# CIRM Training Program Appointment form updates

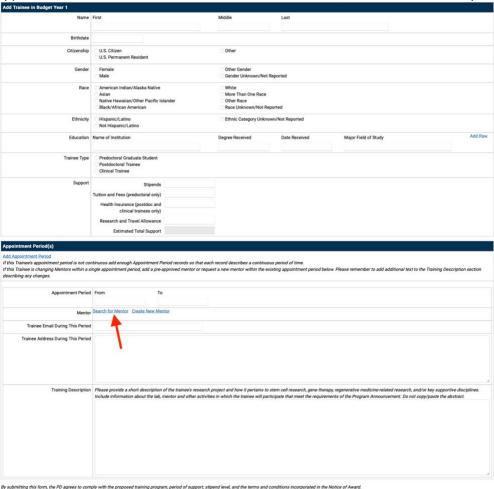
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#### Choosing a mentor from our pre-approved database

The Trainee appointment forms have been updated to allow Program Directors to report mentor assignments from a pool of pre-approved mentors. Any previously approved mentor from any of our funded training programs can now be utilized by your program without prior approval by CIRM.

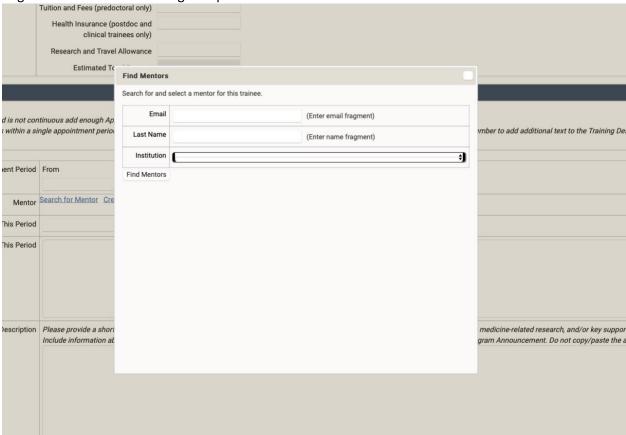
When completing a trainee's appointment form, you can now search our database of previously approved mentors and select the desired trainee mentor, even if never used in your program before.



By submitting this form, the PD agrees to comply with the proposed training program, period of support, stipend level, and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the terms and conditions incorporated in the Notice of Award and the Notice of Award

Back to Trainee Cohort

Clicking "Search for Mentor" will open a pop-up window (you may have to scroll down to find it) where you can enter the email address and/or last name of the mentor you are looking for (partial matches work). You can also select "Institution" to see all pre-approved mentors at each institution. Searches for large institutions can take longer to process.



## Entering a new mentor into our database for approval by CIRM

If the desired mentor is not in our database, choose "Create New Mentor" and fill in the requested information. The new mentor record will be marked "Provisional mentor, approval pending." On submission of the trainee cohort CIRM will be notified of the new mentor request, and CIRM will either approve the mentor or contact you for more information. A formal Prior Approval Request is no longer required for this action.

## Changing a trainee's mentor during the appointment period

If a trainee needs to change mentors during their appointment period, navigate to the existing trainee appointment and use either the "Search for Mentor" or "Create New Mentor" links as described above to add another mentor record. Please use the Mentor Start and Mentor End dates to indicate the period of mentorship. Please remember to add additional text to the Training Description section describing any changes.

### Creating a second non-contiguous appointment period for a trainee

In the rare instance when a trainee must take a leave of absence, a second non-contiguous appointment period can be created with the "Add Appointment Period" link at the top of the Appointment Period(s) section. The total appointment period(s) should not exceed the 12 months of support associated with

the cohort's budget year. In the new appointment record, choose either the "Search for Mentor" or "Create New Mentor" links as described above to add another mentor record, and add a Training Description for the new period.

Appointment Period(s)

Add Appointment Period

If this Trainee is changing Mentors within a single appointment period, add a pre-approved mentor or request a new mentor within the existing appointment period below. Please remember to add additional text to the Training Description section describing any changes.