**Junior Faculty Research Mentoring Program**

**Application deadline: October 8, 2018**

Introduction

The Division of Research encourages junior faculty to participate in the Research Mentoring Program. To guide in the development of the mentoring relationship, below are the goals, eligibility, benefits and planned outcomes for the program.

* Mentee receives a course release, up to $2,000, plus travel funds up to $500 to visit a Program Officer
* Mentor will receive $1,000 for research support (transferred to departmental account)

The Research Deans of each college and the Division of Research will review applications and make final determination on the awards.

Goal

Provide opportunity and guidance for the development of strong grant proposals.

Eligibility criteria for Mentor

* Associate or Full Professor in tenure track or research position
* Submitted and received significant external funding in last 3 years
* Have an active research program (definition: Must be currently active in conducting research; i.e., have a funded research project within the last three years, submitted research proposal within last three years, published a peer-reviewed article within the last three years)

Eligibility Criteria for Mentee

* Assistant Professor in tenure track or research position
* Be within the first 5 years of professorship

Program Guidelines

1. Mentor-mentee commitment is for a minimum of one year
2. Mentor-mentee do not need to be in the same department/college, but ideally would share some overlap in professional interests.
3. Mentees can identify and suggest a mentor, or the Division of Research will assist in identifying a suitable mentor.
4. Mentor and Mentee should outline expectations, exchange CVs
5. Mentors can only have one mentee at any given time.
6. Mentees can only receive this Research Mentoring Award once.

Responsibility of Mentor:

* Have monthly meetings with mentee
* Inform mentee of possible funding sources and research support across campus
* Mentor in time management
* Mentor in development of research program/idea
* Mentor in development of grant proposal and create timeline to submission
* Sharing of successful/unsuccessful proposals
* Assist in connection with federal agency/agencies
* Assist in connecting with potential collaborators
* Inform mentee of important events to attend
* Participation in mentor workshop (see below)

Responsibility of Mentee:

* Participation in monthly meetings with mentor and regular updates over the period of one year
* Maintain contact with other junior faculty
* Participation in workshops (see below)
* Developing & submitting one major external grant proposal for a minimum of $200,000 (total direct costs) with maximum allowable, but no less than 15% F&A, no later than the next sponsor deadline after the mentoring relationship officially ends.
* If proposal is declined, mentee commits to revising and resubmitting the application
* At the end of each semester, a report on the outcomes of the relationship will be submitted to the Division of Research, highlighting progress made under the mentoring relationship, including number of meetings, areas of discussion, funding opportunities identified, proposal development update etc. A report template will be provided.

Required Workshops

1. Mentor commits to participation in one of these workshops:
	1. Effective Communication
	2. Giving Constructive Criticism
	3. Goal Setting
	4. Effective Time Management
2. Mentee commits to participation in one of these workshops:
	1. Grant writing workshop, provided by Research Development Unit, or external contractor
	2. Effective Communication
	3. Compliance (as appropriate)

Application Form

1. Cover sheet for mentee (form provided)
2. Description on need for mentor and plan for useful mentorship relationship
3. Formal agreement to submit a competitive extramural grant proposal no later than the next sponsor deadline after end of mentoring relationship (form provided)
4. Formal agreement to attend all required workshops (form provided)
5. Suggested timeline for mentoring period (form provided)
6. Mentee CV (abbreviated)
7. Mentor CV (abbreviated)