

Sample Postdoctoral Mentoring Plan for an NSF Proposal (1 page limit)¹

[Note: The following mentoring plan is provided as an example; however, the mentoring plan should fit the proposed project, the School's goals, and the needs of the postdoctoral researcher. Please use this template as a guide to create your own plan; you should tailor this plan so that it describes the activities that you choose to provide].

One postdoctoral researcher will be funded on this project. The postdoctoral researcher's development will be enhanced through a program of structured mentoring activities. The goal of the mentoring program will be to provide the skills, knowledge and experience to prepare the postdoctoral researcher to excel in his/her career path. To accomplish this goal, the mentoring plan will enhance the postdoctoral experience by providing a structured mentoring plan, career planning assistance, and opportunities to learn a number of career skills such as writing grant proposals, teaching students, writing articles for publication and communication skills.

Specific elements of the mentoring plan will include:

- Working with the postdoctoral researcher to establish and implement an Individual Development Plan using the worksheet provided here: <http://www.postdoc.harvard.edu/wp-content/uploads/2012/04/Initial-Mentoring-Meeting-Template.docx>
- Seminars, workshops, and individual consultations on career development, offered by the Harvard University Office of Postdoctoral Affairs, with topics ranging from setting and achieving career goals, CV preparation, to how to apply for a faculty position, career paths outside of academia, tips for negotiating salary and start-up funds, and more
- Professional skill development programs focused on building skills in the communication of research, effective presentation skills, scientific publishing, English language skills (as needed), effective mentorship of undergraduates, and searching for funding
- Training on the Responsible Conduct of Research through a course offered twice annually, covering:
 - Conflicts of interest
 - Peer review process
 - Data acquisition, management, and ownership
 - Research misconduct
 - Laboratory safety
 - Human and animal research regulations
 - Intellectual property considerations
- Travel to at least two conferences or meetings each year [name conferences here] (travel funds are included in the budget), with the goal that the postdoctoral fellow presents a poster or paper at the conference. Additional funds may be available through the Harvard University Office of Postdoctoral Affairs' Postdoctoral Awards for Professional Development, competitive awards available twice yearly for conference travel
- Formal interaction with mentors, including [faculty can add or delete from this list as needed]:
 - Lab meeting presentations
 - Regularly scheduled one-on-one meetings to review progress, gather feedback, and seek advice on the job market
 - Learning new techniques
 - Giving practice job talks
 - Introducing postdoc to visiting scholars in the field
 - Visits to other labs
- Success of this mentoring plan will be assessed by tracking the progress of the postdoctoral fellow through her/his Individual Development Plan, interviews with the postdoctoral fellow to assess satisfaction with the mentoring program, and tracking of the postdoctoral fellow's progress toward his/her career goals after finishing the postdoc.

¹ To review the NSF guidance on postdoctoral mentoring plans, please see the NSF GPG Chapter II, Proposal Preparation Instructions, item j: http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_29/gpg_2.jsp#IC2j