the CRTI
  mentor, the Small Group Leader, and/or other members of the small group faculty, if desired.
• Attend two CRTI Small Group conference calls, one before the ASH Annual Meeting in December
  and one after.
• Attend two CRTI follow up meetings, one on the Sunday of the ASH Annual Meeting in December
  and the other held in early May 2020 at ASH Headquarters in Washington, DC.

CRTI Small Group Faculty Member Responsibilities

• Review the research proposals of the participants assigned to his/her small group in advance of
  the meeting and be prepared to offer a preliminary critique and suggestions for improvement.
• Meet with the CRTI participants and faculty as outlined in the CRTI Summer Workshop curriculum.
• Assist each participant in developing a revised proposal for a PowerPoint presentation to be given
  by the participant on the last day of the CRTI summer workshop.
• Provide the Small Group Leader with a detailed critique of each proposal, making substantive
  suggestions for revision that will lead to an improved proposal. The discussion should include
  constructive comments and suggestions offered by the group leader (who will take primary
  responsibility for the critique and suggested revisions), other participating faculty, participants,
  and bio-statistical consultants.

Home mentor expectations

The support of home mentors is a valuable component not only to the participant, but also to the CRTI
program. The home and CRTI mentor will take a team-based approach to supporting the CRTI
participant’s journey throughout the program.

Before the program begins, home mentors are expected to:
• Assist with the development of the CRTI project and application.
• Provide a letter of support for the CRTI applicant.

During the CRTI year, home mentors are expected to:
• Meet regularly with the participant (at least once a month) to discuss the CRTI project and
career development.
• Assist the mentee with refinement and execution of the CRTI project.
• Home mentors may contact the CRTI mentor throughout the year, as needed, to support the mentee and her/his project.
• Complete a brief survey at the end of the CRTI year so that ASH can gain the home mentor’s perspective on the program.
• Attend the Monday night Career Development Awards Reception (highly encouraged, but not required) at the ASH Annual Meeting to meet with the mentee and CRTI mentor.

☐ I accept these responsibilities.
☐ I do not accept these responsibilities.

Name: 

Signature: Date: