



IPOS Mentorship Programme Guideline

IPOS (Improving Prosthetic and Orthotic Sciences) is an ISPO Research Mentorship Programme established by the ISPO Scientific Committee since 2013, which aims to support junior researchers in enhancing their knowledge and skills of basic research procedures and preparation for publication.

The IPOS programme relies on a mentorship agreement whereby an experienced research supervisor (Research Mentor) will coach a novice researcher (Research Mentee) from research proposal preparation and implementation of research project to writing manuscript for publication. Research Mentor can also advise Research Mentee on how to reply to comments from the manuscript reviewers.

The Mentorship Programme is open to all members of ISPO. It aims to promote on the basis that the Research Mentors' advices and guidance will benefit Research Mentees in their studies and career developments. Research Mentees will be matched with Research Mentors based on broad research interests as shared by both parties.

In this programme, Research Mentees are expected to make their commitment to create respectful and professional relationships with their assigned Research Mentors. Research Mentees are expected to take an active role in the communication with their Research Mentors. The following guidelines are provided to give better preparation for Research Mentors and Research Mentees:

Research Mentor's Roles & Responsibilities

The mentoring process is a long coaching and learning process while Research Mentor volunteers to serve the programme with strong ambition and quality time. The following are some important considerations for taking the role of Research Mentor. It is expected that each mentor and mentee will develop a unique relationship. Here are some suggestions on what a Research Mentor should do:

- Send a greeting email to the newly assigned Research Mentee.
- Sign the Mentorship agreement sent by the IPOS coordinator of ISPO Scientific Committee.
- Check and respond regularly to emails sent by the assigned Research Mentee.
- Commit to stay with the assigned Research Mentee for the full extent of the engagement.
- Ensure that both parties' expectations are shared and matched.
- Offer insights and guidance to the assigned Research Mentee on research topic areas as study opportunities, networking, seeking funding (including grants and studentships), publishing research findings, etc.
- Work out an agreement at the beginning if the Research Mentor expects to have authorship as a result of the mentorship programme that may result in publication.
- Discuss any potential Intellectual Property*** (IP) between the Mentee and Mentor before the start of mentorship programme.
-



INTERNATIONAL SOCIETY FOR PROSTHETICS AND ORTHOTICS

- Acknowledge ISPO in any publications if the publications are resulted through the mentorship programme.
- Share experience with the assigned Research Mentee as a role model to help mentees envisage his/her own future career.
- Fill in an annual evaluation form sent by the IPOS coordinator of ISPO Scientific Committee.
- Subscribe annually to the ISPO membership.

Page | 2

Research Mentee's Roles & Responsibilities

The mentorship programme is primarily for the benefit of the Research Mentee. Here are some suggestions on what a Research Mentee should do:

- Initiate research topic areas to be focused and discussed with the assigned Research Mentor.
- Sign the Mentorship agreement sent by the IPOS coordinator of ISPO Scientific Committee.
- Ensure that both parties' expectations are shared and matched.
- Report regularly to the assigned Research Mentor regarding his/her progress.
- Work out an agreement at the beginning if the assigned Research Mentor expects to have authorship as a result of the mentorship programme that may result in publication.
- Acknowledge ISPO in any publications if the publications are resulted through the mentorship programme.
- Discuss any potential Intellectual Property^{***} (IP) between the Mentee and Mentor before the start of mentorship programme.
- Send email to the assigned Research Mentor and ISPO Scientific Committee in case the Research Mentee decides to leave the programme for some reason.
- Fill in an annual evaluation form sent by the IPOS coordinator of ISPO Scientific Committee.
- Subscribe annually to the ISPO membership.

^{***} The Mentee and Mentor should have an agreed percentage of IP ownership between them and add the information to the agreement form. If the corresponding percentage cannot be determined at the time of signing the first agreement form, it should be reviewed regularly and sign a new agreement form as soon as feasible.