

NH-INBRE Scientific Advisor and Institutional Mentor Guidance

These are guidelines for NH-INBRE Scientific Advisors (Advisor) and Institutional Mentors (Mentor). The advice and mentoring from these two roles are critical to the success of NH-INBRE funded researchers (Advisee), and part of how the NIH (and their Study Sections) evaluates our program. Note that some of the following points may not be relevant to a specific team of advisor(s), mentor(s), and advisee.

1. Advisor-Advisee Communication and Scientific Career Development

- a. Each year, advisors and advisees should have at least two in-person meetings and regularly communicate by phone and email. One meeting could occur at the NH-INBRE Annual Meeting, which all advisees attend, and advisors are encouraged to attend.
- b. Advisor-advisee communications will be documented and reported in annual reports to NH-INBRE leadership.
- c. When requested, advisor(s) will provide recommendations to NH-INBRE leadership and the External Advisory Committee regarding advisee, including a statement about how guidance was provided and incorporated into the advisee's research.
- d. Advisor(s):
 - i. Should inform advisee about meetings, seminars, and conferences appropriate for their fields of interest (including events at Advisor'(s) institution, making an in-person meeting convenient to schedule).
 - ii. Could invite advisee to speak at their institution in an appropriate venue.
 - iii. Could invite advisee and his/her students to advisor's lab if that would benefit the advisee and lab group in terms of technical research training and/or career development.
- e. Advisees are encouraged to invite advisors to speak at their institution in an appropriate venue.

2. Research Advice and Guidance

- a. Advisor(s):
 - i. Should be proactive in assisting advisee in establishing and meeting research goals with highest possible impact.
 - ii. Should inform advisees about publication issues including journals for submission and authorships. Note: advisor(s) and advisee should be aware of and avoid "predatory journals" (NH-INBRE leadership can advise as needed).
 - iii. Should read and make suggestions on any abstracts, journal articles, or grant proposals that advisee intends to submit.
 - iv. Should be proactive in providing research project advice and identifying deficiencies that may be limiting research progress.
 - v. Should help advisee prioritize research activities.
 - vi. Should inform advisee about the opportunities to make use of Dartmouth and UNH cores.
 - vii. Could encourage and assist advisees in developing further collaborations to broaden the scope of their research and core scientific competencies.
 - viii. (If research aims evolve as the research program progresses): Advisor(s) should assist advisee in modifying the specific aims as needed. The advisee will communicate proposed specific aim changes to NH-INBRE senior leadership for their consideration.
- b. When the advisor and advisee are collaborating on an NH-INBRE funded research project, they should clearly establish the role of each lab in the collaboration early on, and proactively address potential conflicts about research data ownership and publication.

3. Institutional Career Development

- a. Mentor(s):
 - i. Should advise their advisee on institutional issues and career development (e.g., promotions, tenure, etc.)
 - ii. Should communicate at least annually to the NH-INBRE leadership team so that there can be subsequent communication to the advisor(s) as needed and for coordination of all advisor/mentor roles.

4. Leadership Guidance

- a. The NH-INBRE Leadership Team will be in close contact with advisor(s), mentor(s), and advisees, forming the full advising/mentoring team, and will be available for questions/concerns.