Mentorship compacts are a method to set expectations in mentor-mentee relationships for new lab members, as well as an opportunity to introduce lab-specific dynamics and overall lab functioning. The checklist below is meant as a conversation starter, rather than a contract, for developing a compact upon joining a lab. Suggested topics of discussion are listed below. Each lab group and each mentor dyad (relationship between mentor and mentee) may look different depending on the career status, goals, and overall dynamics. As you discuss the components of the mentorship compact, we suggest you edit and sign the document to summarize your discussion. As new mentees progress in their studies, dyad dynamics may change and this document is flexible in recognition of evolving relationships and projects.

A departmental template with possible answers and additional discussion topics has been developed by DEC/GPC: [link](https://docs.google.com/document/d/1cHJYxRav6wGxo7YsTEby1o-TQAGdbDpA/edit)

**Discussion items for the general lab group:**

* + Is there a lab handbook with expectations and logistics?
	+ What is the goal of the lab research program? What projects are active in the lab? How are the scientific questions determined?
	+ What are the expected working hours, working conditions, and schedule? Do these vary from person to person?
	+ How is lab meeting frequency, format, and agenda determined?
	+ What is the frequency and agenda of individual meetings?
	+ How is lab data stored?
	+ What are expectations for documenting research activities (i.e. lab notebooks)?
	+ What are the expectations for time off?
	+ What is the best way to communicate with me (the PI)?
	+ What is the lab mentorship statement or philosophy? Does a written document exist?
	+ Who are the lab’s current and potential collaborators?
	+ How are conflicts resolved and what mental health resources are available?

**Discussion items for the mentor-mentee dyad:**

Mentor/Mentee Expectations

* + What is it like working with me- (both mentor and mentee) the good and the challenging?
	+ What do I expect from a mentor? (scientifically, professional development, personal)
	+ Where do my salary and benefits come from?
	+ Who is responsible for knowing training deadlines (graduate school related activities, scholarships, conferences, etc.) ?
	+ How (and when) can I expect to receive feedback on papers, abstracts, overall progress?
	+ Will we discuss an Individual Development Plan (IDP)?
	+ Will I be expected to mentor other lab members?
	+ When I leave the lab, will I be allowed to take projects with me?

Professional Development

* + How often will I attend conferences, and where does the funding to do so come from?
	+ What networking and/or career development opportunities are encouraged – for academia, industry, government?
	+ Is funding available to cover attendance fees?
	+ What are the expectations for applying for fellowships or extramural funding?
	+ How is manuscript authorship determined?
	+ What is the writing process like? Who writes the paper and makes figures?

**Next steps:**

Graduate students -- You have received this document during new grad orientation. Please email the completed document to Krista Clouser (kcostes@uw.edu). This document will be discussed in first-year conversation and general exam.

Staff/Postdocs -- You have received this document as part of your hiring package. For additional discussion or questions, please email the faculty-PD liaison T.I. (takato@uw.edu)

The GPC and DEC also suggest revisiting these topics in future discussions, for example in developing Individual Development Plans (IDP)

**Add name and signature below:**

Date:

PI:

Mentee: