

Individual Research Training Plan

Trainee Name:

Supervisor Name:

Lab Name:

Training Start Date:

Training End Date:

Each of the elements below must be incorporated in your training curriculum. Please fill in appropriate details as required and place a check next to each element to confirm it's incorporation in the curriculum. A copy of the completed curriculum should be provided to the trainee along with the research trainee letter.

- Summary of Department Training Program**
Please include a summary of the Department Training Program
- Training Goals**
Please detail the specific skills or knowledgebase to be developed as a part of this training. Will new techniques be learned? What skills should the trainee have learned at the conclusion of this experience? How will completion of training goals be demonstrated? Please be as specific as possible:
- Daily Activity**
Please detail the specific activities the trainee will be involved in on a daily basis to ensure the training goals are met. Please include a description of opportunities outside of the lab (e.g., rotations to other labs, exposure to techniques/skills taught by collaborators and/or other departmental labs):

Daily schedule (hours worked):
- Training Supervision**
Please provide details on who will provide appropriate training and supervision in support of each of the training goals/activities. **REMOTE TRAINEES: For trainees who are remote, please address how supervision will be maintained in a remote setting, including the virtual meeting solutions that will be used (Zoom/Teams/Phone). In addition to virtual check-ins, please designate a senior staff member to serve as a point person who can be contacted by the trainee during working hours.**
- Weekly meetings**
In addition to lab meeting and the Department Training Meeting, the lab supervisor should meet at least once a week with the trainee to solicit feedback, discuss training progress and course participation, and provide appropriate training support and mentoring).

Weekly meeting time:
- Lab meetings**
Trainees should participate in regular lab meetings to gain a better understanding of the overall lab activity and meet others working in lab.

Lab meeting time:
- Course/Seminar participation**
Trainees should participate in at least one relevant course or seminar per week in support of their training goals. Participation in a regular departmental journal club is also recommended. Courses and seminars are widely available throughout BWH, Harvard Medical School and Catalyst. Offerings and schedules may be found online at:

BWH Research Intranet: <http://bwhbri.partners.org/>
BWH Events Calendar: <http://www.brighamandwomens.org/view/viewEvents.aspx?audience=1>
Catalyst: <http://catalyst.harvard.edu/learning.html>
Harvard Medical School: <http://itwws.med.harvard.edu/EventsCal/ASP-HTML/index.asp>
- Training Summary**
At the conclusion of their training, each trainee should be encouraged to present a summary of their training and what they have learned at a lab meeting or equivalent forum.

TO: (research trainee's name)

FROM: (supervisor's name)

DATE: (insert date)

Dear (research trainee's name),

We are pleased to offer you a position in the [insert Dept/Division name] Training Program as a research trainee at the Brigham and Women's Hospital ("BWH"). We are pleased to be able to offer you this opportunity so that you may gain experience and training in a research laboratory, build relationships with members of the research community and find mentors who can provide insight and guidance concerning future endeavors in the biomedical arena.

Attached, please find a summary of the Department Training Program as well as an **Individual Training Plan (see attached)** describing the goals for your training experience, the resources available to you, as well as a general overview of the activities you will be involved in during your participation in our research laboratory.

Please note that your participation in this training program is conditioned upon your review of, and agreement to, the terms and conditions outlined below. After you have reviewed these terms and conditions, and agree to them, please sign this letter and return it to the Office for Sponsored Staff and Volunteer Services (617-732-5998). Please keep a copy for your records.

Terms & Conditions of BWH Trainee Program Participation:

- You are participating in this research training program solely for your own education and benefit and you are not entitled to wages or salary for time spent in training at BWH. As outlined above, by participating in our laboratory as a research trainee you can expect to gain research experience and skills, meet others working in research, and, at the end of your training period, receive guidance and feedback about your performance and future goals. Participation in this training program does not entitle you to employment at the completion of your training.
- Your participation in this training program will conclude no later than the completion of the training goals and shall not exceed one year, unless specifically justified and approved for extension by BWH.
- Your participation in this Training Program is at the discretion of BWH and Training Program's Faculty Leader. This training experience may be terminated at any time and for any reason by you or the Training Program's Faculty Leader.
- In order to gain the requisite experience associated with the daily workings of a research laboratory and to maximize continuity, you are expected to participate at BWH no less than _____ hours per week. *(If trainee is working 20 hours or more, please use 20 hours as the de minimis number).*
- **OPTIONAL TERM REGARDING EXPENSES (Note: Expense stipends are not required and if the intern will not receive one, please remove this entire section from the letter. The expense stipend should be based on a reasonable estimate of costs associated with participation in the training and may not exceed \$2,500 per month. Expense stipends are considered taxable income by the IRS and are subject to taxes of 30%.)** The cost of living in Boston is high and we are pleased to offer you an expense stipend help defray the costs of training here (transportation, housing, food, etc.). Stipends are not intended as compensation and are not based on the quality or quantity of your activities in this program. Your expense stipend is based on a reasonable estimate of the costs you will incur while living in Boston, but may not cover all of your expenses. The amount of your expense stipend will be _____ per month. Please note that stipends are considered taxable income by the IRS and are subject to taxes.
- You must comply with all federal, state and institutional rules and regulations associated with your presence and activity at BWH. Failure to follow these rules and regulations may cause BWH to immediately terminate your participation in this training program.
- In addition to completing general compliance training during volunteer orientation (ie. fire safety, HIPAA, OSHA), you must also complete appropriate research-related training (ie. lab safety, radiation safety, animal welfare, etc.) as directed by your supervisor prior to engaging in research activities.
- Although you will be issued a BWH badge for identification purposes, you are not a BWH employee and may not represent yourself as such. As a trainee, you are not entitled to receive salary or benefits.
- You agree that there are risks for personal injury when participating in a research laboratory. You are responsible for providing your own medical and accident insurance coverage and may not claim coverage under BWH insurance policies.

- You hereby release from liability and hold harmless BWH and all affiliated individuals and organizations for any and all injuries or damages of any sort associated with your research training activities at BWH.
- While participating in research activities, you may have access to proprietary or confidential information. You agree not to disclose such information for any purpose without prior written authorization from your research supervisor.

By signing below, you indicate your awareness and acceptance of the conditions outlined above.

Research trainee signature

Date

BWH Supervisor signature

Date