

Mentorship Guidelines

CERES 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 CERES 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
- The 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](#)
- Plan for, record and demonstrate your [research impact](#) including guidance on the [Research Excellence Framework](#)
- Understand the [ethical implications](#) of research and meet all LJMU and appropriate external guidelines for ethical research
- Build your profile with Research Professional and create a [Symplectic](#) 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 & Progress Planner (IATP)

Actions¹	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	

¹ Expand/delete the number of Actions as appropriate

2. Research Plan:

Essential initial tasks / activities completed:	Yes	No
Researcher Support Introductory Workshop	<input type="checkbox"/>	<input type="checkbox"/>
Ready Steady Publish	<input type="checkbox"/>	<input type="checkbox"/>
Surveying Your Funding Landscape	<input type="checkbox"/>	<input type="checkbox"/>
Setting up Symplectic	<input type="checkbox"/>	<input type="checkbox"/>

Populate/expand (as appropriate):

1 to 2 Year Plan:

Populate/expand (as appropriate):

3 to 4 Year Plan:

Additional Notes

Populate/expand (as appropriate):