



BME PhD

BME PhD Laboratory Rotation Agreement, Form BME-SMR

Form Submission date:

Form Approval date (to be completed by the BMEPhDTeam):

When to use this form: one form signed per rotation. Both student and advisor sign. The advisor is also required to sign the mentor agreement form (BME-M).

Laboratory Rotations

The BME doctoral program at JHU requires PhD students to identify a mentor by the end of their first year in the program. For the 2023-24 academic year, direct match students who received offers from multiple faculty have the option to complete rotations in their sponsoring labs (but cannot rotate beyond the subset of labs indicated in their offer letter). Non-direct match students (e.g., those supported by the BME training grant, Director's Choice slots, or the VTSI program) have the option to rotate freely among labs of their choice.

The rotation is an exploratory time to determine whether or not there is an intellectual fit between the student and the mentor. Rotation length depends on the wishes of both the student and mentor; we suggest at least a minimum of eight weeks. Students are not required to continue to additional rotations if they have identified their thesis lab, nor is there a set number of rotations (we recommend two or three for those who can rotate freely and are not limited to a subset of direct match labs).

During the rotations, some students take medical school classes. The rotation mentor understands that these are short but time-intensive and appreciates that students need time to focus on and succeed in these classes. Students who are supported by institutional training grants or other funding sources may be required to take part in specific activities as established by the training grant; those enriching activities will also be open to other students. Rotation mentors, and later, thesis mentors, agree to encourage students to take the time to participate in these activities.

Financial support for direct match students will be provided in full by the rotation mentor for the duration of the student's rotation in that lab. Once a direct match student chooses a thesis lab during their first year in the program, the thesis mentor will provide full support, scientifically and financially, for the remainder of the first year and for all subsequent years until the student has successfully defended their dissertation. Financial support for students who did not enter the program via a direct match offer, such as those offered BME training grants or Director's Choice slots, will be provided in full by the BME doctoral program during their first year in the program; the thesis mentor will provide full support, scientifically and financially, from the start of the student's second year until the student has successfully defended their dissertation.

For students supported by training grants (e.g., BME T32), the rotation mentor agrees that training grant support should be acknowledged on all papers relating to the student during their entire time in the BME doctoral program. The mentor also agrees to provide the required information for the training grant RPPRs and resubmissions.

To start each rotation, the student must submit this Laboratory Rotation Agreement Form (BME-SMR2023) to the BME PhD office (BMEPhDTeam@lists.johnshopkins.edu). This form must be signed by the student and the rotation mentor. The rotation mentor should also sign the form BME-M about mentor expectations. Please contact the BMEPhDTeam to obtain the form.

At the end of each rotation, the student agrees to submit a one-page description of the work accomplished during the rotation to the BME PhD office (BMEPhDTeam@lists.johnshopkins.edu), with the faculty mentor cc'd.

Acceptance

By signing below, both the student and mentor agree that the student will complete a rotation in the mentor's lab. Both the student and mentor acknowledge that they have read and understood the obligations outlined above of mentoring a BME PhD student for research leading to dissertation and agree to stay informed of and abide by all applicable University and School of Medicine policies, as well as BME PhD program policies. The mentor is acknowledging that they have contacted the BME PhD office regarding mentor expectations and program membership.

Rotation start date:

Rotation end date (estimated):

Student name:

Student signature and date:

Rotation Mentor name:

Rotation Mentor signature and date:

Please sign and return the form to BMEPhDTeam@lists.johnshopkins.edu. Any questions should be directed to BMEPhDTeam@lists.johnshopkins.edu.