MICHIGAN MEDICINE
UNIVERSITY OF MICHIGAN

University of Michigan Medical School
Department of Computational Medicine & Bioinformatics

June 15 2020

Dear Ford and Jun,

Congratulations on your new lab arrangement! Bioinformatics students are in high demand and we want to remind you that Bioinformatics Program leadership are here to assist you in having a fruitful relationship in the upcoming years. Please contact either the department chair or program directors if there are ever any questions about mentor and/or student expectations.

This letter serves as a financial commitment form; below are expectations related to both academics and funding.

Academic expectations
When a student is not in lab, a student is expected to make progress to degree. This is at the student's discretion with input from the mentor. In early years, this will mostly include academic coursework; post-candidacy will focus on their dissertation project. However, academic expectations also include attending workshops, meetings, seminars, and other departmental activities such as BISTRO, Tools and Tech, dissertation defense seminars, and social events such as the annual retreat and picnic. The Program specifically encourages (and in some cases requires) that students attend. Throughout their academic career there are departmental commitments and expectations that should be met.

Typically, the final milestone to candidacy is completing the Preliminary Exam (usually during the student's 2nd year). Students should be given *a minimum* of 4 weeks off from research to prepare. The student should prepare work independent of the mentor. The preliminary exam may be related to a future dissertation project; hence, students' work will usually be of benefit to the grant funding them. Mentors are expected to join a debriefing session at the end of the exam where strengths and weaknesses of the work presented are addressed. More details are in the preliminary exam guidelines available to you.

Please note that given the interdisciplinary nature of the program, many students wish to pursue additional certificates or Master's degrees to supplement their studies. Separately, sometimes students want to take additional classes that are of interest and may enhance their overall academic abilities. Students should voice this interest at the time of deciding on a mentorship relationship. Many mentors find these classes useful for the student's career development and give permission. Discussing such issues lays expectations upfront when first establishing a mentoring relationship.

Conference participation and presentations are an expected part of student's academic progress. By the end of their 3rd year – at the latest – attendance at one national or international scientific meeting per year is anticipated. If presenting a poster or paper there are Rackham Graduate School funds to offset the cost. The remainder of attendance cost is split between the mentor and department. If a student fails to apply to Rackham before the meeting, or if the student does not present, the department will not contribute funding.

Funding and lab expectations
Please note that if you are funding your students with a collaborator or on a specific grant, the work done should not be completely irrelevant to the student's dissertation project. Even if the work does not

translate into a specific dissertation chapter later on, the student should (at minimum) still obtain relevant skills to pursue their own work.

If the student is not being funded on a training grant or fellowship, they are typically paid as a Graduate Student Research Assistant (GSRA) 50% appointment (20 hrs/wk) for work on the mentor's grant that is relevant for their dissertation research. Labs may have rules obligating a student to be in the lab and document their time up to 20 hrs/wk. Also, this allocated time may include required events (e.g., weekly lab meetings). Separately, labs are free to set more flexible rules (for example, allowing students to work off-site); this is at the discretion of the mentor.

If a student works as a 50% Graduate Student Instructor (GSI) position, the mentor must calibrate expectations consistent with the time constraints of being a GSI. Participation in weekly lab meetings (or similar) is a reasonable expectation, but students still need time for research, plus academic obligations and departmental activities to attend to. They are providing a service to the department which is needed, plus the GSI provides them with additional experience and skills as they progress academically and professionally. The department supports and protects their time in this endeavor.

Whether GSI 50% or GSRA 50%, they are 100% students – the remainder of their time is for academic progress to degree, such as coursework, seminar attendance, and research. Students are not allowed to have an additional University appointment or other outside employment, with the exception of tutoring or consulting of not more than 5 hours per week. Rare exceptions require approval of the graduate director.

Students can be expected to work as a GSI for 1 – 2 terms during their tenure in the department. If the faculty mentor(s) have little or no funding and expect the student to GSI in any department for the majority of their academic career, this can be allowed as an exception but needs to be disclosed to the Graduate Directors and the students prior to lab commitment.

For an interdisciplinary program such as Bioinformatics, much learning by students happens by peer-mentoring. There are several spaces where students from the same or different labs meet, exchange experiences or codes, and students are expected to discuss their projects freely with other students or postdocs, within or outside of a lab. If students are expected to share their code with staff or others in a lab or on a lab's server, such policies should be disclosed during rotation, before a decision to join is made. If mentor(s) anticipate having a student work on a highly restricted, confidential project where such conversations should not occur (e.g., due to funding source or an intent to patent) this requires both upfront disclosure to, and agreement by, the student. <u>In addition, the graduate chair(s) should be informed of any such arrangement beforehand.</u>

Students should expect a minimum of 2 weeks of vacation (10 work days) plus all University holidays per year (i.e. they may be able to take 3 weeks of vacation if around the New Year). Mentors are free to grant additional time or to allow students perform some work offsite during or after vacation.

If international students need to be present in their home country for 3-6 weeks due to visa renewal, vacation time should be used. Students should be allowed to accumulate vacation for up to 2 years for this purpose. Students should be aware that visa renewal often takes many weeks and be mindful of when courses begin (or other important deadlines) when planning such trips. It is the discretion of the mentor if any time away beyond vacation will be unpaid leave or if the student is allowed to continue working on their project offsite.

On a final note, PhD students have worked hard to reach this stage in their academic career. While there will certainly be periods of adjustment, overall both the time of mentor and student should be treated with respect. We hope these guidelines help clarify what is needed from everyone.

The next page is an estimated cost sheet for the current year. This is to help you understand the breakdown of costs (e.g., tuition, stipend, benefits). By signing this form, both mentor and student acknowledge that (a) a discussion of the laboratory's financial situation has occurred and (b) the mentor now takes financial responsibility for the student and reasonably anticipates having funding throughout the student career, or the student already has or is expected to achieve independent funding (e.g., NSF or NIH F31). We strongly encourage all eligible students to apply for F31 funding and faculty are encouraged to contact the program directors early so they can help.

If there are ever any questions about mentor and/or student expectations, please contact either the department chair or program directors.

Student signature Douglas F. Hannum Jr.

Mentor signature Jun Li -signed on 5/15/2020

Mentor department __Human Genetics, DCM&B

Estimated expenses for graduate students 2019-2020

All numbers have been rounded to the nearest dollar. (highlighted figures are not yet updated)

** Students appointed as GSRAs **MUST** have their Registration and Mandatory Fees paid in the MPathways FinAid System using an item type. **These fees are not automatically paid with any appointment.**

Tuition Rates 2019-2020 / term School of Medicine – Rackham		**Fees/term**	**Total/term**	**Annual Total**
Pre-candidate non-resident	$24,152	$164	$24,316	**$48,632**
Pre-Candidate on Federal Grant* http://orsp.umich.edu/proposals/students/gsra.html	$13,005	$164	$13,139	**$26,278**
Pre-candidate in-state resident	$11,968	$164	$12,132	**$24,264**
Candidate	$6,503	$164	$6,667	**$13,334**
International Student fee *(waived by Provost Office)*		*$500*		***$1,000***

**avg tuition is used and determined each year by Office of Budget & Planning*

Stipend is $32,739 (effective Sept. 1, 2019)

Insurance rates

(https://hr.umich.edu/benefits-wellness/health-well-being/health-plans/gradcare)

Gradcare Jan. 1, 2019 – Dec. 31, 2019	**Cost/month**	**Yearly Cost**
Single	**$262**	**$3144**
Student + adult	**$524**	**$6288**
Student + child	**$461**	**$5532**
Family Plan	**$723**	**$8676**
Dental Plan Option 1 (individual)	**$23**	**$276**

ESTIMATED for 2020

Gradcare Jan. 1, 2020 – Dec. 31, 2020	**Cost/month**	**Yearly Cost**
Single	***$277***	***$3324***
Student + adult	***$554***	***$6648***
Student + child	***$487***	***$5844***
Family Plan	***$764***	***$9168***
Dental Plan Option 1 (individual)	***$23***	***$276***

University of Michigan
BIOINFORMATICS

The University of Michigan Bioinformatics Program
Margit Burmeister., Ph.D., and Maureen Sartor, Ph.D., Directors
Telephone: 734-615-5510

Bioinformatics Program Ph.D. Mentor's Financial Commitment Form 2020–2021

Student: **D. Ford Hannum** **UMID#: 66685142**
Mentor(s): **Jun Li**

As stated in the student offer letter, the student receives tuition, a stipend, health care coverage (GradCare), and dental benefits. The student is expected to be supported throughout tenure in the program, as long as s/he remains in good academic standing as determined by the Graduate Directors.
Financial obligations for the student for the duration of study are expected to be met by the mentor after acceptance into the lab.

The financial administration for the mentor is handled by:
Name: Karen Sturtz

E-mail: sturtz@med.umich.edu Telephone #: 734-764-5593-voice

Julia Eussen (jneussen@med.umich.edu, (734) 615-8895) is available to help the department with any questions related to the level of stipend, tuition, or other. Please indicate below how the student is expected to be funded at this time.

1. _____ The student will be paid from a grant I/we have personal signature over:
Shortcode: _____ Expiration date: _____

2. ___xx____The student will be funded on another grant (e.g., NIH training grant) which I/we do not control.
Shortcode: ___Bioinformatics training grant Expiration date: __06/30/2021

STIPEND SUPPLEMENT ON SHORTCODE(S): 136911

NOTE: Registration & miscellaneous fees can not be charged to a federal account. Please provide a separate shortcode to provide coverage for these fees and/or if any additional funds are needed.

Funding in future years is anticipated to come from:

Either sponsored research or a discretionary account

3. I/we have explained these scenarios to the student. Date: 6/15/2020