

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?