PROJECT DESCRIPTION TEMPLATE

Research mentors often write project descriptions (or “research mentorship opportunity descriptions”) to attract mentees. Like job descriptions, project descriptions should do more than outline tasks and responsibilities. They should provide the candidate context about how their role fits into the big picture as well as insight into workplace culture.

# Instructions

Take two minutes to think about what you would include in a research project description. Following this reflection, review the **Project Description Template** below. Take note of what you like as well as what you would change, add, or remove.

# Project Description Template

Duration of project + hours/week + compensation (course credit or pay)

## Short paragraph #1

* Big picture research goal
* Specific research question + why it is important to address
* General research strategy
* Dissemination opportunities (e.g., present, archive, publish)

## Short paragraph #2

* A few sentences to convey your mentoring approach/philosophy
* Description of work environment/research group
	+ Type of support mentor will provide (e.g., feedback at weekly meetings, access to training)
* Skills that will be developed
* Opportunities for funding
* Other perks

##

## Qualifications

* Prerequisite courses
* Technical skills needed/desired
* Transferrable skills needed/desired
* Time commitment/scheduling (e.g., can some work occur remotely?)
* Equipment needed (e.g., laptop, certain software)

## Suggested Reading

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## Application Process

E.g., where to send resume or submit form

**Contact**

Name, title

Department

Email