CMaT trainee expectations

CMaT provides a multitude of benefits to trainees under one umbrella, that are otherwise difficult for non-CMaT trainees to avail. These include:

a. Ability to work in the most advanced cell-manufacturing center in the country with state-of-the-art resources and ecosystem.
b. A highly multi-disciplinary environment where trainees interact with researchers from a wide variety of disciplines, background, and institutions – bringing in a wide range of expertise to their projects.
c. Close interactions with and regular review of results and project goals by industry, allowing trainees to showcase their work to companies very early on and learn what aspects of their work are relevant to industry.
d. Potential to work with industry through their projects and also to intern at relevant companies.
e. Interactions with patient advocates, regulatory experts, and standards experts, in addition to scientific and clinical experts.
f. Opportunity for funded training sabbaticals at international partner labs.
g. Opportunity for funded training sabbaticals at other domestic university and industry partner labs to learn new skills, establish collaborations, and advance project goals.
h. Regular opportunities for professional development through courses, seminars, and targeted activities related to entrepreneurship, intellectual property, regulatory issues, and policy issues.
i. Ability to participate in shaping some of the early standards and best practices in the field of cell manufacturing.
j. Opportunity to mentor research participants at multiple levels, including high school students and teachers, technical college students and teachers, and undergraduates in under-represented demographics, thereby developing your own mentoring skills and making a tremendous impact on the community.

For proper functioning of the CMaT ERC and to make sure that trainees can actually avail these benefits, we need trainees to work closely with CMaT leadership and meet certain expectations. Meeting or exceeding these expectations is critical for continued funding and involvement with CMaT. If a trainee is concerned that they cannot meet the expectations, they should talk to their PI and CMaT leadership as soon as possible.

Beyond their research project, the following is considered a part of the job description of every CMaT <u>graduate</u> student and postdoctoral trainee:

- All CMaT trainees must promote a strong culture of diversity, collegiality, and inclusion.

- All CMaT-funded PhD and MS students (i.e. salaries and/or project expenses are paid by CMaT, even if partially) are required to complete the two CMAT approved bio-manufacturing courses by the end of their third year in the program. Students who matriculated in their doctoral or MS programs before fall 2017 are not required to take these courses, although it is strongly recommended

- All trainees are required to present their research project at least once per year at the CMaT weekly research presentations. In addition, all students are expected to present at project/thrust meetings and test-bed meetings regularly as requested by their PI. The weekly meetings should be treated as "lab meeting" for ALL CMaT and are a forum to present continuing progress and discuss challenges. As such, students should be prepared to present research updates multiple times during the year at the request of their PI.

- All trainees are expected to attend a minimum of 80% of the weekly research presentations and professional development seminars every year, unless there is a significant scheduling conflict (e.g. required classes). Attendance is taken through Bluejeans login and sign-up sheet as appropriate. It is our expectation that students will participate as an "honor code" to ensure robust discussions and knowledge transfer across CMaT.

- All CMaT-funded PhD students (in research labs) are expected to mentor at least one student or teacher during the course of their degree as a part of the High-school, RET, REU, and REM summer programs. It is understood that many CMaT students participate in mentorships outside of CMaT. It is expected that CMaT-funded students and faculty will ensure that CMaT summer programs trainees are a priority for their mentorship activities. CMaT leadership and PIs responsible for providing information about prospective mentees, to allow graduate student mentors to participate in the selection and matching process. If students feel overwhelmed or overburdened, they should immediately discuss with their PI or reach out to the CMaT Director for help and mitigation. All trainees are expected to participate in the mentorship trainee program before they start their mentorship, which will be provided through CMaT.

- Trainees are expected to participate at least one CMaT-related outreach activity each semester. It is understood that CMaT students perform many outreach activities that may not be directly funded by CMaT. Those outreach activities do count within this requirement and should be included/reported as CMaT activities.

- All CMaT trainees are required to attend and present their research at the CMaT annual retreat and the annual NSF site visit (pending the availability of travel funds, and as instructed by their PI).

- All CMaT trainees should participate in all assessment activities as requested.

- CMaT graduate students are highly encouraged to apply for the international research experience program through CMaT and for the cross institutional Trainee Sabbatical program through CMaT.

- All CMaT trainees are expected to actively participate in the events organized by the student leadership council (socials, competitions, seminars, etc.)

- All CMaT trainees are expected to serve on the SLC or help the SLC in organizing specific projects and outreach activities during their CMaT career. The Student Leadership Council

(SLC) acts as the main liaison between CMaT students and the center administration, collaborates in the creation of CMaT's educational programs and outreach activities, and offers students the opportunity to develop leadership skills.

- All CMaT trainees are expected to interact with industrial partners through activities such as the annual retreat, NSF site visit, weekly meetings, entrepreneurship and innovation training opportunities, and where possible, through collaborative research and internships with industrial partners.

- All CMaT trainees are required to use the various systems in place for communication, data sharing, and reporting (Slack, AWS, ERC 360, Sharepoint, etc.)

- All CMaT trainees should maintain confidentiality and be aware that all participating institutions, industry members, and advisory board members have signed non-disclosure agreements and as such, all trainees are expected not to disclose others' research data or confidential information to anyone outside of CMaT.