

[Insert Text Below on Mentor's Institutional Letterhead]

**Mentoring Plan for DE-INBRE Pilot Project Award Application** (required for new/early stage investigators)

Date:

PI / Applicant Name (mentee):

Primary Mentor Name:

Primary Mentor Title:

Primary Mentor Affiliation:

Dear review committee members,

I am pleased to support Dr. Smith's (*add PI name*) Delaware INBRE Pilot Project Award grant application titled, "*add title*" as the primary mentor along with mentors (*add names, if applicable*). Dr. Smith's (*add PI name*) research is focused on (*state research focus*). In the proposed project, he/she/they will be examining *so and so* (*add project details*).

**Mentor's Research Record** (*include record of mentor's research focus and accomplishments i.e., grant funding record, productivity, and contributions*).

**Mentor's Training Record** (*include number of past mentees including undergraduate/graduate/post-doctoral students, and early career faculty and their mentees' career trajectory including positions held and grant/research productivity*).

**PI's Research Focus and its Significance** (*state the importance and impact of the PI's work and how the PI's expertise and research focus are within the scope of the NIH mission and have the potential to make significant advances to their field of research, making the PI a promising future independent investigator highly likely to receive further NIH funding*).

**Mentor's Understanding of the PI (mentee)'s Individualized Development Plan (IDP) goals** (*include major goals to be accomplished in the next few years*)

**Mentoring Plan** (*include details of an existing working relationship, if any, for example, co-authored papers/grants or have a reporting relationship, etc. Include how you will support the PI (mentee) in achieving the aforementioned IDP goals in the next one year including future proposal development for NIH and other extramural funding. Topics may include meeting frequency/schedule, career development/research-related topics/discussions, grants planned, and grant writing guidance. Guidance can also be offered towards different career/research challenges including improving scientific expertise, technical skills, statistical analyses, data management, navigating peer review for publications, grant proposal writing, project planning/organization, time management, work-life balance, project budgeting, research ethics training, pedagogical discussions, etc.*).

*A template is not provided as this document is individualized based on the PI's current achievements (professional, research, clinical, etc.), where they see themselves going in the next 3-5 years, and what*

*they identify as gaps that need to be filled to pursue their career development goals stated in their individualized development plan (IDP).*

**Additional Mentoring Details** *(in cases where there are multiple mentors or a mentoring team, add details on how the mentors will fulfill different roles and confirm each mentor's full understanding and commitment to the PI's research progress.)*

It is my pleasure to support Dr. Smith's *(add PI name)* application and I look forward to many productive discussions to facilitate their career development and research activities. If you have any follow-up questions regarding this proposal, feel free to email me at *(add mentor's email id)*.

Sincerely,

*[Add mentor's signature]*

Primary Mentor's Name, Position