

# Mentoring Plan: Year 1

Office of Postdoctoral Affairs  
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The mentoring plan was created to help mentee's formalize their research plan and gain the necessary skills required for a successful career. The plan was developed with guidance from the six core competencies for research fellows developed by the National Postdoctoral 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 ways that the plan might be altered to attain new or different goals. Mentors are encouraged to identify other mentors both on and off campus.

Mentees are strongly encouraged to generate an individualized development plan (IDP) before completing the mentoring plan. Tools for generating IDPs can be found at:

- STEM fields: [myidp.sciencecareers.org](http://myidp.sciencecareers.org)
- Humanities and Social Science fields: [imaginephd.com](http://imaginephd.com)

## 1. Identifying Information

Mentee:	Primary Mentor:	Other Mentors (If not at Ohio State, please indicate the institution):
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Research Focus Area(s):

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Dates of Completion and Updating of this Mentoring Plan:

	Month/Day/Year		Month/Day/Year
<b>Original Completion</b>		<b>Updated</b>	
<b>Updated</b>		<b>Updated</b>	
<b>Updated</b>		<b>Updated</b>	
<b>Updated</b>		<b>Updated</b>	

Planned Date for Next Review/Revision of Template:

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Please describe mentor's mentoring philosophy (200-300 words total):

## **2. Mentee Career Goals (200-300 words total in this section)**

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Overall Career Goal

Next Stage/Job

Following Step/Job

## **3. Research Skill Development and Effective Communication Skills**

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Brief description of mentee's planned research project(s) and proposed meeting abstract and journal submission targets (200-300 words total):

Anticipated Presentations (100-200 words total): Describe expectations about number of times each year and dates (if known) the fellow will present at works-in-progress sessions, lab or research group meetings, research conferences, etc. Mentor should plan to attend each presentation to provide feedback.

Anticipated Publications (100 word total): 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 the mentor as senior author or collaborations with colleagues. Outline potential target publications.

Timeline for Planned "Fellowship" Grant Submissions (100-200 words total): Outline planned mentored grant submissions during funded period (if applicable). These could include individual NIH NRSA, small professional society grants, foundation awards, etc.

Timeline for Planned “Fellow-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 research fellowship. These could include individual NIH K awards, institutional NIH K awards and “plus funding” including small professional society grants, etc.

Timeline for Nominees’ Development of a Cohesive, Articulate Research Identity (100-200 words total):

## **4. Professional Development**

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Professionalism (200-300 words total): Briefly describe plans for how the mentor will provide instruction in professional practices to the mentee on a regular basis. For example, this will likely occur in the research environment and will include: role modeling and open discussion of the importance of professionalism and ethical conduct of research 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, and attendance at the Office of Postdoctoral Affairs (OPA) [relevant programming](#), etc.

Development of Mentorship and Leadership Skills (200-300 words total): Briefly describe plans for how the mentor will aid in the mentees’ development of these skills (expected to be an increasing focus as fellowship progresses). For example: 1) Supervised mentorship by mentee of undergraduate or graduate students, 2) Participation in [mentorship training](#) offered by the OPA, 3) Participation in mentorship training outside Ohio State.

## **5. Training in the Responsible Conduct of Research**

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Briefly describe the plan (200-300 words total) 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.

## **6. Resources Provided to Support Mentee**

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Briefly describe the resources that will be provided by the primary mentor and/or division to support the mentee’s attainment of the goals outlined in this plan (200-300 words total).

## 7. Formal Evaluation

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Evaluation of the mentee's progress towards each of the above outlined milestones will occur annually. A written evaluation will be prepared by the mentor and shared with the mentee, other mentors, and the director of the OPA. Evaluation of the mentor by the mentee will occur on an annual basis. Data from multiple mentees will be reviewed by the OPA and shared with all mentors at regular intervals in order to provide constructive feedback.

Signature of Mentee:

<b>Signature of Mentee</b>	<b>Month/Day/Year</b>	<b>Signature of Mentee</b>	<b>Month/Day/Year</b>

Signature of Mentor:

<b>Signature of Mentor</b>	<b>Month/Day/Year</b>	<b>Signature of Mentor</b>	<b>Month/Day/Year</b>

\*Note: If this document is printed, the scrolling text in the boxes will not be viewable in the printout.