

Program Deadline Checklist for Mentors

Mentor Requirements

Task	Due	Actual due date	✓
Attend/Review Mentor Orientation	Before fellow start date		
Complete Quarterly Report 1	Every 90 days, 10 days after receipt		
Complete Quarterly Report 2	Every 90 days, 10 days after receipt		
Complete Quarterly Report 3	Every 90 days, 10 days after receipt		
Complete Quarterly Report 4	Every 90 days, 10 days after receipt		
Submit Extension/No Extension Form	7 days after receipt*		

* Received during last quarter of first year

Fellow Requirements

Task	Due	Actual due date	✓
Complete Fellow Profile and Submit Plan of Action in APHL Portal	30 days after start date		
Submit Official Transcript	30 days after start date		
Complete Check-In Report 1	30 days after start date		
Provide Proof Of Health Insurance	60 days after start date		
Complete Check-In Report 2	60 days after start date		
Complete Quarterly Report 1	Every 90 days, 10 days after receipt		
Complete Quarterly Report 2	Every 90 days, 10 days after receipt		
Complete Quarterly Report 3	Every 90 days, 10 days after receipt		
Complete Quarterly Report 4	Every 90 days, 10 days after receipt		
Complete Required APHL Training Plan in ALC	By completion of fellowship		
Complete Post-Experience Survey	Following completion of fellowship		

APHL Resources

- Fellowship Program [Handbook](#)
- Project Supply Funding – [General Information & Request Form](#)

APHL Contacts

- Email: Fellowships@aphl.org
- Weekly [office hours](#) occur every Wednesday from 3:00 to 4:00 pm ET.

Mentor and Host Laboratory Roles and Responsibilities

- **Routinely meet with fellow to monitor project progress, provide direction and to encourage discussions**
- Collaboratively develop a Plan of Action with fellow(s) to use as a guideline for the fellowship project expectations
- Establish fellow daily work hours, weekly working schedule and a system to monitor/track 'flex' time and the 12 allotted days of paid time off (PTO).
- Provide technical training related to fellowship project
- Support the fellow's participation in the APHL Training Plan during established working hours and be available to discuss training plan topics and learning activities
- Communicate with APHL as needed for any issues or concerns related to hosted fellows or mentors
- Provide a safe environment for fellows

Host Laboratory-Specific Onboarding Requirements

- Provide the fellow with appropriate workstations, badges, security clearance, building access, a laboratory email and other laboratory training, requirements and resources as needed
- **Safety:** Provide fellow with any necessary and site-specific trainings or access to work-related vaccinations
- **Security:** Provide fellow with laboratory-specific security clearances, access badges and training for site-specific procedures as needed