

**Mentorship Program**

**Guidelines for the R2R Story Posts**

Please use the following steps and guidelines in writing your stories for the R2R public site (these guidelines do not refer to your personal workspaces).

**STEPS:**

1. Mentee creates a story, saves as a draft on the site by the 15th of every month (*try not to wait until the last day so we can spread the stories out*).
2. Mentee sends a note to Peyton (NCI) that story is ready for review
3. NCI reviews the story and pushes “live” to the public site
   1. NCI will notify the mentee that the story has been posted live.
4. Mentors post comment to the story and mentees/mentors respond to comments from public

**GUIDELINES:**

When you are writing your stories, keep in mind that they should **NOT** include:

* Topics clearly unrelated to the R2R Mentorship Program’s stated purpose and scope.
* Vulgar, profane, or abusive language; personal attacks of any kind; inappropriate religious, sexual, political, or racial references; unsupported accusations.
* Endorsements or attacks of commercial products, services, organizations, or other entities.
* Endorsements of political parties, candidates, or groups.
* Endorsements of non-federally approved guidelines (e.g. prostate cancer screening)
* Content that infringes on copyrights.
* Solicitation of funds.
* Comments on any ongoing investigation of any sort.
* Surveys, questionnaires, etc.
* Personally identifiable information, such as phone numbers or email addresses, about people, colleagues, or organizations from whom you have not received prior permission.
* Posting must also confirm to 508 requirements as necessary, i.e. pictures, charts, etc. (include alternative text)

When necessary, you should observe and adhere to any guidelines or policies your organization or supervisor may have for you posting comments/stories on public web sites.

But also **DO** remember to:

* Be accurate in your facts
* Cite your sources
* Make it clear the distinction between what is science and your personal opinion.
* Write in an open, personal tone that invites dialogue from others, but use a tone that reflects positively on you, your organization, and NCI (be professional).

***NOTE****: Comments on the stories do not need to be pre-approved. We will continue to follow an open comment policy and comments will be monitored after posting to ensure none violate the NCI comment policy (available on* <https://researchtoreality.cancer.gov/about> *).*

If you have questions as you are writing your stories about content or you have a question about why (in the unlikely event it happens) your story was not approved, contact Peyton ([purcellp@mail.nih.gov](mailto:purcellp@mail.nih.gov), 301-594-9075). This is a new communication tool for all of us so questions are likely to come up through the process. There may be grey areas in terms of content that we are unable to post on a government site as we move forward, but we will continue to communicate with you all to ensure that you can share your stories and lessons with the broader community of practice.