MENTORING PLAN OUTLINE

The outline should cover the following items:

**Who**
List the mentor/s and their contact information who are designated to mentor and guide the mentee through this study process.

**What**
State what will be accomplished through the plan. Discuss goals and describe how the mentor will help the mentee (i.e., the Pilot Project applicant) to reach these goals.

**When**
Please, detail in a timeline format the frequency and format on how the mentee will receive feedback from the designated mentor/s, whether through formal meetings or informal interactions.

For example:

- List the frequency (e.g., weekly, monthly, quarterly, etc.), location, and method (phone/email/face to face) of the mentor-mentee meeting?
- Where will the meetings take place? Talk on the phone? E-mail?
- Will these be one-on-one mentoring or group activities with other mentees?
- Please list the specific grant-related items the mentor will assist or train the mentee and how this training will be provided? (e.g., drafting a study survey, conducting data analysis)
- How will the mentee’s performance be evaluated by their mentor?