NSF Mentoring Plan Template

*Each proposal that requests funding to support postdoctoral scholars or graduate students must upload a Mentoring Plan in the supplementary documentation section. This should be a description of mentoring activities that will be provided for all postdoctoral and graduate students on the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal.*

*This document should be no more than one page. Separate plans are not required for graduate and postdoctoral students. However, this plan may specify how different components of the mentoring program will be enacted for the two types of researchers.*

*Examples of mentoring activities include but are not limited to: career counseling; training in preparation of proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills;* *guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.*

***\*Any notes written in blue italic text should be removed before submission.\****

**Mentoring Plan**

The mentoring plan **goal** is…*insert goal of mentoring plan pertaining to the skills, knowledge, and experiences that will be given to postdoctoral and/or graduate students through this research.* Specific elements of the mentorship plan include: *(Remove any areas that will not pertain to your project, and add any specific sections relevant to your project that are not listed).*

* **Orientation** will include in-depth conversations between [PI name] and the [postdoctoral and or/graduate student(s)]. To assist in the expectation setting process, [postdoctoral and or/graduate student(s)] and PIs are encouraged to complete an Initial Meeting Template/Worksheet for Postdoc and Mentor as well as annual review meetings. *Include any postdoctoral/graduate student orientation programs within your institution that will also be utilized.*
* **Career Counseling/Advising** will be provided by [PI name]. *Insert any specifics…* The University of Memphis also offers postdoctoral and graduate students individual career counseling and workshops on career and professional development.
* **Training in Preparation of Grant Proposals** will be gained by direct involvement in proposals prepared by [PI name] to learn best practices, including identification of key research questions, definition of objectives, description of approach and rationale, and construction of a work plan, timeline, and budget. *Include any other grant writing resources that students will have access to.*
* **Publications and Presentations** are expected to result from the work supported by the grant. These will be prepared under the direction of [PI name] and in collaboration with researchers at the University of Memphis as appropriate. [Postdoctoral and/or graduate students] will receive guidance and training in the preparation of manuscripts for scientific journals and presentations at conferences. *Include any other information pertaining to publications and presentations and edit the above section if necessary.*
* **Teaching and Mentoring Skills** will be developed in the context of regular meetings within their research groups during which students and postdocs describe their work to colleagues and assist each other with solutions to challenging research problems, often resulting in cross-fertilization of ideas. *Include any specific ways in which students will be guided on improving their teaching and mentoring skills and edit the above to be tailored to your mentoring plan.*
* **Instruction in Responsible Professional Practices** will be provided on a regular basis in the context of the research work and will include…*include standards of professional practice relative to the proposal (i.e. scientific method, laboratory safety, etc.)* In addition, [postdocs and/or graduate students] will be encouraged to affiliate with one or more professional societies in their chosen field. Postdoctoral researchers will also have access to “Responsible Conduct of Research,” a training provided by our Office of Research Compliance.
* **Effective Collaboration Skills,** with a focus on collaborations with researchers from diverse backgrounds and disciplines, will be developed by… *Describe how the students will gain effective collaboration skills.*
* **Success of the Mentoring Plan** will be assessed by tracking the [postdoctoral and/or graduate] researcher’s progress toward their research and career goals. *Add in any other assessments for success of the mentoring plan.*