

**STRIVE Mentoring**

Self-Assessment Worksheet

**How to use this tool:** This self-assessment is designed to help you assess your skills, abilities, strengths, and challenges in order to manage your career development. Share the completed worksheet with your mentor to get feedback and set priorities for developing and strengthening your skills in certain areas of research administration. This instrument can be used for short- and long-term mentoring relationships and be as brief or as comprehensive as you need it to be.

Mentee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Follow-Up Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:** For each skill,

* Individually: rate your **proficiency** on a scale of 1 to 5 (1= no experience to 5= highly proficient);
* Individually: select “Y” or “N” to indicate if you have an **interest** in developing this skill;
* With your mentor: place a checkmark if you want to **focus** on this skill in the STRIVE Mentoring program

| Skill | Proficiency (1 to 5) |  | Interest (Y / N) |  | Focus (check if applicable) |
| --- | --- | --- | --- | --- | --- |
| **Professional**  |  |  |  |  |  |
| Identifying and using best practices and available resources or tools |  |  |  |  |  |
| Managing projects and programs |  |  |  |  |  |
| Designing and implementing program evaluations or assessments |  |  |  |  |  |
| Preparing and submitting reports |  |  |  |  |  |
| Developing policies, procedures, and processes |  |  |  |  |  |
| Navigating USC offices  |  |  |  |  |  |
| Turning your work into scholarship (e.g. presentations) |  |  |  |  |  |
| Managing time (e.g. workload, planning) |  |  |  |  |  |
| Practicing good organizational skills |  |  |  |  |  |
| Understanding team science and facilitating team building |  |  |  |  |  |
| Navigating the culture of collaboration at USC |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Communication** |  |  |   |  |  |
| Communicating clearly in conversations |  |  |  |  |  |
| Communicating clearly in writing |  |  |  |  |  |
| Communicating with faculty |  |  |  |  |  |
| Improving presentation skills |  |  |  |  |  |
| Interacting/educating one-on-one |  |  |  |  |  |
| Interacting/educating in small groups |  |  |  |  |  |
| **Career Development** |  |  |  |  |  |
| Enhancing professional visibility (locally and nationally) |  |  |  |  |  |
| Understanding how to capture and document your work/success |  |  |  |  |  |
| Negotiating (to achieve your career goals and needs)  |  |  |  |  |  |
| Balancing personal and professional life |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Research Administration** |  |  |  |  |  |
| Understanding internal and external research admin terms and acronyms |  |  |  |  |  |
| Understanding and interpreting RFPs, NOFOs, etc.  |  |  |  |  |  |
| Understanding, interpreting, and communicating sponsor guidelines (e.g. NSF PAPPG, NIH Research Guides, etc.) |  |  |  |  |  |
| Understanding Uniform Guidance |  |  |  |  |  |
| Understanding research integrity, conflict of interest, and/or research security guidelines  |  |  |  |  |  |
| Interacting with funding agencies and program officers |  |  |  |  |  |
| Understanding the grants lifecycle |  |  |  |  |  |
| Understanding cost share |  |  |  |  |  |
| Understanding facilities and administrative costs  |  |  |  |  |  |
| Other:  |  |  |  |  |  |
| **Pre-Award** |  |  |  |  |  |
| Finding funding opportunities |  |  |  |  |  |
| Supporting proposal development (e.g. timelines, proposal components, etc.) |  |  |  |  |  |
| Preparing and reviewing a budget/budget justification |  |  |  |  |  |
| Supplementary documents (e.g. biosketches, other support, facilities, etc.)  |  |  |  |  |  |
| Working with subawards |  |  |  |  |  |
| Preparing a proposal to route for internal approvals  |  |  |  |  |  |
| Submitting a proposal  |  |  |  |  |  |
| Just-In-Time process |  |  |  |  |  |
| Award negation  |  |  |  |  |  |
| Other  |  |  |  |  |  |
| **Post-Award**  |  |  |  |  |  |
| Understanding award setup (e.g. Chartfields, etc.) |  |  |  |  |  |
| Understanding Cost Accounting Standards |  |  |  |  |  |
| Effort reporting  |  |  |  |  |  |
| Purchasing  |  |  |  |  |  |
| Understanding progress reports & FFRs  |  |  |  |  |  |
| Understanding no cost extensions |  |  |  |  |  |
| Understanding risk accounts  |  |  |  |  |  |
| Understanding award close-out |  |  |  |  |  |
| Document retention requirements  |  |  |  |  |  |
| Other:  |  |  |  |  |  |
| **My Individual Needs** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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Adapted from the National Organization of Research Development Professionals (NORDP) Mentoring Program