



**Note: 15% of the Postdoctoral Scholar's time should be devoted to professional development activities that develop core competencies outside of regular research responsibilities.**

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**A. Career Goals** (to be filled out by the postdoc)

- What are your short-term career goals? Describe your time line for achieving them?

- What are your long-term career goals? Describe your time line for achieving them?

- When will you begin a job search? If you do not know, estimate. If you have already begun a search, briefly describe

**B. Research Project(s)** (to be filled out by the postdoc and validated by the mentor(s))

- Briefly describe the aims and experimental approaches of your current research project(s)

**C. Expectations for Contribution to Research Project(s)** (to be filled out by the mentor(s) and validated by the postdoc)

- Please provide a detailed list. Examples: supervise 1 undergraduate student on independent research project that will produce a poster; complete experiment xx described on pages yy-zz of the proposal “my proposal”, complete data analyses for experiments xx and xx and submit summary to mentor, etc.

#### **D. Data access and publication agreement.**

(The following statement is provided as a starting point. Postdoc and mentor(s) should read and discuss and revise as necessary to reflect their agreement)

All data collected by the postdoc during the internship are to be available and shared openly between the postdoc and mentor(s). The postdoc will have the right, and indeed the responsibility, to write research articles concerning the project(s) he/she is responsible for and submit for publication as first author. This right/responsibility will remain in place for three years after the end of the postdoctoral internship, at which point, if publications have not been submitted the mentor(s) may publish the results independently. In the case of long-term and collaborative projects, the mentor(s) will work with the postdoc to define sub-components of the project that can be published within a short timeframe appropriate to the internship. The postdoc will include mentor(s) and other collaborators as co-authors, as appropriate, and will provide drafts with ample time for review. Mentor(s) will provide feedback on drafts as quickly as possible and will do everything possible to ensure that by the end of the internship the postdoc has a record of publications and other products that helps the intern achieve the defined career goals.

**E. Professional Development Plan** (to be filled out by the postdoc and mentor(s) in collaboration) – Please use chart on following pages  
*For more information and links to resources, download the complete [Core Competencies](#) document.*

<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)			