**NSF CAREER Toolkit**

Office of Proposal Development

Florida State University

**Post-Doc Mentoring Plan Guidance**

All NSF proposals that request funding for a post-doctoral researcher are required to submit a “post doc mentoring plan”. NSF guidelines state that proposals should not use “boilerplate” language; however OPD suggests that your plan consider addressing the following elements:

* Bring to their attention that Florida State University has an Office of Postdoctoral Affairs (OPDA) that provides support for postdoctoral scholars and postdoctoral supervisors through training workshops and individual consultation.
* Explain how you will structure training for research and professional development. How will you communicate your expectations for the postdoctoral scholar and how will you learn about the postdoctoral scholar's expectations? The "gold standard" is the creation of an individual development plan. See <http://www.faseb.org/portals/2/pdfs/opa/idp.pdf> . If you are willing to do this, mention it in your proposal. If you are not prepared to make that commitment, describe what you will do to begin the training and research process.
* Indicate how frequently you will meet with your postdoc to review research and discuss career goals.
* Describe frequency and nature of journal clubs, lab meetings, and other group meetings at which the postdoc will have the opportunity or requirement to present research results.
* Describe additional facilities that are available for research or training in addition to those described in other parts of the research proposal.
* Describe opportunities for collaboration that present learning opportunities that you or your laboratory plan to make available during the project.
* Describe travel support for postdocs to attend regional, national and/or international scientific meetings to facilitate their training and to provide networking opportunities. See <http://opda.fsu.edu/Awards-and-Fellowships/Awards/Travel-Awards> .

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* If relevant, indicate that you will require your postdocs to attend training programs on ethical and safety issues related to Human Subjects research and use of laboratory animals. Training may be provided by the Graduate School and/or Sponsored Research and/or individual departments. Refer to these training opportunities as you comment on your plans for training.
* In addition to the training sessions, other workshops and resources are provided at FSU by OPDA. See <http://opda.fsu.edu/> for examples of other FSU resources that you may encourage your postdoc to draw on. If you will encourage your postdoc to use these resources, you may wish to say so.
* Describe how you will train your postdocs in grant writing, manuscript preparation and review.
* Describe your plans for conducting the annual performance review. (Annual performance reviews of postdocs is a requirement for your progress reports to NSF. If you have a vision for how this will be conducted, it is helpful to describe them in your mentoring proposal.)