



RESEARCH FELLOW PROGRESS & ANNUAL CAREER PLANNING

NAME/DEGREE:		DATE:
EMAIL:	EMPLOYEE ID:	
DEPARTMENT:		
UNIT AND/OR CENTER:		
NUMBER OF YEARS IN CURRENT APPOINTMENT: __ 1 __ 2 __ 3 __ 4 __ 5 __ 5+		
INITIAL HIRE DATE:	CURRENT APPT. ENDS:	
FACULTY ADVISOR:		
CURRENT SALARY:	SALARY SOURCE: NIH _____ OTHER _____	
SALARY SOURCE (GRANT NAME, #):		

INSTRUCTIONS: Please complete Parts I - III prior to your scheduled Annual Career Planning Meeting. Part IV is to be filled out with your primary faculty advisor. After the conference takes place, your primary faculty advisor should sign this form. It is estimated that preparing this form for your career planning meeting will take less than an hour and should be completed to the best of your ability. **A copy of the completed form should be kept in the department file.**

If you are required to prepare an annual progress report in support of funding and/or fellowship awards (e.g., NRSA), please attach a copy of the updated version to this form and only fill out those sections not addressed otherwise. If applicable, please provide the name of the awarding agency or training grant title:

Fellowship/Training Grant Title: _____

PART I. SECONDARY MENTORSHIP (IN ADDITION TO YOUR PRIMARY RESEARCH MENTOR [PI], MGH POLICY REQUIRES THAT YOU IDENTIFY A SECONDARY MENTOR [NOT DIRECTLY INVOLVED IN YOUR RESEARCH ENDEAVORS] WHO CAN INDEPENDENTLY PROVIDE YOU WITH ADDITIONAL CAREER ADVICE AND MENTORING)

1) Have you identified a secondary mentor? Yes No

If yes, please write the secondary mentor's name _____
First Name Last Name

If no, why not?

PART II. RESEARCH CAREER GOALS AND PROGRESS IN THE PAST YEAR

1) Long-term career goals and objectives (e.g., academic research career, industry research, government, etc.).

2) Areas of further development to achieve these goals.

3) Past year: Publications, presentations, patents issued and/or filed, funding, and awards.

4) Is there additional training or skill development that you feel would enhance your ability to progress professionally during your appointment at MGH and beyond?

5) Other:

PART III. RESEARCH CAREER GOALS FOR THE UPCOMING YEAR

1) Research goals you have planned for the upcoming year.

2) Anticipated publications (with proposed titles) and their current status (in progress, submitted, under review, etc.) and any patent applications pending.

3) Do you anticipate attending any national or professional meetings in the upcoming year? Nature of the meeting and/or conference and where it will be held.

4) Plans to apply for funding or fellowships in the next year and the name of award (if known).

5) Other:

PART IV. PLAN OF ACTION FOR THE UPCOMING YEAR (TO BE COMPLETED WITH FACULTY ADVISOR)

1) Faculty Mentor's Comments/Advice on Research Fellow's Progress and Professional Development

2) Faculty Mentor's Plans for Research Fellow Training:

- 3) Status:
- i) Renewal of Research Fellow Appointment
 - ii) Change of Status
 - Transition to Research Scientist / Senior Research Scientist position
 - Appointment to Instructor
 - iii) Leave institution or lab

SALARY FOR UPCOMING YEAR: _____ **SALARY SOURCE: NIH** ____ **OTHER** ____

SALARY SOURCE (GRANT NAME, #): _____

RESEARCH FELLOW SIGNATURE: _____ **DATE:** _____

FACULTY ADVISOR SIGNATURE: _____ **DATE:** _____