

WHOI Postdoctoral Association

MINUTES OF MEETING NO 5

Tuesday December 6, 2005
Watson 201

Committee members present:

Nancy Grumet Prouty, Anna Nikolopoulos, David Ralston and Tim Verslycke.
(Absent: Jed Goldstone, Rowena Lohman, and Luc Rainville)

Other representatives present:

Janet Fields (Postdoctoral Coordinator/Academic Programs)

• 1 • *Meeting opened by Janet*

• 2 • *New AOP&E representative*

David Ralston joined us as a successor of Bea, welcome!

• 3 • *Postdoc Breakfast Survey*

Only nine survey responses were submitted at/after the breakfast. Do people need a reminder, or more specific instructions of where to submit it? Anna will send out an email with the hope to receive some more responses. The survey will be summarized at the next meeting.

• 4 • *Panel discussion on Grant writing and Funding Possibilities*

Shortly after the last meeting Luc contacted the Grants and Contracts office for a first check of suitable dates and willing people for the panel discussion. We got some useful input from Claire Reid, who is willing to participate and who suggested to also include the Department Administrators in the discussion, since they are the first and most important part of proposal preparation, and an Administration Professional, who is a part of getting a proposal ready for submission. Regarding the topic 'funding opportunities' Claire also recommended looking at the funding database *SPIN* (Sponsored Programs Information Network, go to the internal WHOI webpage → Grants and Contracts → Funding Opportunities → SPIN).

We aim at arranging the panel discussion the week of March 6th – 10th, 2006 and should specify the exact date as soon as possible. Potential subjects to base the discussion on could be: May we (or do we have to) be Co-PIs for writing proposals? How do the cycles and timelines of funding deadlines look like? How flexible is a grant if moving to another job?

• 5 • *Next meeting*

Tuesday, January 10th at 9:00am, location determined later.

The task for next meeting will be to compile the results from the breakfast survey, and to set the plans for the March panel discussion.

• 6 • *Meeting closed by Tim*

(Minutes recorded by A. Nikolopoulos)

Please see comment on the Individual Development Plans on next page →

The following paragraph was not discussed at our meeting but through e-mail between meetings, and is included here as an update on the progress of this issue:

Individual development plans

At their last meeting the Education Council discussed a draft of agreement guidelines between postdocs and their sponsors. The idea behind this is that within the first month of arrival, each postdoc and sponsor would sit down and go through the proposed points in the 1-2-page document in order to clarify aims and expectations of both parts at a very early stage. The committee was invited to give our feedback on the document, and had only a few minor additions to the points already included. Volunteers on this work are Mark Hahn (Biology), Judy Mcdowell (Biology) and Karl Helfrich (PO).