



## 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 and II prior to your scheduled Annual Career Planning Meeting. Part III 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 is required by the Registrar's Office for re-credentialing. In addition, please send a copy to the ORCD (Bulfinch 370, or fax: 617-726-0568).**

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. 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:

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**PART II. 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:

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**PART III. 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:** \_\_\_\_\_