



CFS Proposal/Project Mentorship form

Special PI/Mentee Name

Mentor Name

Project/Proposal Title:

Sponsor

Project or Proposal

Special PI/Mentee agrees to:

1. For proposals, have the mentor review the complete proposal prior to submission to DSR/the sponsor
2. For projects, meet at a minimum of monthly with mentor to review the status of the project and document the meetings using the Project Mentorship form located on the CFS Employee Resources page
3. Review and comply with PI roles and responsibilities as defined by Sponsored Research for PI found here: <https://www.usf.edu/research-innovation/documents/about-usfri/roles-responsibilities.pdf>
4. Follow the CFS mentorship guidelines found here: <https://www.usf.edu/cbcs/cfs/documents/cfs-guidelines-mentoring.pdf>
5. Update mentor with any issues, problems, findings, etc. as soon as they arise.

Mentor agrees to:

1. For proposals, review the proposal as it is developed and complete a final review of the entire proposal prior to submission to DSR/the sponsor
2. For projects, meet at a minimum of monthly with mentee to review the status of the project and address any issues that arise from the review
3. Review and comply with co-PI roles and responsibilities as defined by Sponsored Research for PI found here: <https://www.usf.edu/research-innovation/documents/about-usfri/roles-responsibilities.pdf>
4. Follow the CFS mentorship guidelines found here: <https://www.usf.edu/cbcs/cfs/documents/cfs-guidelines-mentoring.pdf>
5. Update division director with any issues, problems, findings, etc. as soon as they arise
6. Any financial consequences resulting from this project may be offset using the mentor's RIA and/or Auxiliary funds

Special PI/mentee signature/Date

Mentor signature/Date

Division director initials: _____

Division director initials: _____