**Mentor Encounter Form**

**Trainee: Date:**

**Mentor Providing Comments** (List Name):

**Research Goals** (beyond specific aims of study):

1.

Timeline for completion:

Resources required:

Mentor comments:

2.

Timeline for completion:

Resources required:

Mentor comments:

**Dissemination of Research Results**

1. How will you disseminate research results to communities of interest(e.g. colleagues, research subjects, policymakers)?

2. Where will you present your research (<https://conferencemonkey.org>)?

* 1. Which conference would be best for disseminating research results?

(Name, Location, abstract submission deadline)

* 1. Which conference would be best for professional growth?

(Name, Location, abstract submission deadline)

* 1. What funding is available to participate in conferences?
		1. Where will you publish your research(<http://jane.biosemantics.org>)

(<http://www.icmje.org/recommendations/browse/roles-and-responsibilities>)

* 1. What publications will you develop?
	2. Which journals will you target?
	3. Who should be included as co-author and how will authorship be determined?
	4. Who will pay publication fees?

Mentor Comments:

**Professional Goals for fellowship year and long-term** (e.g., academic career, write K award)

1.

Timeline for completion:

Resources required:

Mentor comments:

2.

Timeline for completion:

Resources required:

Mentor comments:

**Personal Goals for fellowship year and long-term** (e.g., learn new language)

1.

Timeline for completion:

Resources required:

Mentor comments:

2.

Timeline for completion:

Resources required:

Mentor comments:

**(Optional) Mentee Comments, Questions, or Concerns:**

**Other resources: https://www.feinberg.northwestern.edu/sites/physician-scientist/docs/sample-individual-development-plan.pdf**