**Postdoctoral Mentoring Plan**

[*Instructions: Below is an example of a mentoring plan geared towards Postdoctoral Researchers based at Syracuse University. Replace <info> in brackets with pertinent information. Each plan should be tailored to the proposed project, the department’s goals, and the needs of the postdoctoral researcher, if known. Remove any bullet points that do not pertain to your project and postdoctoral researcher. Don’t forget to delete this paragraph.* ***This document is limited to one page*.]**

<#> postdoctoral scholar(s) (postdoc) will be supported by this proposal. Their professional development will be enhanced by a structured set of procedures and activities supported by *<PI name>* and the Office of Postdoctoral Affairs (OPA). These activities will ensure that the postdoc gains the scientific, technical, and professional skills required to excel in their budding career.

A structured mentoring plan that includes career planning and skill development is detailed below:

* **Orientation** will include directed conversations with *<PI name>* and OPA staff to familiarize incoming postdocs with resources and research standards. The postdoc and their advisor will develop an individual development plan (IDP) to reach the expectations and goals (research and professional) of both the scholar and the advisor. Evaluation will take place at least annually to determine if the postdoc is achieving the planned goals.
* **Career Counseling** will be provided using the IDP as a guide. The postdoc will have opportunities to develop the skills, knowledge, and experience needed to excel in their chosen career. The postdoc may develop job application material, interview skills, presentation techniques, and negotiating tactics through individual career counseling appointments and by attending workshops and panels.
* **Proposal Writing Training** will be gained through involvement in proposal development with *<PI name>.* Postdocs will be encouraged to attend seminars and workshops on funding opportunities, writing competitive grant applications, the grant submission process, crafting budgets and budget narratives, and best practices for the responsible management of sponsored awards.
* **Publications and Presentations** are an expected result from the work supported by the grant. These will be prepared under the direction of *<PI name>*. Research results will be presented at <one or more conferences each year>. For example, the postdoc will travel to the annual *<conference or meeting name>* and present their work. In addition, feedback and coaching will be given to help postdocs to develop their communication and presentation skills.
* **Teaching and mentoring skills** will be developed during regular research group meetings during which researchers describe their work and collaborate to find solutions to challenging research problems. When applicable, postdocs will be asked to lead training sessions to reinforce professional practices and hone their teaching and leadership skills. Postdocs will be encouraged to *<Insert lab specific details here where the postdoc will observe and practice teaching and mentoring. PI can add or delete from this list as needed.>*
  + mentor undergraduate
  + mentor graduate students
  + lead training sessions
  + mentoring across differences -hone knowledge about diversity, inclusion and accessibility best practices in teaching and mentoring.
* **Instruction in professional practices** will be offered on a regular basis and will include *<PI can add or delete from this list as needed:>*
  + fundamentals of the scientific method
  + laboratory safety
  + technology transfer
  + other standards of professional practice
  + Responsible Conduct of Research training through CITI and ORIP
  + diversity, equity, inclusion, and accessibility trainings

In addition, postdocs will be encouraged to affiliate with one or more professional societies in their chosen field.

* **Success of the Mentoring Plan** will be assessed by monitoring the progress of the postdoctoral researcher through their IDP. The OPA will monitor anticipated and actual career goals and outcomes after the researcher finishes the postdoctoral program through surveys and an exit interview.