Agenda

- **Introductions**
- **Overall vision of the LINCATS Career Development Program**
- **LINCATS Educational Core Leadership Structure**
- **Review Core Program Requirements (scholars/mentors)**

Overall Vision and Objectives

Mentor and train investigators in clinical and/or translational research to support their progression to independent research careers.

- 2-year program
- Structured training in conducting research (didactic courses/workshops)
- Support preparation of application to independent K award
- Provide support and training for mentoring

LINCATS Educational Core
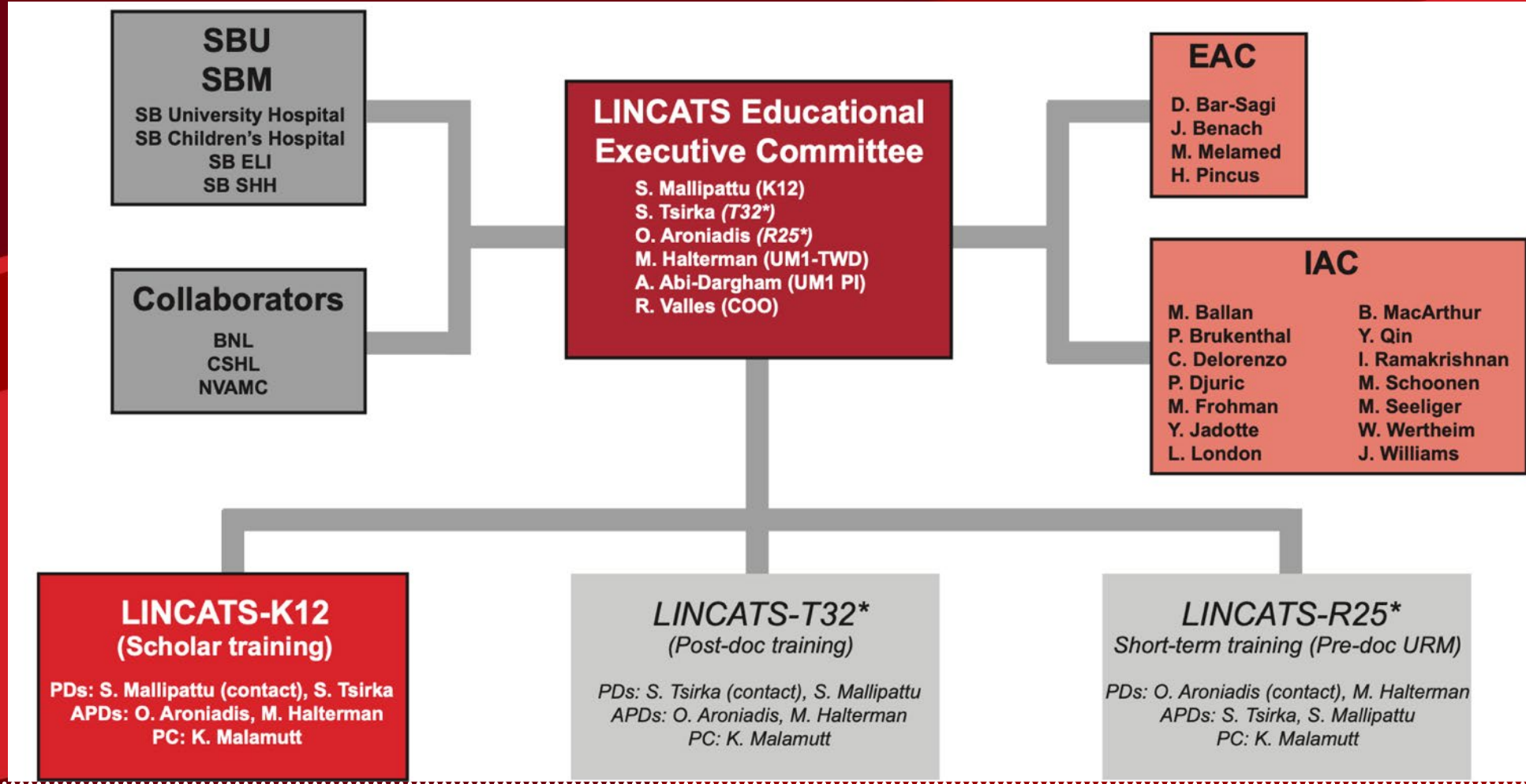
Scholar Core Programmatic Activities		
Course/Workshop/Meeting	**Year**	**Duration and Frequency**
1. Joint K Scholars Orientation	1	Once
2. Longitudinal Mentored Research Project	1,2	Daily
3. Biostatistics (HPH506/507)*	1	2 semesters (3 credits each)*
4. RCR (GRD500), CITI/SABV**	1	Once
5. R & R (GRD600)	1	Once
6. MCR549 (Medical/Bioethics)	1	Once
7. Intro to Clinical Trials (BERD workshop series)	1	Once (on-demand)
8. Alan Alda Communicating Science Workshop	1	Virtual session and/or in-person workshop
9. Excellence in Mentoring Workshop	1	4 sessions
10. Work-In-Progress/JC	1,2	Monthly
11. Scholars Grant Writing	1,2	Ongoing with milestones
12. Mock Study Section	2	Once
13. Extramural Grant Application Submission	2	1st half of Year 2

*Only for scholars who have not taken the course (or equivalent biostatistical course); **CITI and NIH-sponsored "Critical Evaluation of Relevant Biological Variables, including Sex as a Biological Variable (SABV)"; RCR (Responsible Conduct in Research); R & R (Rigor and Reproducibility)

Core Requirements for Mentoring
1. Maintain effective communication with scholars (schedule weekly formal/informal meetings, periodic review of NA and IDP, active participation in the meetings with K12 leadership)
2. Provide sound scientific advice (content mentoring) on the research project, training activities, grant writing
3. Promote career and professional development
4. Provide psychosocial support

* NA (Needs Assessment); IDP (Individual Development Plan)

Tools for Training in Mentoring	
Workshop/Meeting	**Duration and Frequency**
1. Excellence in Mentoring Workshop	4 sessions (2 hrs each)
2. RCR (GRD500/MCR549)	16 hrs
3. GRD600 R & R in Research	5 sessions (2 hrs each)
4. Fostering Inclusive Research Training Workshop	2 hrs; Renewed every 3 yrs
5. Growth Mindset Mentoring Workshop	1.5 hrs; Renewed every 3 yrs

All workshops/meetings will be available on-demand as a "refresher" for mentors

Scholar and Mentor Assessment

Tool	Frequency
1. Mentor-Scholar Agreement Template	Once (start of the program) and updated annually (if needed)
2. Individual Development Plan	Reviewed and updated semi-annually
3. Semi-annual Scholar Progress Meetings	Semi-annual
4. Mentorship Profile Questionnaire	Semi-annual
5. Mentorship Effectiveness Scale	Semi-annual
6. Mentoring Competency Assessment	Semi-annual
7. Mentor Self-Reflection	Annually

Mentorship Agreement Template

(Due – 7/1/22)

LINCATS-K12 Program Mentorship Agreement Template

The purpose of this template is to assist mentors and mentees in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. This template is expected to be altered to meet individual needs.

[1] *Goals* (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.):

[2] *Steps to achieving goals* as stated above (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.):

[3] *Meeting frequency* (frequency, duration, and location of meetings):

[4] *Confidentiality:* Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:

[5] Plan for *evaluating relationship effectiveness* (e.g., bi-annual review of mentorship meeting minutes, goals, and outcomes/accomplishments):

[6] *Relationship termination clause:* In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

[7] *Duration:* This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until:

[8] Provide in-kind and financial **support** for research and career development activities.

Mentor's Signature _____

Mentee's Signature _____

Date _____

Individual development Plan
(Due – 7/15/22)

LINCATS-K12 Career Development Award - Individual Development Plan (IDP)

An Individual Development Plan (IDP) provides a process to develop, strategize, support and track your career development goals and objectives. The IDP serves as a tool to facilitate clear and consistent communication and mutual goal alignment between mentees and mentor(s).

Step 1. Conducting a Needs Assessment: First, by working together with your mentor, conduct an assessment of your skills.

Step 2. Complete the IDP: By incorporating your needs assessment, develop short, intermediate and long-term career goals and action plans to achieve these goals.

Step 3. Implementing your IDP: Discuss and refine your IDP with your mentor(s); implement the steps outlined in your IDP; review your IDP with your mentor biannually and modify your IDP based on the outcomes of this review and your progress toward goal attainment.

Creating Your IDP
Your IDP is a dynamic document that should be modified as your needs and goals evolve. The main purpose of the IDP is to establish clearly defined career goals and action plans to achieve those goals taking into account the skills and experience you need and your existing strengths.

Each goal should have the following SMAR(H)T[1] characteristics:
Specific: Is it focused and unambiguous
Measurable: Could someone identify whether or not you achieved this goal?
Action-oriented: Is there an action required on your part?
Realistic/**H**elp:
    R-Considering difficulty and timeframe, is this goal attainable?
    H-Does it identify what support you need and where you'll get it?
Time-bound: By when should you complete this goal?

Questions