

# Annual Progress Review

## Form #3

*(to be filled in by the fellow prior to the meeting)*

Mentoring provides the core of a successful postdoctoral experience. The importance of mentoring has been conveyed to the NIH community by A Guide to Training and Mentoring in the Intramural Research Program at NIH <<http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/mentor-guide.htm>>, which endorses the role of the supervisor as the trainee's primary mentor and emphasizes that communication is essential for the relationship between mentor and trainee. To foster this important aspect of postdoctoral training, the NIH Intramural Research Program recommends that the mentor and trainee hold an annual meeting to discuss progress made relative to the established goals. The following list provides suggestions of topics to discuss.

**Name:** \_\_\_\_\_

**Lab/Branch/Section:** \_\_\_\_\_

**Mentor/Supervisor:** \_\_\_\_\_

**Fellowship Date:** \_\_\_\_\_

(Beginning of Appointment)

**Renewal Date:** \_\_\_\_\_

1. Discuss the progress that has been made to accomplish the research goals set one year ago:

2. Discuss specific research goals for the next year and how will they be accomplished:

3. Describe how often meetings are held between supervisor and fellow and whether this schedule is optimal:

4. I have received additional training in:

- Laboratory techniques
- New scientific areas:

5. I have attended/will attend conference(s) this year:

6. I have presented my research at:

- Lab/branch meetings
  - Formally
  - Informally
- Institute-wide meetings
- National meetings

7. I have communicated my work (e.g. meeting abstract, paper, review):

8. Initiatives taken toward post-fellowship placement?

- NIH Job Fair
- Scientific career seminars
- Networking with other scientists
- Grant writing skills workshop
- Application for research funding (within the guidelines applicable for NIH fellows)

9. Total anticipated length of fellowship:

10. Additional Comments:

**Mentor/Supervisor:** \_\_\_\_\_ **Fellow:** \_\_\_\_\_

**Lab/Branch/Section Chief:** \_\_\_\_\_ **Date of Meeting:** \_\_\_\_\_