Mentoring Plan Guidelines

Effective mentoring is essential for all junior faculty and other inexperienced researchers for the success of their medical research. The Mentoring Plan should be tailored to the applicant, and identifies professional goals and milestones and a plan for achieving them.

Format
• The Mentoring Plan should be written by the primary research mentor.
• Primary research mentor must have a CHRI membership.
• The Mentoring Plan may be in the form of a letter and should be no more than two pages.
  o The Primary Research Mentor’s Membership Record (example at the end) is required and should be attached to the Mentor’s letter. However, the table is excluded from the page limit.
• The Mentoring Plan must be submitted by the applicant with the proposal.

Mentor Background
• Describe your role as the primary research mentor for this applicant, for example:
  - Appropriateness of your research area and expertise for this applicant.
  - The extent of your mentorship role in providing guidance and advice.
  - Previous experience as a research supervisor in the development of junior researchers.

Mentee Background
• Describe the feasibility of the applicant’s research project.
• Describe the applicant’s qualifications for undertaking this research.

Professional Development
• There is a tremendous number of resources on campus. How will the mentor ensure that the applicant knows what these are, how to use them to advance his or her research project and career, and how to take advantage of the entire institution?
• How will the mentor provide a supportive environment that allows the applicant to thrive and receive the training in new skills needed to complete the proposed project?
• Describe the expertise that the applicant will develop through this project.
• Will the applicant be able to gain needed expertise that requires additional training during the 12-month award period (such as bioinformatics, biostatistics, and other topics)?
• Applicant research goals should be clearly stated, for example:
  - Numbers of papers to be written
  - Number of presentations to be given
  - Frequency of progress reviews and other meetings

Career Development
• What are the career plans of the applicant? How will mentoring help advance those plans?
• What continuing medical education is required or should be audited to help the applicant reach his or her goals?
Clinician Educator (CE) Grants Program
Mentoring Plan Guidelines (Cont’d)

- How does the mentor ensure that the applicant "charts his or her own course" in the CHRI research study?
- What will the applicant be capable of accomplishing in his or her career (e.g., designing and performing clinical studies, writing grants, building a career in academics, or other)?
- How will the Mentoring Plan build on the applicant's previous training and expand into new areas that would position him or her for paradigm shifting research?

Mentorship Record
- Please have your Primary Research Mentor complete the following table & include after his/her mentorship letter.
  o Reminder: This table is excluded from the page limit.

Mentorship Record for Faculty Members/Trainees
(Alphabetically for the Past Five Years)

<table>
<thead>
<tr>
<th>Faculty Member / Trainee</th>
<th>Past / Current Mentee</th>
<th>Mentee Name (Where Mentorship Occurred)</th>
<th>Mentoring Period</th>
<th>Title of Research Project</th>
<th>Current Position of Past Mentees / Source of Support of Current Mentees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>Past</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*List in groups all past and current mentees for whom you have served as a mentor or advisor (past 5 years only). Indicate in parentheses under the mentee name where the mentorship with the faculty member/trainee occurred, if at a different institution. Exclude medical interns, unless they are heavily engaged in laboratory research.