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**Program Planning Panel (PROPeL) guidelines**

Independent of funding application timelines, advice from experienced researchers has been beneficial for individual Institute members, regarding research career and program development. Research Program Planning Panel (PROPeL) sessions can help members: understand what elements of their programs are particularly impactful, timely, relevant; optimize their methodological approaches, team constitution, research environment; assess the feasibility of program scope and timing; align program goals with appropriate funding opportunities; and adapt to changes or challenges in career trajectory. Members are encouraged to be accompanied by their Department and/or Division Head, and/or any other research mentor who would enhance the advice-sharing session.

Please use the information below to take maximal advantage of this opportunity, and contact [iph@ucalgary.ca](mailto:iph@ucalgary.ca) with any questions.

**Pre-session preparations:**

* An interested researcher and/or his/her Department Head submits the registration form (below) to [iph@ucalgary.ca](mailto:iph@ucalgary.ca)
* Institute staff will contact researcher to arrange the meeting time
* By one week prior to the arranged meeting time, the researcher will have submitted to [iph@ucalgary.ca](mailto:iph@ucalgary.ca) his/her CV and a 1-page summary answering these questions:
  + Who am I? (*e.g.,* what is my background? how do I describe my research niche? what am I passionate about?)
  + What work am I doing currently? (*e.g.,* what are my research projects, programs, streams? what is my research/teaching/service split?)
  + What work do I want to be doing 5 years from now? (*e.g.,* where could I be nationally- or internationally-leading? what work could have the greatest societal impact?)
  + What are my specific questions for the panel?

**Session outline (**45’;anin-person format is preferred, but participants may be able to join online**):**

* Brief introductions of session participants (1 min)
* Brief overview of session goals and format (meeting Chair; 1 min)
* Brief presentation by researcher (slides helpful), covering in more detail the same bullets (above) covered in the requested 1-pager (5 min)
* Specific questions for the discussion will be listed on the final slide, and presented by researcher (2 min)
* Remainder: Round table feedback from panelist, and Q&A
* O’Brien staff will summarize the session and circulate notes to participants

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**Program Planning Panel (PROPeL) registration form**

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| **Researcher for whom PROPeL session is requested:** | | |
| **Changes in researcher contact information since O’Brien membership, if applicable:** | | |
| **Organization (e.g., UC, AHS, etc.)** | **Faculty / Department / Unit** | **Academic Rank (if applicable)** |
| **Brief summary of motivation for PROPeL session** (*e.g.,* approaching tenure or other major career change; early career researcher developing independent program; current program not flourishing, *etc*.): | | |
| **Attendees proposed to accompany researcher:** (*e.g.* Department Head, research mentor, peer mentor, *etc*.)  1.  2.  3. | | **Proposed Panel members** (names\* or desired expertise)  1.  2.  3.  4. |
| **Notes regarding desired timing of session** (*e.g.,* time-sensitivity of desired advice? known absences of researcher or Department Head? Existing service or teaching commitments? *etc*.): | | |

\*The [Membership Directory](https://obrieniph.ucalgary.ca/membership/member-directory) can be searched by keyword to identify potential panelists

