

## **Guidelines for Faculty Mentor**

Thank you for serving as mentor to a CLAS student as they engage in research and/or conference presentation. Following are some key guidelines to consider as you serve in this capacity.

- CLAS students engaged in research involving human participants are asked to complete Human Subject Certification. Please work with your mentee to ensure they successfully complete this certification. They will be asked to upload a copy of the certificate to the grant application.
- CLAS students engaged in research involving human participants are asked to include a proper IRB approval letter within the grant application. Please work with your mentee to ensure they successfully upload a copy of the IRB approval letter to the online grant application.
- CLAS students engaged in any type of intrusive research involving vertebrate animals must include documentation of approval through an Institutional Animal Care and Use Committee (IACUC) per federal guidelines. Lesley University does not have its own IACUC, therefore IACUC approval must be gained through collaborations or affiliations with other institutions that do have IACUC committees. If such approval cannot be obtained, then students may only apply for studies on vertebrate animals that are strictly non-intrusive (such as purely observational studies of wild animals or animals housed in other facilities such as zoos). IACUC approval is not required for studies done on invertebrate animals, however the CLAS research grant review committee maintains the right to review such studies for ethical treatment and minimized sampling numbers of such animals. For more information on federal law pertaining to animal research see : [https://www.aphis.usda.gov/animal\\_welfare/downloads/AC\\_BlueBook\\_AWA\\_FINAL\\_2017\\_508comp.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/AC_BlueBook_AWA_FINAL_2017_508comp.pdf)
- Take time to review your mentee's grant application prior to final submission. As many of our CLAS students are engaging in research and grant writing for the first time, it is helpful to have a faculty mentor serve as reviewer prior to the final submission process.
- Ensure your mentee clearly articulates their role, as well as your role within the research or conference presentation process. The committee would like a clear understanding of who will be responsible for which elements and steps within the research or presentation process.
- Work with your mentee in identifying cost-effective resources, travel, accommodations, etc.as they formulate the anticipated expenses involved within the research and/or conference travel. As the committee is allotted a fixed budget each academic year, we are eager to distribute funding amongst as many students as possible. It is important that students engage in cost analysis and comparison when designing the anticipated cost of the study or presentation.