

# GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

## JOINING CMB & SELECTING A DISSERTATION MENTOR

### **Lab Selection**

Each student selects a dissertation mentor from the CMB faculty to guide his or her dissertation research. If they are interested in a lab where the faculty member is not a CMB member, the faculty member must be willing to apply to and be accepted to CMB, subsequently taking on all responsibilities that come with CMB membership.

As soon as possible after completion of laboratory rotations, the student should submit his/her choice of mentor to PIBS/MSTP and to the CMB program director. The selection of the dissertation mentor should generally occur by the end of the academic year (PIBS or G0 MSTP).

### **Change of Status/Joining CMB**

Instructions are usually sent to student/mentor pairs in May to formally join CMB and apply for funding. The following will be required:

1. Student submits a [Change of Status form](#) to Rackham – with the program code 00111 for CMB
2. Both student and mentor submit emails declaring their intent to join CMB and applying for funding. Specific directions for this will be sent out in May.
3. CMB will set up a meeting for you to meet with the director around March/April and will ask you to submit your [profile form](#) to be added to the website.
4. MORE Mentorship Training is required by the end of the 2<sup>nd</sup>/G1 year for both the student and mentor (student submits confirmation that you are both attending one of the training sessions).

### **Funding**

Dissertation mentors are required to financially support students during the entirety of their Ph.D. degree. Mentors should have funds available to support students, but should also encourage students to apply for their own funding.

PIBS students are funded through PIBS for 10 months. This means that students who started the July before their first year will start being funded by their mentor in May the following year. Students who started PIBS in September will be funded by PIBS through the following June, and start funding by their mentor that July. MSTP covers students' funding through June of their G1 year, and when students go back to medical school after defending their Ph.D.

CMB works with the mentor's department to facilitate the funding of each CMB student – but it is the responsibility of the student and mentor to inform CMB of any new awards and changes to funding. CMB typically needs at least a month (sometimes more) to implement a transition from one funding mechanism to another (e.g. university funds to sponsored funds, GSRA to training grant, etc.).

See “Appendix 4” for a chart explaining the types of awards and how they are paid differently, and differently affect things like taxes, benefit elections, pay dates, and more.

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## **JOINING CMB & SELECTING A DISSERTATION MENTOR (continued)**

### **Registration and Matriculation**

Matriculation to CMB typically happens just before the Fall semester. Once a student selects a lab, CMB research credits are elected each Fall/Winter term. Pre-candidate students register for CMB 990 (non-MSTP) or CMB 599 (MSTP). (CMB 995 is for candidates.)

### **Ongoing Requirements for the Student/Mentor Pair**

The dissertation mentor submits a grade of “S” or “U” via Wolverine Access, and a “Semester Report” to the CMB office each term throughout the student’s training (for work done in the lab – CMBIOL 599/990/995). This report should first be discussed and signed by both mentor and student. It is then reviewed by the program directors.

After the student advances to candidacy, the mentor and student will be responsible for coordinating dissertation committee meetings every six months, and submitting dissertation committee reports within two weeks of each meeting.

Both forms can be found on the [CMB Forms](#) page of the website.