**T32 Forms Pre- and Post- Doctoral Trainee Progress**

Statements of Goals and Review

T32 Training Grant in Population Neuroscience of Alzheimer’s Disease and AD-related Dementias

*A Pre- and Post- Doctoral Development Plan is a professional tool which outlines long-term and short-term objectives that you and your mentor/supervisor have identified as important steps in your academic development at the University of Pittsburgh. A comprehensive review of your goals and objectives at the beginning of your academic experience as well as ongoing constructive feedback from your mentor/supervisor will increase the probability of your achieving your individual goals.*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_** **Pre-Doc** or **\_\_** **Post-Doc**

**Date of appointment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Academic Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entry Plan Date: \_\_\_\_\_\_\_\_\_\_ Semi-Annual Review Date: \_\_\_\_\_\_\_\_\_\_\_\_ Annual Review** **Date: \_\_\_\_\_\_\_\_\_\_**

**Primary Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Research Interests:**

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**Brief description of your research** (i.e. prior to the start of this year’s appointment):

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**Brief description of your main goal for next year:**

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**List of courses planned for the upcoming year** (if applicable):

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Please attach your CV or bio-sketch with a list of:

* **Publications** - Provide a list of publications include refereed articles, reviews and abstracts: Authors (same order as publication, Last name, first and middle initials). Title of Article. Journal Title. Year and Date. Volume (Issue): pages.
* **Manuscripts** that are submitted or in preparation
* **Presentations** – Conference presentations (oral and poster), teaching - courses (include: years taught, course number/title, hours of lecture/credits/average enrollment, role in course). Other teaching - lectures, tutorials and continuing education (include: dates, type of teaching, title)
* **Professional Development** - Activities or Accomplishments, include: date, position/organization, type of activity/service
* **Honors and awards**
* **Continuing education courses**
* **Additional training/courses**

**Please indicate one or more of your individual career goals:**

Academic

Public Sector/ Government

Private Sector/ Industry

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your expectations from this training grant? (please fill out at the beginning of your appointment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following fields represent the core competencies of a successful Pre- and Post-Doctoral appointment:

1. **Research Accomplishments**
2. **Publication Record**
3. **Presentation Experience**
4. **Professional Development**

Each field is expandable to meet your individual situation and your stage of training.

Some suggestions as you prepare this form at the beginning of your training period: interpret the word “**goal**” as “**areas of improvements**”, in other words, what would you like to learn during the upcoming year? This form is meant to help you identify opportunities to gain new knowledge, skills etc. Short-term goals, such as learning objectives and skill acquisition, may be established annually, whereas long-term goals might be established initially and revisited as needed. Each Postdoctoral appointment is unique; therefore a 5th field has been provided to customize your experience to meet your personal career goal. If appropriate, maintaining licensure requirements should be noted within this customized field. If your goal is to apply for a research grant, a 6th field has been provided to articulate your strategies for establishing this goal.

This Plan will serve as a benchmark for your annual ***Progress******Report***. At the end of the year, you and your mentor will use this plan to assess your progress.

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| **Research Accomplishments****List at least one goal in the area of research, technical expertise acquired and/or new initiative undertaken**  |
|  **Goal #1** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay** **(if any)** |  |  |
|  **Goal #2** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #3** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |

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| **Publications** **List at least one or two**  |
|  **Goal #1** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #2** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #3** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |

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| **Presentations****List at least one presentation (including conference, local meeting, journal club, etc.)** |
|  **Goal #1** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #2** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #3** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |

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| **Professional Development** |
|  **Goal #1** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #2** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |
|  **Goal #3** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |

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| **Grant Submission** **List at least one grant submission**  |
|  **Goal #1** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected Outcome** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |

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| **Other** |
|  **Goal #1** | **Timeline** |
| **Steps/Training** |  |  |
| **Expected outcome by the end of this year** |  |  |
| **Update – 6 Months** |  |  |
| **Update – 12 Months** |  |  |
| **Reasons for delay****(if any)** |  |  |

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| 1. **Core Criteria** – to be filled out by mentor and mentee AT THE BEGINNING OF THE APPOINTMENT
 |
|  | ***Exceeded Goals*** |  | ***Met Goals*** |  | ***Needs Improvement****(attach improvement plan)* |
| 1. Scholarly Activities
 |  |  |  |  |  |
| 1. Publication Plans and Activities
 |  |  |  |  |  |
| 1. Presentation Opportunities
 |  |  |  |  |  |
| 1. General Transferrable Professional Development
 |  |  |  |  |  |
| 1. Career Specific Professional Development
 |  |
| **Comments****6 Months:****12 Months:** |
| 1. **Performance Criteria** – to be filled out by mentor and mentee
 |
|  | ***Exceeded Goals*** |  | ***Met Goals*** |  | ***Needs Improvement****(attach improvement plan)* |
| 1. **Execution of Research**
 |  |  |  |  |  |
| * Efficiency (sufficiently plans experimental design and controls to answer questions)
 |  |  |  |  |  |
| * Independent scientific judgment (ability to use scientific judgment to advance projects)
 |  |  |  |  |  |
| * Productivity (work routine ensures timely completion of experiments and other tasks)
 |  |  |  |  |  |
| * Priorities (establishes appropriate priorities to bench work, writing, literature, reviews, etc.)
 |  |  |  |  |  |
| * Quality of work reflects accuracy and thoroughness
 |  |  |  |  |  |
| * Technical knowledge appropriate to project(s)
 |  |  |  |  |  |
| **Comments****6 Months:****12 Months:** |
| 1. **Knowledge of Literature**
 |  |  |  |  |  |
| * Depth
 |  |  |  |  |  |
| * Range
 |  |  |  |  |  |
| **Comments****6 Months:****12 Months:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Exceeded Goals*** |  | ***Met Goals*** |  | ***Needs Improvement****(attach improvement plan)* |
| 1. **Professional Communication**
 |  |  |  |  |  |
| * Written
 |  |  |  |  |  |
| * Oral
 |  |  |  |  |  |
| * Presentation skills
 |  |  |  |  |  |
| * English language skills
 |  |  |  |  |  |
| * Efficiently summarizes data during meetings
 |  |  |  |  |  |
| **Comments****6 Months:****12 Months:** |
| 1. **Interpersonal Skills**
 |  |  |  |  |  |
| * Collaborative manner contributing to laboratory success
 |  |  |  |  |  |
| * Positive influence to laboratory morale and productivity
 |  |  |  |  |  |
| * Encourages others to improve scientific and professional skills
 |  |  |  |  |  |
| * Is sensitive to diversity issues and works well in multicultural environment
 |  |  |  |  |  |
| * Provides leadership and mentoring to graduate students and/or technicians
 |  |  |  |  |  |
| * Handles sensitive situations appropriately
 |  |  |  |  |  |
| **Comments****6 Months:****12 Months:** |
| 1. **Self-Improvement**
 |  |  |  |  |  |
| * Solicits resources to improve job performance
 |  |  |  |  |  |
| * Identifies skills to be improved
 |  |  |  |  |  |
| * Participates in training/development activities
 |  |  |  |  |  |
| * Displays clear career goals
 |  |  |  |  |  |
| **Comments****6 Months:****12 Months:** |
| **How did this T32 Training Grant help you achieve your goals? Please complete this at the end of your appointment.** |
|  |
| 1. **Other Criteria**
 |
|  | ***Exceeded Goals*** |  | ***Met Goals*** |  | ***Needs Improvement****(attach improvement plan)* |
|  |  |  |  |  |  |
| **Comments****6 Months:****12 Months:** |
|  | ***Exceeded Goals*** |  | ***Met Goals*** |  | ***Needs Improvement****(attach improvement plan)* |
| **Overall Rating** |  |  |  |  |  |

1. **Summary, recommendations and final comments**:
Overall evaluation of accomplishments and performance (to be completed by Mentor)

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| **6 Months:****12 Months:** |

1. **Outcome**

 Reappointed

 Nonrenewal of Contract (*Complete Outcome Summary*)

 Subject to Improvement Plan

Outcome Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Acknowledgements**

I discussed my assessment with my mentor/supervisor and I agree with it.

 \_\_ 6 Months \_\_ 12 Months

I discussed my assessment with my mentor/supervisor and I do not agree with it.

 \_\_ 6 Months \_\_ 12 Months

**Signatures**

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*Trainee Name Trainee Signature*

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*Faculty Mentor/Supervisor Name Faculty Mentor/Supervisor Signature*