# **Mentoring Plan Year 1**

The goal of the template is to formalize the plan for the mentee to develop the research, and other necessary skills for a successful career. The plan was developed with guidance from the six core competencies for research fellows developed by the National Post-Doctoral Association:

1. Discipline-specific conceptual knowledge

2. Research skill development

3. Communication skills

4. Professionalism

5. Leadership and management skills

6. Responsible conduct of research

Once completed, the template will be reviewed and updated annually (A plan for year two should be submitted for renewal of the PPSP). Mentor and mentee will assess how well they have followed the Mentoring Plan and suggest how it might be altered to attain new or different goals. Mentors are encouraged to identify other mentors both on and off campus.

## Directions

1. Mentees need to generate an individualized development plan (IDP). Use the following links to find tools for generating IDPs:

[STEM fields](http://myidp.sciencecareers.org/)

[Humanities and Social Science fields](https://www.imaginephd.com/)

1. Mentors and mentees work together on the mentoring plan keeping in mind the goals of the IDP for year 1

## Section 1: Identifying Information

**Mentee:**

**Primary Mentor:**

**Co-Mentor (if needed):**

**Other Co-Mentors (If not at Ohio State, please indicate the institution):**

**Research/Scholarship Focus Area(s):**

**Planned Date for Next Review/Revision of Template:**

**Mentoring Philosophy:** Please describe mentor’s postdoctoral mentoring philosophy (300-500 words). This is a general statement, **not** customized for the nominee:

**Management Style:** Please describe your managing practices (300-500 words).

**Communication:** Please describe your communication style and the strategies you use to maintain effective communication with (300-500 words).

**Have you received formal mentoring training? \_\_\_ Yes \_\_\_ No**

**If so, how, when, and where?** Please attach documentation

## Section 2: Mentee Career Goals (2-3 sentences for each)

**I. Overall Career Goal:**

**II. Next stage/job:**

**III. Following step/job:**

## Section 3: Research/Scholarship Skill Development and Effective Communication Skills

**I. Research/Scholarly Project:**

Brief description of mentee’s planned project(s): (200-500 words total; write for non-experts)

**II. Anticipated Presentations (100-200 words total)**

Describe expectations about number of times each year, and dates, if known, the nominee will present at works-in-progress sessions, lab or research group meetings, conferences, etc. Mentor should plan to attend each to provide feedback.

**III. Anticipated Publications (100 word max)**

Describe expectations about number of manuscripts to be written during the first year of the funded period, if applicable in your discipline specify if these are first-author publications with mentor as senior author, or collaborations with colleagues; outline potential target publications.

**IV. Timeline for Planned Grant or Awards Submissions (100-200 words total)**Outline planned mentored grant submissions during funded period if applicable; these could include federal grants/fellowships, small professional society grants, foundation awards, etc.

**V. Timeline for Planned “Postdoctoral Scholar-to-Faculty” Transition Grant Submissions (100-200 words total)**

If relevant in the nominee’s discipline and appropriate for the career stage of the nominee, outline planned mentored grant submissions during this period. Examples are: individual NIH K Awards, institutional NIH K awards, and “plus funding” including small professional society grants, etc.

**VI. Timeline for nominees’ development of a cohesive, articulable research identity (100-200 words total)**

## Section 4: Career Development

**I. Professionalism (200-300 words)**

Briefly describe plans for how the mentor will provide instruction in professional practices to the mentee on a regular basis. This will likely include role modeling and open discussion of importance of professionalism and ethical conduct through one-on-one and group meetings; attendance at core ethics conferences [see Section 5 below], protection of human subjects, interactions with Internal Review Boards, laboratory safety, standards of professional practice; attendance to OPA relevant programming etc.

**II. Development of Mentorship and Leadership Skills (200-300 words)**

Briefly describe plans for how the mentor will aid in the mentees’ development of these skills - expected to be an increasing focus as the training progresses. For example: 1) Supervised mentorship by mentee of undergraduate or graduate students, 2) Participation in mentorship training offered by the OPA (see attached list), 3) Participation in mentorship/leadership training outside Ohio State

**III. Development of Communication, Time Management, and Related Skills (200-300 words)**

Briefly describe plans for how the mentor will aid in the mentees’ development of these skills - expected to be an increasing focus as the training progresses. For example: 1) Participation in workshops offered by the OPA (see attached list), 2) Participation in training outside Ohio State.

## Section 5: Training in the Responsible Conduct of Research (200-300 words)

Briefly describe plan for training in specific topic areas to include: 1) conflict of interest, 2) data acquisition and ownership, 3) peer review, 4) responsible authorship, 5) research misconduct, 6) researcher/trainee responsibilities, 7) collaborative science.) Note: Contact the Research Officer in your college to inquire about courses and workshops available on this topic.

## Section 6: Resources That Will Be Provided to Support Mentee (200-300 words)

Briefly describe resources that will be provided by the primary mentor and/or Division to support mentee’s attainment of the goals outlined in this plan.

**Mentee**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**