Note: The timelines outlined in this document represent the latest deadlines for submission. Completing each task earlier than the proposed deadlines is highly encouraged and may facilitate more competitive applications for training grants.

1. Mentor is identified

Prior to December, all 1st year fellows will meet with the Program Directors to discuss their research interests. Each fellow will be given guidance regarding potential mentors with whom to meet. The fellow will be responsible for arranging these meetings, discussing potential projects, and determining whether the mentor is available and willing to take them on as a mentee. Each fellow will be provided with a list of questions to consider when meeting with prospective mentors (Appendix A). The fellows are encouraged to discuss the outcomes of these meetings with the Program Directors. The mentors and mentees will mutually agree to enter the relationship and will complete the mentor/mentee form which will be returned to the Program Directors (Appendix B). Identification of a mentor and submission of the mentor/mentee agreement is due by June 1st during the first year of fellowship.

2. Research plan is drafted and reviewed

A research plan, comprising a hypothesis, specific aims, approach, potential pitfalls and alternative plans will be drafted by the fellow and reviewed with their mentor (Appendix C). The research plan should explicitly highlight the role the fellow will play in the proposed research and the work should be realistic to complete within the remaining training period. Fellows will be provided with examples of research plans and will participate in a grant writing didactic session.

The research plan must be submitted to the Program Directors by August 1st (beginning of 2nd year of fellowship). The plan will be reviewed by the Fellowship Research Steering Committee and will be (1) approved, (2) approved pending revisions, or (3) not approved, requires revision. The focus of the review will be on the extent that the project enhances the fellow’s training in research methodology, the role the fellow will play in the proposed research, and the degree to which the project will serve as a basis for career development. The outcome of the review will be returned to the fellow and mentor.

3. Progress report submitted

By June 1 of the second year of fellowship, each fellow will submit a progress report to the Fellowship Research Steering Committee detailing progress in completing each Aim proposed in their research plan. The progress report will include any abstracts, manuscripts, and grants submitted.
4. Final report submitted

By June 1 of the third (or final) year of fellowship, each fellow will submit a final report to the Fellowship Research Steering Committee detailing summarizing their work in completing their research project. It is the expectation that an original manuscript will be submitted by each fellow and a copy of the manuscript should be submitted with the final report.

5. Training grants

The research plan should serve as the basis for submitting a training grant (e.g., ASCO YIA or CDA, ASH training grant, AACR, etc.). Each fellow will be provided with a list of training grants and submission deadlines at the beginning of each academic year and will discuss with their mentor the appropriate mechanism to target.

6. Productivity expectations

Each fellow will be expected to write at least one review article in the area of their research as well as a manuscript reporting the results of their primary research project.

7. All manuscripts, abstracts, and grants tracked in New Innovations

Each fellow will submit all manuscripts published, abstracts accepted, and grants (both submitted and funded) to the Fellowship Program Coordinator for tracking in New Innovations.
Research Metrics and Timelines

Year 1
- Mentor identified (by June 1)
- Mentor/mentee agreement completed (by June 1)

Year 1
- Research plan submitted (by August 1)
- Research plan reviewed by Fellowship Research Steering Committee for approval

Year 2
- Progress report submitted (by June 1)
- Progress report reviewed by Fellowship Research Steering Committee

Year 3
- Final report submitted (by June 1) with any submitted manuscripts appended
- Final report reviewed by Fellowship Research Steering Committee
Appendix A: Preparation for meetings with a prospective mentor/mentee

What makes a good mentor?

- A willingness and motivation to help others
- A commitment to the program
- Good interpersonal skills
- Solid knowledge in the area of interest
- A high degree of job satisfaction
- Demonstration of behaviors that model the program’s values
- A commitment to invest the time necessary to assist in an individual’s personal development
- Good listening skills

Preparation for meetings with a prospective mentor:

- Prior to the first meeting with a mentor, fellows should write down at least three things that they would like to achieve through mentoring. Rank the three items in order of importance.
- Fellows should write down at least three things that they would like their mentor to provide as part of the relationship.
- Prepare a brief CV to share with your potential mentor when you first meet. Be sure to also include your own vision, mission, or life goals.
- Preparing an agenda may be helpful to ensure that all of the topics you would like to cover are addressed

Questions about the mentor and his/her research program:

- How often do you meet individually with your mentees?
- Does your research group have regular group meetings? If so, how frequently?
- What qualities do you value most in a mentee?
- What are your current research projects, and at what stage of completion are they right now?
- Do you allow fellows to design their own projects or do you prefer to assign projects?
- How often do you collaborate with other research groups?
- What process do you use to evaluate your mentees? How often does this occur?
- How many former students and fellows have you mentored, and where did they go after leaving your research group?

Questions about your potential role in the research group:

- What might I be working on here?
- What approaches/skills would I have the opportunity to learn and develop?
- Would be I able to take courses or participate in training programs?
- Would I be able to attend scientific meetings? How often?
• Would I have opportunities to give formal and informal research presentations?
• Would I be working on my own project or sharing a project with other members of the research group?
• Is there a specific person in the group that I could go to with day-to-day questions?
Appendix B: Mentor/Mentee Agreement

**Mentoring Agreement**

This agreement outlines how the mentoring relationship will proceed and the commitment of both parties to the relationship.

1. How often will we meet formally (e.g., weekly, monthly, quarterly, etc.) and where:

   ____________________________________________________________

2. Who will schedule the formal meetings: ____________________________

3. In addition to the formal meetings, will there be informal communication, and if yes, by what means (e.g., e-mail, phone, face-to-face, etc.)?

   ____________________________________________________________

4. Goals for the mentoring relationship:

   a. Mentee
      i  ________________________________________________________
      ii ________________________________________________________
      iii ________________________________________________________

   b. Mentor
      i  ________________________________________________________
      ii ________________________________________________________
      iii ________________________________________________________

5. Confidentiality agreement (How will information be shared both within and outside the partnership? Define expectations.)

   ____________________________________________________________

   ____________________________________________________________

I agree to put my best effort forth to create a successful mentoring relationship and to achieve the goals and standards set forth above.

_____________________________   _____________________________
Mentor’s signature     Mentee’s signature

_____________________________   _____________________________
Date       Date
Appendix C: Research Plan

Title page including title of project, name of investigator, and name of mentor

Specific Aims (limit 1 page)

List succinctly the specific objectives of the research proposed. The specific aims should state concisely and realistically what the research intends to accomplish and/or what hypothesis is to be tested, and should list measurable objectives for the proposed project.

Research Strategy (limit 4 pages)

The Research Strategy must include the following information:

- **Significance and Background**
  - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
  - Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in one or more broad fields.
  - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will change if the proposed aims are achieved.

- **Innovation**
  - Explain how the research challenges and seeks to shift current research or clinical practice paradigms.
  - Describe any novel theoretical concepts, approaches, methodologies, instrumentation, or interventions.

- **Approach**
  - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
  - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
  - Include a timeline to demonstrate that the proposed work can be accomplished within the scope of the fellowship.

- **Statistical Analysis**
  - Discuss the justification for sample sizes, procedures for data analysis, and statistical considerations as appropriate for the research design/objectives.