**Mentorship Guidelines**

LIFE Institute mentorship will take the form of a mentee and mentor scheduling regular 1-2-1 meetings. The frequency and purpose of the meetings will depend very much on the research area/s, practice/s and future intentions identified for focus and enhancement by the researcher and mentor(s). This will be 6 hours per academic year in total.

Generally, the LIFE mentorship meetings will be guided by the following principles and activities:

* The researcher will identify (using the online form as a template) an area/areas for research focus and development
* The mentor(s) will offer advice, support and encouragement
* The mentor(s) will draw on their own expertise (and other institutional/external contacts) to help the researcher develop a personal research strategy, plan, targets and activities (using the categories and indicators contained in this document)
* The mentor(s) will help the researcher map, monitor and record the achievement of targets and outcomes
* he mentor(s) will give constructive feedback on, and act as a sounding board in relation to ideas and issues arising from, the activities and targets being carried out
* The mentor(s) will – if appropriate – read and comment on draft papers for publication and offer advice and guidance on suitable journals to identify to pursue publication
* The mentor(s) will provide guidance on funding opportunities and (where appropriate) identify additional colleagues for support/collaboration; and, (where appropriate) comment on draft grant applications
* The mentor(s) will advise (where appropriate) on how to ‘intercept’ and develop networks and collaborations
* The researcher will endeavour to produce and achieve any mutually negotiated research targets and/or action points within agreed timescales

**LJMU ‘ACTivator’ Research Training and Support**

LJMU also offers excellent ACTivator training and support packages for early and mid-career researchers. ACTivator can also support you on your research journey to and it is essential that mentees develop a research plan that includes these training sessions:

* Capitalise on professional development opportunities to become a better researcher and do more impactful research with our range of [ACTivator workshops](https://issuu.com/ljmu/docs/activator_lr_nov_2018?e=3325070/65744486)
* Plan for, record and demonstrate your research impact including guidance on the Research Excellence Framework [research impact](https://myvvid.com/?client_id=45guohqpuhsgikpjd2ujd2abng&redirect_uri=https:%2F%2Fljmu.vvimpacttracker.com&authorization_code=ae04fb8b-56ea-47be-bbc5-b919836798fe&state=OpenIdConnect.AuthenticationProperties%3DWQsvX_UwMCvWUi6C1rQjQz7QBMWND97YBTb7rgJxp0_CmPR4J3ofN1gNhhx4mD4ReiYHxgGUGxDUk9Ch9u-BzSw8j5-aakHVZamiFgPLS10zEZA72ZXobWG7U4AiIc6v3pBKY8cp3zk27-e7z-ZIkvbg-mK4qjSeRNs9_DWnusKQvtRLWeCVj-s2_pOON3p4_StofAAf82Ue0R1zNUXBk5YBs_qH09eaE8k2r-VsXoy_r7V0Xx5LpNZDkhUSJPKS) including guidance on the [Research Excellence Framework](https://www.ljmu.ac.uk/ris/research-excellence/research-excellence-framework)
* Understand the ethical implications of research and meet all LJMU and appropriate external guidelines for [ethical research](https://www.ljmu.ac.uk/ris/research-ethics-and-governance)
* Build your profile with Research Professional and create a [Symplectic](https://www.ljmu.ac.uk/ris/research-excellence/research-information-systems) account for your biography and publications

**Essential First Steps**

* Ensure that you complete the ACTivator workshops; these are essential introductory – and developmental – sessions and book yourself a place on some of the workshops
* Ensure that you create (and keep up-to-date) your Symplectic account
* Ensure that you complete the introductory training for LJMU’s Grant Application Process
* Ensure that you complete the attached Research Plan with your mentor and use the Identified Activities and Timeframe Planner (IATP) below to keep track of your mentor meetings.

**1. Identified Activities, Timeframe and Progress Planner (IATP)**

|  |  |  |  |
| --- | --- | --- | --- |
| Actions[[1]](#footnote-1) | Activity | Output/s | Review date |
| Action 1 |  |  |  |
| Action 2 |  |  |  |
| Action 3 |  |  |  |

**Review Points**

|  |  |  |
| --- | --- | --- |
| Action 1 | Researcher comments |  |
|  | Mentor comments |  |
| Action 2 | Researcher comments |  |
|  | Mentor comments |  |
| Action 3 | Researcher comments |  |
|  | Mentor comments |  |

**2. Research Plan**

|  |  |  |
| --- | --- | --- |
| **Essential initial tasks / activities completed:**  | **Yes**  | **No**  |
| Researcher Support Introductory Workshop  | ☐  | ☐  |
| Ready Steady Publish  | ☐  | ☐  |
| Surveying Your Funding Landscape  | ☐  | ☐  |
| Setting up Symplectic  | ☐  | ☐  |

|  |
| --- |
| Populate / expand (as appropriate):1 to 2 year plan |

|  |
| --- |
| Populate / expand (as appropriate):3 to 4 year plan |

**Additional notes**

|  |
| --- |
| Populate / expand (as appropriate): |

1. Expand/delete the number of Actions as appropriate [↑](#footnote-ref-1)