

# Annual Progress Report for Postdoctoral Scholars

Name of Postdoctoral Scholar: \_\_\_\_\_

Start date of internship: \_\_\_\_\_

Department or School: \_\_\_\_\_

## Signed by:

\_\_\_\_\_  
Postdoctoral scholar

\_\_\_\_\_  
date

\_\_\_\_\_  
Mentor (name in print)

\_\_\_\_\_  
Mentor (sign)

\_\_\_\_\_  
date

\_\_\_\_\_  
Mentor (if more than one)

\_\_\_\_\_  
date

## Approved by:

\_\_\_\_\_  
Office of Postdoctoral Programs

\_\_\_\_\_  
date

## **A. Self-report by the postdoc**

- List or briefly describe major research accomplishments this year

- List new techniques/expertise acquired this year:

- List references for publications submitted or published this year. List references for abstracts that were presented at meetings. In each case, underline your name in the author list.

- Did you write any grant proposals this year, or assist in writing them?

- List honor/awards received this year.

- List intellectual and/or technical collaborations established or continued this year.
- Referring to the table of goals to achieve competencies developed in your IDP, which expectations did you meet? Which were you unable to meet? For those that you could not meet, describe the factors that prevented you from meeting the expectations and how they might be remedied in the coming year.
- Describe and explain your overall level of satisfaction with your postdoctoral traineeship in the past year.

## **B. Mentor(s)' report**

Describe your level of satisfaction with the postdoc's performance over the past year. If there are deficiencies, what steps can be taken by both the postdoc and the mentor to improve in the coming year?

## **C. Plans for up-coming year** (to be prepared by the postdoc and approved by the mentor(s))

- Briefly describe research plans for the coming year

- Re-define, as appropriate, your goals for achieving competencies in the coming year (please use track changes or otherwise highlight **changes** made to the table of competencies)

<b>Competency</b>	<b>Goals</b> (for each goal, think about how you will achieve it? By which mechanism?)	<b>Expectations of postdoc</b> (what does the postdoc expect as outcomes?)	<b>Responsibilities of mentor(s)</b>
<b>(1) Discipline specific conceptual knowledge</b> (gain understanding of a new theory or concept, develop fluency with respect to a methodology/method of analysis, learn how to use of a new computational tool)			
<b>(2) Research skill development</b> (includes experimental design, new measurement or analysis technique, data analysis, peer review process)			

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<b>(3) Communication skills</b> (includes writing publications and grants, CV, teaching portfolio, job interview skill, poster and oral presentations, teaching, networking)			
<b>(4) Professionalism</b> (includes interpersonal relationships, multicultural competency, institutional obligations, service to institution and society)			



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<b>(5) Leadership and management skills</b> (includes staff and project management, time management, budget preparation and management, strategic planning, serving as mentor and role model, running meetings, delegating responsibilities)			
<b>(6) Responsible conduct of research</b> (includes data sharing and ownership, authorship criteria, human subjects and animal research and IRB, scientific misconduct – identifying and reporting, conflicts of interest)			