

BWH PRINCIPAL INVESTIGATOR GUIDE TO STATEMENT OF TRAINING AND RESOURCES

We expect that you and your prospective Postdoctoral Fellow will have had previous in-depth communication and correspondence about the training position, the type of research and some of the terms included in this Statement of Training and Resources. The purpose of this template is to document the terms to which you and the postdoc will both agree upon, thus setting clear expectations for the mentor/trainee relationship – about to commence. Through initial clarity, we can prevent future misunderstandings of these terms. This template can be used as is, with the italicized and underlined areas customized appropriately.

This document can be sent to the prospective Postdoctoral Fellow via email or letter, but should not be sent with the Offer Letter (above).

The intent of each section is as follows;

- **NAME OF FELLOW AND FACULTY MENTOR** – to be written or typed for tracking purposes only. These are not to be signatures and this document does not constitute a contract.
- **EXPECTATIONS AND RESPONSIBILITIES** – This highlights the purpose of postdoctoral training at BWH, touches upon the basic mentorship a postdoctoral fellow should expect to receive, and delineates the expectations regarding percent effort, research projects, and other responsibilities.
- **POLICIES** – The OPRC is developing a complete set of policies which address training and employment of Postdoctoral Fellows. Once complete, prospective fellows can read these policies online before accepting a BWH postdoctoral training position.
- **OFFICE FOR POSTDOCTORAL AND RESEARCH CAREERS** – The OPRC is available to prospective postdoctoral fellows. Helpful information and resources can be found on the OPRC website.

Questions regarding this letter and employment of Postdoctoral Fellows can be directed to the OPRC at BWHOPRC@partners.org and your Human Resources representative.