

NIH Fellows Committee Agenda
Thursday, August 7th, 2014
Wilson Hall Third Floor, Building 1
Call-in number: 1 866 772-5230, Passcode: 8168509

- 1. Welcome New Members**
- 2. Introductions**
- 3. June minutes- approval**
 - a. Minutes approved
- 4. Remarks (5 Minutes):**
 - a. FelCom Officers: Lucie Low, Natalia Chalmers, Anna Sundborger, and Joseph Tiano
 - b. Office of Intramural Training and Education (OITE): Lori Conlan and Shawn Mullen
 - c. Office of Intramural Research (OIR): Charles Dearolf
- 5. New Business**
 - a. Dr. Jackie Lavigne – the IDP – information, ideas and feedback (30 minutes)
 - b. Mentoring committee – update and feedback requested (5 minutes)
 - c. Joe Tiano – government travel article (5 minutes)
 - d. FAES liaison position – election (5 minutes)
- 6. Subcommittees and Liaison Announcements (5 Minutes)**
- 7. Any other business (5 minutes)**

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|----------------------------------------------------------------|--------------------------------------------------|
| a. Animal Research Advisory Committee | <i>Lara el Touny</i> |
| b. Career Development Committee | <i>Jennifer Plank & Elyssa Monzack</i> |
| c. Child Care Board Liaison | <i>Wendy Knosp & Anastasia Aksyuk</i> |
| d. Clinical FelCom | <i>Kenneth Remy & Sid Kerkar</i> |
| e. Committee on Scientific Conduct & Ethics Liaison | <i>Peter Winter</i> |
| f. FAES Liaison | <i>Jue Chen & Ji Yan</i> |
| g. FARE Committee | <i>Sudhir Rai & Hien Dang</i> |
| h. Graduate Medical Education Committee | <i>Dawn Ionescu & Ali Abbas Syed</i> |
| i. Human Subjects Research Advisory Committee Liaison | <i>Jeanelle Spencer</i> |
| j. IPRWH Liaison | <i>Ni Hong</i> |
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| k. Medical Executive Committee Liaison | <i>Sid Kerkar & Kenneth Remy</i> |
| l. Mentoring | <i>Jessica Pierce & Libby Barksdale</i> |
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| m. National Postdoc Association Liaison | <i>Monica Deshpande & Tara Burke</i> |
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| n. Recreation and Welfare Committee | <i>Jeanne Morin-Leisk</i> |
| o. Service Outreach Subcommittee | <i>Shu Chen</i> |
| p. Social Committee | <i>Anna Sundborger & Christiane Kuschal</i> |
| q. Training Directors Committee Liaison | <i>Andres Canela Rodriguez & Lucie Low</i> |
| r. Visiting Fellows Committee | <i>David Sanchez-Martin & Jithesh Veetil</i> |
| s. WALs Committee | <i>Shan He & James Keller</i> |
| t. Women Scientist Advisors Committee Liaison | <i>Clarisa Buckner & Ulrike Klenke</i> |
| u. AFTR Liaison | <i>Arunima Gosh & Soumya Chatterjee</i> |

7. Adjournment

Next meeting: September 4th, 2014

OITE

Nothing to report (not present)

OIR

Nothing to report

Joe Tiano

- I'm writing an article on the pros (yes, there are a few) and cons of government travel and I would appreciate it if you would share any experiences (good and bad) that you may have had. If you don't have the time to write much – and I totally understand – at the least please let me know how many days (hours?) before your conference start date you received travel approval since last minute approval seems to be the biggest gripe. FYI, I won't include any names in the article. Thanks so much for your help.
- I'm going to try to get the article in The Catalyst but if they don't want it then it will go in the NIDDKs fellow newsletter.
- So far what I have learned is that there have been no complaints about being denied travel while the most common complaint is receiving last minute travel approval

Jackie Lavigne on IDP recommendations

Training director, NCI

Talking about the IDP

- 22 slide presentation that will be e-mailed to the felcom listserv
 - o if you do not receive this document please e-mail Lucie
- During the OITE site review when they spoke with the NIH fellows (us) they found out that too many fellows did not know what an IDP was
 - o This prompted quick action to ensure that all institutes and NIH fellows are familiar with IDPs and that all fellows complete IDPs
- Anyone on an NIH grant (in the extramural community) must have an IDP and now they (training directors) are working on implementing IDPs for intramural fellows
- *Please read and review the Individual Development Plans (IDPs) eight recommendations and ideas for action located at the bottom of this agenda and located in the presentation that will be e-mailed to the felcom listserv*
- In your free time try Googling “NIH intramural source book.” In the near future the new IDP requirements will be added. It also contains a lot of useful information for postdocs and fellows on policies and programs concerning available to them.
 - o <http://sourcebook.od.nih.gov/>
- If you are not comfortable talking to your PI about lab/personal issues or career advice you can always reach out to your training director or OITE
- Please e-mail Jackie Lavigne if you have any additional questions or comments concerning the IDP
- Both mentors and mentees are responsible for ensuring the IDP is taken seriously and both are responsible for the success of the IDP.
- Question. Who will be reviewing the IDP besides the mentor and mentee to ensure they are being taken seriously?
 - o Answer. The goal is to have the training directors review the IDPs.
- Question. What powers does the training director have?
 - o Answer. It is very variable between the institutes. Some have the power to pull a fellow from a bad lab and help place them into a new lab.

- Question. Is there a mechanism to train PIs on IDP so that they do not see it as just a formality?
 - o Answer. That is the job of the training directors to ensure that PIs take it seriously.

Mentoring committee

- They have developed a handout to be given to all fellows at orientation. It will be finalized in the next few months
 - o The handout will include tips for how to be a good mentee and a good mentor
- They are working on content for their website and it should be completed in the next few months
 - o A link to the website can be found on the felcom website
 - o <https://www.training.nih.gov/felcom/mentoring>
- They have monthly meetings but it's difficult to recruit people to the meetings. Ideas include:
 - o Piggyback with other meetings or events
 - o If you are interested in helping please e-mail Libby Barksdale

Elections for new FAES liaison.

Jessica Mann was elected unanimously

SUBCOMMITTEE & LIAISON REPORTS

Animal Research Advisory Committee

Lara el Touny

Nothing to report

Career Development Committee

Elyssa Monzack (NIDCD) & Jennifer Plank (NIDDK)

The Career Development committee has just ended its summer hiatus. Our next meeting will be on Thursday, August 7 at 3:00 pm.

Childcare Board Liaison

Wendy Knosp & Anastasia Aksyuk

There is nothing new to report from the NIH Child Care Board, the next Child Care Board meeting will be in September.

Clinical FelCom

Kenneth E. Remy (CC) and Sid Kerkar (CC)

No report received.

Committee on Scientific Conduct and Ethics

Peter Winter

Nothing to report.

FAES Liaison

Jue Chen (NHLBI), Jia Yan (NIAAA)

Many thanks to Jue Chen for her work as FAES liaison. An election to replace her will be held at this meeting.

FARE Committee

Sudhir Rai (NICHD) & Hien Dang (NCI)

Members: Jarcho Johanna (NIMH), Jessica Mann(NIAID), Jessica Roberts(NCI), Tuan Nguyen(NIAAA), Jessica Pierce(NIDDK), Tanchun Wang(NIDDK),Jitti Chaisaingmongkoi(NCI),Zhou Bing(NINDS), Aflaki Elma(NHGRI), Steve Parker (NIGMS), Preeti Subramanian(NEI), Michael lehmann(NIMH), Dennis Watson (NICHD), Brajendra Tripathi (NCI), Hien Dan(NCI), Sudhir K Rai (NICHD).

FARE 2015 is complete. With the help of 314 judges distributed among 49 study sections, the committee has identified 234 awardees from 923 applicants. The FARE co-chairs presented the results of FARE 2015 to the Scientific Directors on June 4th and have formally notified the winners. All FARE winners have been asked to register as a presenter for the Fall Research Festival. We are preparing for the FARE 2015 awards ceremony, which will be scheduled during the NIH Research Festival.

Graduate Medical Education Committee

Dawn Ionescu & Ali Abbas Syed

No report received.

Human Subjects Research Advisory Committee

Jeanelle Spencer

No report received.

IPRWH Liaison

Ni Hong

No report received.

Medical Executive Committee

Kenneth E. Remy (CC) and Sid Kerkar (CC)

No report received.

Mentoring Committee

Libby Barksdale and Jessica Pierce

The Mentoring Committee is working with multiple Training Directors to produce a mentoring handout that will be given to new postdocs at the OITE orientations, and will be generally available on our website. This handout will offer simple guidelines and tips for being a successful mentee and mentor (i.e. to summer students). We are also working on content for the Mentoring Committee website, which should be up soon. Additionally, we have been in talks with the Visiting Fellows Committee to put on a mentoring “Brown Bag” event; this will take place next spring.

NPA Liaison

Monica Deshpande & Tara Burke

I have sent an email to the Host committee at UMBC for this year's NPA Meeting in Baltimore (March 13-15, 2015). I offered FelCom's help in preparing for the meeting. I plan to also contact the NPA Meetings Committee to offer our help as well.

NPA is currently looking for leaders who are interested in filling two International Officer Positions. The application deadline is this Friday, August 8, 2014 at midnight. You can find more information about the positions on their website (www.nationalpostdoc.org). A short description of the position is listed below:

These positions are a great opportunity to develop or hone leadership skills, expand professional networks, advance the mission of the National Postdoctoral Association (NPA), and work with a wonderful group of colleagues from across the United States. Most business is accomplished via teleconference, e-mail, and long-distance communications. Postdocs and administrators are strongly encouraged to consider service in these positions. If you know someone who can fill these positions (including yourself), [let us know](#).

Recreation and Welfare Committee

Jeanne Morin-Leisk

Nothing to report.

Service and Outreach Subcommittee

Shu Hui Chen (NIAID) and Brian Janelsin (NIAID)

Chair: Shu Hui Chen – NIAID

Committee Members (bold indicates present): Abramowitz, Lara (NIH/NIDDK); Adikaram, Poorni (NIH/NIDDK); Ash, Jessica (NIH/NIA/IRP); Bossert, Adam (NIH/VRC); Crotti-Espinoza, Luciana (USUHS); Forcinito, Patricia (NIH/NIDCR); Knosp, Wendy (NIH/NIDCR); Mar Skar; Negbenebor, Nicole (NIH/NHLBI); **Rosales, Tilman (NIH/NHLBI)**; Singh, Parmit (NIH/NICHD); Vrentas, Catherine (NIH/NIAID); **Williams-Bey, Yolanda (NIH/NIAID)**; Rashid Gazi; Jenny Kim; Yan, Jia (NIH/NIAAA); Lepone, Lauren (NIH/NCI); **Parrow, Nermi (NIH/NIDDK)**

Planning updates:

TABLED Proposal for new disclaimer to include the following highlighted in yellow:

This not an NIH-sponsored event, nor is it endorsed by the NIH. If you attend/volunteer for this event you

are not representing the NIH and should not represent yourself as such.

Volunteering and outreach are valuable components of professional development and also help strengthen the scientific community. Fellows should weigh the importance of this specific activity in their overall career development. If the event falls on a weekday and requires you to leave the NIH during normal working hours, participation depends on permission of your supervisor. Visiting fellows should consult NIH DIS (http://dis.ors.od.nih.gov/forms/01_forms.html) for the "Request for Outside Activity" form (<http://dis.ors.od.nih.gov/forms/RequestforOutsideActivity.pdf>).

DC Food Kitchen-Set up a signupgenius. We have 10 people signed up.

- Please email Tilman Rosales if interested to be put on the wait list.
- **Food Prep DC Central Kitchen**
August 9th. It is from 9-12pm. It is metro accessible
Time Saturday, August 9 meet at 8:30am - 12:00pm
Location 425 2nd Street NW, Washington DC, 20001

Making Strides Breast Cancer Walk in Washington, DC for the American Cancer Society. (Nermi Parrow)

- The walk is scheduled to take place on Sunday, October 5 2014.
- Volunteers will be manning the information booth to help promote and obtain clinical trial volunteer information to support Cancer Research.
- The website is live (check it out at www.makingstrideswalk.org/washingtondc)

Casey Trees-Look for dates in the fall-Shu

Capitol Food Bank looking into Fall food packing-Lead: Shu

New business or suggestions for events from current members:

Social Committee

Anna Sundborger & Christiane Kuschal

No report received.

Training Directors Committee

Andres Canela Rodriguez and Lucie Low

The Postdoctoral Subcommittee (PS) of the Training Directors Committee (TDC) did not meet in July.

In the last Training Directors Committee (TDC) on July 17th, 2014, Dr. Sharon Milgram explained the results of the OITE evaluation, the evaluation overall is very satisfactory, the committee was impressed with the excellence and good job of the team that Dr. Milgram has achieved.

There are general recommendations:

- (1) More data and analysis beyond the surveys,
- (2) enhance communication between Program Directors and trainees,
- (3) more interactions between OITE and the Institute training directors to plan activities together as well as sharing in data collection, and also recommendations for each individual program.

For the Postdoctoral Fellows:

- (1) emphasize the importance and responsibility of the PI for mentoring the postdoctoral through an Individual Development Plan (IDP) as well a Memorandum of Understanding (MOU),
- (2) enhance diversity in the postdoc population,
- (3) multidisciplinary training and
- (4) Responsible Conduct in Research (RCR).

The Summer Internship Program (SIP),

- (1) could be it is biased in terms of representation, because postbacs usually have ties to the NIH, the evaluation recommends to clarify in the website that there is no preferential treatment,
- (2) also better and more concerted evaluation processes and training,
- (3) enhance diversity,
- (4) clarify better the application process to the applicants and the investigators,
- (5) encouraged them to find opportunities to report back to their peers at their home institutions like nowadays the posters.

For the NIH Graduate Partnership Program (GPP) students: (1) better support in the relationships between mentors at NIH and their home universities, (2) implantation of Individual Development Plans, (3) improve the recruiting, (4) generate more data on graduate outcomes, (5) prepare a more organized catalog of the courses and workshop available for GDPs, and also (6) training in Responsible Conduct of Research (RCR) and (7) career and professional development activities.

For the NIH Post baccalaureate (Postbac) Program: (1) combine the Postbac IRTA Program and the Technical IRTA program, (2) generate more data on demographics and outcome beyond the program, (3) improve the application process to guarantee the identification of all Postbac participants, (4) maintain a list of available NIH laboratories for applicants, (5) create two or three start dates each calendar year instead of the current "any time incorporation", (6) and train them in Responsible Conduct of Research (RCR) and (7) offer career and professional development activities.

For the NIH Academy: (1) share with the broad biomedical community the NIH Academy short courses on diversity and on health disparities, (2) better balance between laboratory and health care for those postbac interested in pursuing MD training and (3) generate more data on outcomes. Some recommendations were discussed and opened debate like the data collection and privacy issues on the data analysis of outcomes and demographics.

Later Dr. Michael M. Gottesman and Dr. Melissa C. Colbert talked about the development of the program to enhance education in the responsible conduct of research (RCR), it was discussed several recommendations: the manual "ORI Introduction to the Responsible Conduct of Research" that will be distributed to all the trainees and a course or a series of workshops, also it was proposed for new trainees an in-person meeting with an educator that will train them on integrity, ethics, and good practices. The committee will start developing this program in the next meetings.

Visiting Fellows Committee

David Sanchez-Martin & Jithesh Veetil

International Expo 2014:

Mark your calendars for the NIH International Opportunities Expo and Career Event. The Visiting Fellows Committee and OITE are organizing the International Expo 2014. The Expo is an opportunity for exploring careers all over the world. Embassies, companies, research institutes and more are expected to attend. We are currently recruiting volunteers. **Please, publicize to your contacts and subcommittees.**

Here is the e-mail circular:

Are you interested in pursuing an international career? Are you wondering what overseas funding opportunities are available? Looking for information that will help you in your overseas job search? If you answered yes to any of these questions then please join us on Tuesday September 9, 2014 from 12:00 pm to 4:30 pm for the 2014 NIH International Opportunities Expo at the FAES Education Center on NIH Bethesda campus.

Organized by the NIH Visiting Fellows Committee, a subcommittee of FelCom, the Expo is an event for you to meet and network with science and technology representatives to explore research, funding, and career opportunities abroad. On the afternoon of Tuesday September 9, 2014, representatives from embassies, funding agencies, and globally minded science and health organizations will be on hand to answer your questions and promote their programs and resources.

If you are currently in the job search or at the beginning stages of your training, the Expo is an event for you to gather the information you'll need to best prepare for your overseas career.

For a schedule of events, list of participating organizations and early registration please click on the following link <http://go.usa.gov/XyYV>.

Also, join us after the Expo at 5:30pm for a social networking event in downtown Bethesda.

For additional information, please contact VFC co-chairs: Jithesh (jithesh.velichamthotuveetil@nih.gov), or David (david.sanchezmartin@nih.gov)

Immigration 101:

VFC will organize the second annual Immigration-101 seminar on Oct 2nd, 1pm to 4pm at NIH Natcher Building.

The seminar will focus on topics such as J1 waiver, J-1 to H1B transfer, PR (green card) options, G7 programs and other topics that are relevant to many visiting fellows when moving to the next level of their career upon finishing their training at NIH.

Fellows who would like to additional info regarding this event can contact VFC.

Brown Bag Series:

VFC organizes a series of brown bags about topics of interest for Visiting Fellows. The next one, the 5th FVC-BB (with NIH library) is on November 5, 2014 at 12:00pm in the building 10 library training room. It will be a webinar and announcement for that is coming on the VFC webpage on late August and registration will open in October. Please contact VFC team member Mehedi, Masfique < masfique.mehedi@nih.gov > for additional information.

Science Voices from Home (SVH)

Country support group NIH-INDIA is organizing a Science Voices from Home program for fellows interested in careers abroad. Its an interactive/lecture session with Dr. Desirazu Narasimha Rao, Professor, Department of Biochemistry, Indian Institute of Science India, Aug 19th 3.00 - 5.00 PM;Bldg. 31, Rm 6C10

Dr. DN Rao, NIH alumni (1983-1985), will present his current research work in his lab at IISc, titled 'A Fine Balance between Genomic Integrity and Diversity in Helicobacter pylori: Natural Transformation vis-a-vis Restriction-Modification Systems'. In addition, he will also share his experiences on 'how to establish and pursue a vigorous research program in current scenario in India' that will include information on various funding opportunities available in India, about IISc and a few other institutes. For additional information, please contact Sandip De, NICHD, Member, Organizing committee, NIH-INDIA at < sandip.de@nih.gov >

VFC-Newsletter:

The spring edition of the VFC Newsletter is available online and previous issues are also archived. VFC newsletters can be accessed at https://www.training.nih.gov/vfc_newsletter

The Visiting Fellows Committee is looking for fellows who are interested in writers and editors for the VFC-Newsletter. The Newsletter is dedicated to providing the NIH Fellow community with news from home,

information about overseas funding and research opportunities, sharing success stories, and providing relevant career and professional information. Being a part of the VFC-Newsletter production is an excellent opportunity for fellows interested in science writing and editing careers to gain valuable experience, develop transferable skills, and add to their science writing portfolio. If you are interested in being a part of the VFC-Newsletter team, please submit a statement of intent, not greater than 150 words, to Dr. Moody, Amie (NIH/NCI) [F] at amie.moody@nih.gov

VFC is currently recruiting interested visiting fellows to join various other projects at VFC like SVH, and webpage development. All visiting fellows who are interested in participating and bringing fresh ideas of activities to promote international community and career development are encourage joining the VFC monthly meeting held at 4:00pm in Bld 2, Rm 2W15, the first second Monday of the month.

WALS Committee

Pere Puigbo Avalos and Nermi Parrow

Dr. Gottesman's office has asked if Felcom is willing to host Dr. Ricardo Dolmetsch for the 2014-2015 WALS season, and we have agreed to do so. Dr. Dolmetsch is currently on leave from Stanford and serving as Global Head of Neuroscience at Novartis. We are excited to be hosting him. We have asked which, if any, speakers for the 2014-2015 series were nominated by fellows in order to include the nominators as hosts, but have not heard back yet. We will keep you posted as we receive additional information.

Women Scientist Advisors Committee

Clarisa Buckner (NIAID) and Ulrike Klenke (NINDS)

The WSA held their quarterly meeting on July 25th, 2014. Points on the agenda included the WSA executive committee, selection committee for 2015 WSA FARE awards winner, WSA-sponsored Research Festival symposium and WALS lecture, and a discussion about recent articles about "getting nowhere fast: the lack of gender equity in the physiology community" (Gordon, 2014) and 'elite male faculty in the life sciences employ fewer women' (Sheltzer and Smith, 2014)). Dr. Michael Gottesman and Dr. Hannah Valentine (Chief Officer for Scientific Workforce Diversity) were in attendance.

The meeting was well attended. Dr. Susan Buchanan stepped down as chair of WSA and Dr. Peng Loh will be the new chair starting this month. Dr. Tish Murphy takes over as WSA co-chair.

A request was made for volunteers serving on the WSA executive committee as well as on the selection committee to determine the 2-3 female fellows to win this year's WSA FARE awards.

An extensive discussion about the two journal articles ensued, focusing on the reported "leaky pipeline" referring to the fact that there is an under-representation of women in faculty positions (50% female postdocs -> 20% female faculty).

The conclusion of one of the articles was that the leaky pipeline might be comparably worse at top-ranked research institutions based on the number of women currently in faculty positions. Elite female PIs train equal numbers of males and females, while (high achieving) male PIs train 10-40% fewer women. Trainees in elite laboratories are more competitive for junior faculty positions in top research institutions and further, informal hiring practices may allow for bias towards male candidates. All of this could explain why there are fewer females in PI positions in elite institutions.

Dr. Michael Gottesman and Dr. Hannah Valentine are assessing the situation here at the NIH and are working on developing mechanisms to increase the number of female and minority PIs here at the NIH.

The next WSA meeting is October 31th, 2014.

Gordon, S.E. (2014) Getting nowhere fast: The lack of gender equity in the physiology community. *J. Gen Physiol.* **144**:1-3

Sheltzer, J.M. and Smith, J.C. (2014) Elite male faculty in the life sciences employ fewer women. *Proc. Natl. Acad. Sci. U.S.A.* doi 10.1073/pnas.14033341111

NIDA- Baltimore

Comfort Boateng

No report received.

NIA- Baltimore

Jennifer Illuzzi

No report received.

NIEHS-North Carolina

Kristin Gabor and Deirdre Robinson

Scientific Careers

- Our NTA will have upcoming opportunity to meet with NIEHS Scientific Director, Darryl Zeldin
- Distinguished Lecturer and Brown Bag Lunch series will be starting back up again
- Postdoc appreciation week: September 15-19th
- Clean Sweep is underway

Social

- Happy hour on the second Thursday of each month at Bralie's Sports Bar.
- Fourth Thursday meetup at Fullsteam Brewery each month.

Outreach

- Fall 2014 Citizen School program starting up; 10-week program lasts from Sept 22 to Dec 1st
 - o After-school program that offers learning opportunities for middle school students in low-income communities
 - o NIEHS volunteers have participated since 2012 at Lowes Grove Middle School in Durham
 - o Meet with ~20 6th-8th grade students once a week (Mondays, 3:45-5:15pm)
 - First 7 weeks are interactive hands-on teaching and final 3 weeks are preparing students how to present what they have learned

NCI-Frederick

Payal Khanna

No report received.

NCI Shady Grove

Anna Coghill

"A half-day mini-career symposium on September 17th (9am-12pm). This workshop will take place at the Shady Grove campus, but there is a regular shuttle from the main campus, and the workshop is **open to all fellows**. The workshop will have 3 tracks, focused on: (a) planning for your career; (b) poster making/writing; (c) session on USAJob applications/interviewing."

NEI

Ping Cheng

We just successfully organized the NEI summer student journal club.

FDA CBER/CDER Fellows Association

Evgeniya Volkova

No report received.

Nothing to report.

Dr. Jackie Lavigne - Individual Development Plans (IDPs) recommendations and ideas for action to this Felcom and ask for feedback and ideas.

The NIH Training Directors Committee (TDC) recently embarked on an effort to assess the state of formal career planning for NIH trainees with the goal of developing recommendations to ensure consistency across the Intramural Research Program. The Postdoctoral Subcommittee (PS) of the TDC has developed a series of recommendations and ideas for action aimed at standardizing IDPs for NIH fellows. The 8 recommendations are listed below will be shared with the NIH Deputy Director for Intramural Research, Dr. Michael Gottesman, and the broader NIH intramural community:

1. Every NIH Institute should have a process to help trainees with this planning.
Action: Planning document should exist/be modified/be created and contain core elements (see recommendation 4)
2. A common language needs to be developed for NIH fellow research and career planning documents.
Action: All NIH Institutes should have a process for fellow research and career planning and call the associated document(s) Individual Development Plans (IDPs) from this point forward.
3. The purpose of the planning process should be to stimulate a conversation about research and career planning between the mentor and trainee.
Action: Ensure that the IDP document helps facilitate a conversation by including open-ended questions around the core elements described below in
4. Each document should contain the following CORE elements: Research Goals, Career Goals, Mentoring Plans and Needs, Expectations and Self-Assessment recommendation.
5. Each NIH Institute should require preparation and discussion of IDPs ≥ 1 X /year in collaboration between trainee and mentor.
Action: Mandatory completion should be ensured by including the following language and providing the document to someone who oversees the process.
6. Include other elements in the document that inform the trainee on additional helpful information and resources.
Action: Include: fellowship timeline, option to follow up with TD, other career and research resources
7. IDPs should be established for all Predoctoral and Postdoctoral Fellows and are highly recommended for Postbaccalaureate, Research, and Clinical Fellows.
8. The NIH sourcebook should be updated to reflect the above recommendations.

FAES liaison candidate:

Jessica Mann

My name is Jessica Mann and I would like to represent my peers and serve as the Fellows FAES Liaison. FAES provides a great deal of service to our community especially graduate classes and insurance, among other things. During my first year as a postdoctoral fellow, I have noticed a lot of changes with FAES and I know that they are planning to continue to change and adapt as our needs do. I'd like to help communicate these needs and make sure they are appropriately addressed by serving as the liaison (along with Jia Yan, current FAES liaison).