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**BU-CHART Research Oversight Committee Meeting Guidance**

The Research Oversight Committee (ROC) meeting is intended to be an end of the year assessment of your research life and progress to date. It provides mentors an opportunity to think about your career with you, in a structured environment, and also provides a chance for you to show off your hard work.

**Who should be on an ROC?**

Your committee should be 3 faculty members (one is your primary research mentor plus two others) who you feel provide mentoring that you need. There really are no rules as to who they should be. Please discuss with your primary research mentor to identify the best people. They can be BU faculty, but do not have to be. Some of the best committees in my experience often include faculty from outside the home institution.

**How should I use my time?**

The meeting is a 60 minute meeting sometime in May or June as is best for your committee.

Your meeting is yours to program, but here is a template for how the meeting likely should run:

1. Overview of who you are and your professional goals. – 10 minutes

It often makes sense to begin with a very brief over view of who you are and where you are heading in your professional life. This is a chance to use your “elevator pitch” to make a concise statement about your focus, and then to elaborate on your goals. Beginning with this overview is helpful because it allows your committee members to view your ongoing work through the lens of your career.

1. Overview of ongoing projects and progress – 30 minutes

This will likely be the most familiar part of the conference. You have presented research work before, this is no different. Time is limited, so you will need to be succinct, but that is an opportunity for you to reflect and decide what about your current projects is the most important and impactful. Focus on those things. You want to show your accomplishments, but remember that this meeting is inside the “family.” More important than impressing your committee is getting their wisdom. You know what is working and what is working less well in your professional life. Focus on the things that are NOT working as well as you would like and ask for help in solving those problems.

1. Discussion of next steps in your career – 20 minutes

This is the bottom line and where you will benefit the most from the meeting. Yes, you will likely great comments on your projects from your committee, but you have multiple forums and opportunities for project-based feedback. This is a rare opportunity for committee feedback on your career. Some questions to consider:

1. Is my focus a feasible career path? Who will fund this work? Am I focused on the right questions within my field?
2. Am I ready to apply for a career development award? If not, what do I still need and how will I get there?
3. Am I ready to hit the job market? If not, what else do I need?

**How should I begin preparing?**

Plan to use the “personal statement” that you completed in December. That form is meant to be a capsule summary of your professional development. I suggest you update it, and then use it as the framework for you entire meeting. Your goal should be to work through that document. Start with your elevator pitch and progress through career goals and then ongoing projects. If your presentation is effectively your “personal statement” in slide format, it is probably ideal.

Please also be sure to touch base with your primary mentor before the research oversight meeting. Your mentor should review your presentation with you before the meeting to be sure that you get everything you need from the time you have.

Above all, this meeting is for YOU. Our goal is to get you the advice that you need to be successful. Do not worry about performing or impressing, worry about getting what you need from your advisors!

Please feel free to contact me with any questions as you prepare.