



### GDBBS Advisor-Advisee Agreement Form

**Instructions:** GDBBS students and their prospective advisor(s) must complete this form **by June 1 of the student's second year in the PhD program**. In most circumstances, students are required by their program to identify an Advisor match by the end of their first year, and this form should be submitted as soon as that identification has been made. This form is required to formalize all advisor-advisee mentoring and research commitments. **Submit completed form to the student's PhD Program Administrator.**

**Completed by Student (Advisee)**

Is this form a replacement for an earlier advisor commitment?    YES                      NO

I agree to follow all requirements and policies in the [Laney Graduate School Handbook](#), [GDBBS Handbook](#), and my program handbook.

I agree to document and review items discussed in all advising meetings with my advisor, including but not limited to communication expectations, project ideas, timelines, professional conduct, lab reporting structure, and how my research grade will be assessed in future terms.

I understand my research grade will be based on fulfilling expectations outlined for the term and meeting with my dissertation committee according to my program dissertation committee policies.

I agree to proactively seek clarity, when needed, around grading expectations and responsibilities for current and future terms.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by Faculty (Advisor)**

I will actively engage in an advising relationship with the student listed above.

I agree to support this student in following all requirements and policies in the [Laney Graduate School Handbook](#), [GDBBS Handbook](#), and the student's program handbook.

I will discuss expectations for our advisor-advisee mentoring and research relationship and how I will assess their research grade each term. Additionally, I will provide a written assessment of student performance to the program DGS each term.

I agree to actively participate in discussions and provide written feedback on overall academic performance and include the Program DGS, GDBBS, and LGS leadership, when concerns arise,.

I understand that as an advisor and a faculty member of the GDBBS, I will be responsible for the student's financial support (stipend and associated sponsor tuition) once the student reaches their 22<sup>nd</sup> month (PhD) or 10<sup>th</sup> month (MD/PhD) in the doctoral program.

I have reviewed and understand the financial responsibilities outlined in the attached "[GDBBS Advisor Financial Responsibilities](#)" document.

I understand that a student's funding cannot be unilaterally suspended or terminated without following the proper [LGS](#), [GDBBS](#), and Program handbook protocols. I will report academic concerns to the program Director of Graduate Studies, Division Director or Assistant Director of Student Affairs. For concerns of misconduct or safety I will report them immediately to the program Director of Graduate Studies, GDBBS Division Director and the Assistant Dean of Student Affairs. If life-threatening, I will call 911.

I understand that suspension, termination, or dismissal is only triggered if proper [LGS](#), [GDBBS](#), and Program handbook protocols are followed, the student is no longer in good standing, and I have reported concerns and participated in discussions with GDBBS and Program leadership.

I have discussed my current and future funding plans with my Department Chair/Division Director and we agree that this will be a financially viable advising relationship.

Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Will the student have a co-advisor?      YES                      NO

Will the Co-Advisor be financially responsible, in whole or in part, for the student?      YES                      NO

I acknowledge that I have read, understand, and agree to the Advisor-Advisee expectations listed above.

Co-Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide a brief summary of your current funding (*co-advisors funding, if relevant*) and future plans of support for this student.

FUNDING SOURCE (e.g, grant, foundation, department, etc.)	TYPE OF GRANT (e.g., NIH R01, etc.)	ROLE (e.g, PI, Co-Investigator, MPI)	PROJECT PERIOD (Start Date - End Date)	TOTAL AMOUNT (Available to Support Student)

**Completed by Advisor’s Department Chair or Division Director**

I approve of this advisor-advisee match and will provide guidance towards a successful advising relationship as appropriate.

I have reviewed and discussed current and future funding plans with the faculty member identified above. I agree that this will be a financially viable advising relationship.

I understand that the above faculty member is responsible for financially supporting this student (stipend and sponsor tuition) once the student reaches their 22<sup>nd</sup> month (PhD) or 10<sup>th</sup> month (MD/PhD) for the duration of their program.

I understand that suspension, termination, or dismissal is only triggered if proper [LGS](#), [GDBBS](#), and Program handbook protocols are followed, the student is no longer in good standing, and the advisor has reported concerns and is in discussions with GDBBS and Program leadership.

I understand that if this faculty member is unable to fund this student, I will participate in discussions with GDBBS Program leadership and commit to developing a resolution to support the student and faculty member.

Department Chair/Division Director Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by GDBBS Program Director or Director of Graduate Studies**

The Program approves of this advisor-advisee match and will provide guidance towards a successful and mutually beneficial advising relationship.

PD or DGS Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by Assistant Director of Student Affairs**

GDBBS Division Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

## 2021-22 Academic Year Information GDBBS Advisor Financial Responsibilities

Faculty advisors should understand the following financial responsibilities before they agree to serve as a GDBBS doctoral student advisor. Faculty advisors who commit to being an advisor are responsible for funding a student once they reach their 22<sup>nd</sup> month (PhD) or 10<sup>th</sup> month (MD/PhD) in the doctoral program. The below table summarizes the financial responsibilities:

<b>FY22 – Effective September 1, 2021</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>
<b>Stipend</b>	\$2,714.08	\$32,569
<b>Sponsor Tuition</b>	\$669.75	\$8,037
<b>Total</b>	<b>\$3,383.83</b>	<b>\$40,606</b>

Current stipend and sponsor tuition rates can be found on the [LGS website](#) under “Sponsor Tuition (for faculty)”.

<b>Funding Responsibilities</b>			
	<b>Stipend</b>	<b>Tuition</b>	<b>Student Fees</b>
LGS	100%  First 21 months for PhD Students and 10 months for MD/PhD Students	100%  First 21 months for PhD Students and 10 months for MD/PhD Students	N/A  (Student Responsibility)
Faculty PI/Advisor	100%  Stipend is covered beginning on the 22 <sup>nd</sup> month for PhD Students and the 11 <sup>th</sup> month for MD/PhD Students	100%  Tuition is covered beginning on the 22 <sup>nd</sup> month for PhD Students and the 11 <sup>th</sup> month for MD/PhD Students	N/A  (Student Responsibility)
Student Fellowship or Training Grant (e.g. NIG F30/F31/F99, NIH T32/TLI, NSF GRFP, NSF NRT, etc.)	LGS covers portion of tuition total not covered by fellowship or training grant for first 21 months (PhD Students) and 11 months (MD/PhD Student)  Faculty PI/Advisor covers portion of tuition total not covered by fellowship or training grant beginning on the 22 <sup>nd</sup> month (PhD Student) and 11 <sup>th</sup> month (MD/PhD Student)	N/A  Covered by fellowship or training grant	N/A  (Covered by fellowship or training grant)