



IMPAACT Early Career Investigator Mentee Best Practices

The mentor-mentee relationship can be invaluable as you pursue your ECI research project and in reaching long-term goals. During your mentoring relationship, keep in mind that your mentor will have many demands on their time and the success of the relationship is largely driven by the mentee. This document presents best practices in getting the most out of your relationship with your mentor.

I. Direct Communications

Set a meeting schedule

Be proactive in scheduling meetings with your mentor. During your initial meeting, discuss how often meetings with your mentor should take place.

Set Goals

Consider using the ECI Individual Development Plan (IDP) template to document your short- and long-term goals. During your first meeting, share this document and ideas for how your mentor can best support you as you pursue these goals. If you have a mentor from your home institution in addition to a mentor from the IMPAACT Network, you may want to focus on specific goals with each mentor based on their differing areas of expertise.

Provide directed communications and meeting agendas

To ensure that your meetings are productive and successful:

- Send an agenda at least 2 days ahead of the meeting and include all documents to be discussed
- When distributing materials for review, discuss an appropriate timeframe for review
- Whether in an email or in a meeting, formulate concise questions
- Following the meeting, send a brief summary of what was discussed, agreed upon, and any next steps
- Keep a running list of items for your next meeting

II. Get the Most out of your Mentorship

Get the most out of your mentoring experience by clearly articulating your needs and goals for both the ECI project and the mentorship.

Adapted from Monica Gandhi's ACTG Mentoring Talk (31 January 2025)

Explicitly Request Help

Don't be afraid to ask questions when you need it. Anticipate problems you may encounter in your project and be proactive in addressing them.

Seek and Utilize Resources

- **Networking:** Use your mentor's network to connect with other professionals and expand your opportunities.
- **Continuous Learning:** Stay up to date with the latest research and developments in your field by attending seminars, workshops, and other continuous learning opportunities.

Evaluate and Reflect

Regularly assess your progress and reflect on your experiences. Identify areas for improvement and adjust course as needed.

III. Additional Resources

- [A Mentee's Guide to the Mentoring Relationship \(University of Utah\)](#)
- IMPAACT Early Career Investigator Individual Development Plan Template