



Mentor Guidelines

From the Operating Procedures

- CAMTech project mentors are technical sponsors who provide advice for center research projects. A mentor may be a member of the Industry Advisory Board (IAB) or another employee from the member organization.
- Mentors (along with the IAB) receive comprehensive quarterly research reports.
- Interim project reports will be provided to mentors via regular teleconference briefings or short written reports. The form and frequency of such reports for each project is coordinated by the principal investigators and the project mentors at the first project kick-off meeting. The form and frequency of reporting may be revised as appropriate during the course of the project.
- Each funded project has a minimum of two mentors / technical sponsors from CAMTech member institutions.

Mentors play very important roles in providing advice for research conducted within CAMTech with projects benefiting hugely from the combined expertise. To facilitate smooth interactions between researchers and mentors, please note the following guidelines:

Assigning mentors: We recommend no more than 5 mentors per project. We encourage companies to only place mentors on projects of most interest, and strongly discourage placement of mentors from one company on all projects. Ideally project mentors are close to the research area to allow the project to benefit from their related research experience.

Communications: All communications between researchers on a given project and any one mentor must be copied to all other mentors on that project so that all mentors have opportunity to provide input on suggestions made.

Mentors serve in an advisory capacity: The Project Investigator (PI) makes the final decision on whether or not mentor advice is taken. If advice is not taken, the decision should be explained and discussed with all mentors on the project. Mentors should endeavor not to place undue burden on the researchers: Mentors should not expect PIs to take on extensive additional experiments beyond those proposed in the approved project.

Project timeline: In some cases additional experiments proposed by mentors may justify continuation of a given project with additional funding. Mentors should provide feedback to their IAB representative on whether projects that they oversee warrant continuation beyond the initial funding period. Funding decisions are made annually at the fall CAMTech IAB meeting.

Other: The kick-off meeting for each project will include discussion of the industrial relevance of the project and the potential for synergy between CAMTech projects. Researchers and mentors should consider the potential for synergy between CAMTech projects on an ongoing basis.