



MONTCLAIR STATE UNIVERSITY

Office of Research and Sponsored Programs

FEB 24 AM 11:23

PILOT Faculty Research Mentoring Program

PROGRAM OVERVIEW AND GUIDELINES

Introduction

The faculty research mentoring program is sponsored and administered by the Office of Research and Sponsored Programs (ORSP) to foster the exchange of ideas and best practices in funded research. The program is designed to pair colleagues with significant extramural funding experience with tenure-track faculty members who wish to be mentored and commit to submitting a fundable research proposal at the end of the one-year mentoring period. In its inaugural year, the Faculty Research Mentoring Program will fund up to three (3) mentor/mentee pairs.

The specific goals of the Faculty Research Mentoring Program are:

- To provide support and guidance to faculty members primarily in the areas of grant preparation and submission.
- To provide a professional and confidential relationship where ideas can be exchanged, feedback can be provided and skills can be enhanced.

The mentee will seek a mentor with the objective of working together to determine and develop their meeting agenda and requisite research proposal. The mentoring team can be from the same college or department, but it is not required. The ORSP will provide the mentor with \$1000 for participation in the program, and the mentee will receive a \$500 to be used toward the support and development of the research proposal. Applications will be reviewed by MSU's University Research Committee, and their recommendations will be forwarded to the Provost for final approval.

Eligibility

Mentees who wish to participate in the program must be an assistant professor with less than five years of experience in rank. As part of the application, mentees require approval from their department chair and college dean. Mentors must be at least an associate professor with significant extramural funding experience as a principal investigator. Mentors may only have one mentee in a given one-year funding cycle, but they may have subsequent mentees.

Responsibilities of the Mentee

The mentee will need to complete the application form (insert link) with attachments. The mentee will work jointly with his/her mentor to develop and submit at least one joint research

Program description 1 of 3

proposal for extramural funding by the end of the one-year mentoring period. The mentee is to be listed as the principal investigator. If the submitted proposal is declined by the sponsoring agency, the mentoring team will be expected to revise and resubmit the revised proposal at least once.

** Both mentor and mentee must participate in the evaluation of the Program by completing the Faculty Mentoring Program Goals Form (insert link) which should be completed during a face-to-face meeting.

Responsibilities of the Mentor:

The mentor will work closely with his/her mentee over the course of the one-year period to provide guidance on best practices when conducting funded research and the development of the joint proposal. The mentor will work with the mentee to identify various funding opportunities as well as potential internal and external collaborators. The mentor should treat all interactions and discussions with his/her mentee as confidential. The role of the mentor is to provide supportive guidance and constructive feedback in attracting and managing extramural funding. Mentors are also expected to be available on an as-needed basis, based on the specific goals and needs defined in the Program Goals form. This contact may include such activities as: phone calls, jointly attending workshops, or by video conferencing.

A good relationship with a supportive, active mentor can contribute significantly to a new faculty member's career development and satisfaction. The mentor will need to sign his/her mentee's application form as acknowledgement that he/she agrees to participate in this program.

** Both mentor and mentee must participate in the evaluation of the Program by completing the Faculty Mentoring Program Goals Form (insert link) which should be completed during a face-to-face meeting.

Mentor/Mentee Matching Criteria

Please consider the following criteria when determining the best possible match:

- Similar or complementary academic and research interests
- Accessibility and opportunities for consistent meeting times
- Alignment of the mentor's expertise and experience with the mentee's
- Alignment of the mentor's current position or role with the mentee's aspirations

Tips for Mentees

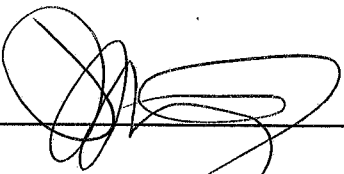
- Exchange CVs with your mentor to stimulate discussion about career paths and research opportunities.
- Work with your mentor to make scheduled meetings a priority and take advantage of email and telephone communication to stay in touch.
- Find out about research opportunities and become familiar with the resources available to support and strengthen your research efforts.
- Write down questions as they occur to you and work with your mentor and others at the university to help you seek the answers.
- Be willing to ask for help.
- Remember that your success isn't just important to you, it's also important to your mentor, your department, your college and the university.
- ORSP is available to assist matching tenure-track faculty with senior colleagues.

Tips for Mentors

- Exchange CVs with your mentee to stimulate discussion about career paths and research opportunities and possibilities.
- Provide constructive criticism and feedback on the development of the joint proposal.
- Ask about and encourage accomplishments of your mentee.
- Use your knowledge and expertise to guide your mentee and assist him/her in identifying and building upon his/her own strengths.
- Make scheduled meetings with your mentee a priority and be in contact at least twice monthly in person and weekly by telephone or email.
- Share the knowledge of important university activities, events and programs.
- Assist your mentee in developing a network of other faculty members to promote cross-college and interdisciplinary research.
- Assist your mentee in exploring institutional resources which are vital in developing his/her career path and achieving valuable research experience.

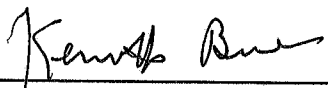
This Program shall remain in full force and effect until June 30, 2018, and shall be renewed from year to year thereafter, unless either party shall serve to the other party notice in writing of its desire to revise or modify this Program. Such notice shall be given no later than March 30th of the year in which this Program ends, or of any succeeding year for which the Program is automatically renewed.

For the University:



Dated: 2/27/2017

For AFT Local 1904:



Dated: 2/22/17

Program description 3/3



MONTCLAIR STATE UNIVERSITY

Office of Research and Sponsored Programs

PILOT Faculty Research Mentoring Program

APPLICATION FORM FOR MENTEES

1. Name: _____

2. Title/Rank: _____

3. Department/College: _____

4. Email Address: _____

5. Telephone Number: _____

6. Years at MSU: _____

(Must not have completed the fifth year upon submission of this application)

7. Please briefly describe your research interests

8. Potential Funding Sources (If applicable, please list potential funding sources which you have already identified for your research):

9. Please provide the following information on your selected mentor:

9a. Name of Mentor: _____

9b. Title/Rank: _____

9c. Department/College: _____

9d. Years at MSU: _____

Please include the following items with this application:

- Two to three page description (1" margins, 12 pt. Times New Roman font) of your proposed research initiative, plan for meaningful mentor-mentee relationship, intended outcome(s), and the potential value of this research mentoring program to you (not to exceed three single-spaced pages; no appendices). Because the review and selection committee will encompass all MSU colleges/schools, your description should be written for a broad audience and easily understandable by faculty members from other fields.
- Mentee curriculum vitae (2-3 pages max)
- Mentor curriculum vitae (2-3 pages max)

Review and Evaluation Process:

Applications will be reviewed and evaluated by the University Research Committee whose members represent all MSU colleges/schools. Mentee applications will be evaluated and scored based on the following criteria:

1. **Research Focus:** Is the proposed research initiative and its importance clearly articulated?
2. **Experience & Compatibility:** Does the proposed research initiative build upon the strengths of the mentor/mentee partnership?
3. **Engagement:** Does the application demonstrate a plan of action for meaningful engagement and interaction of the mentee and mentor?
4. **Intended Outcomes and Benefits:** Does the application clearly articulate how the research mentoring program will benefit the applicant, including intended outcome(s)?
5. **Value:** Does the application clearly articulate the potential value of the research mentoring relationship to the applicant?

Mentees will be notified of the status of their application by ORSP in late spring.

Required Approvals:

Mentor Signature

Date

Department Chair Signature

Date

Dean Signature

Date

The applications will be due _____ with funding for this program
beginning _____.

Submit this application and attachments by 5 p.m. on _____ to:
Frederic Russo (Director, ORSP) at russot@mail.montclair.edu.

Please provide all of the materials, including this application form, in a single, PDF
document.

The file name and subject line of the email should read:
20?? Faculty Research Mentoring Program followed by a hyphen and the principal
investigator's last name.

February 16, 2017

Jerry:

As indicated to you yesterday, I was prepared to sign off on the Pilot Faculty Research Mentoring Program document that you sent me on 2/7 upon asking some clarifying questions.

As requested these questions are:

1. Page 1 Paragraph 3 states that "applications will be reviewed by MSU's University Research Committee, and their recommendations will be forwarded to the Provost for final approval." My question is will the URC approve/disapprove applications only or will they approve/disapprove and rank the proposals?

Response- the URC would do both- recommend or not recommend and then rank those proposals that are recommended.

2. Under the "Responsibilities of the Mentee" section it states that: "If the submitted proposal is declined by the sponsoring agency, the mentoring team will be expected to revise and resubmit the revised proposal at least once." Question: in what period of time must a resubmit be done?

Response: One year after the notification of a decline seems reasonable. I would like a quicker turnover but some agencies are on a cycle of making opportunities available once a year.

3. Under the "Responsibilities of the Mentor" section it states: "the mentor will work closely with his/her mentee over the course of

KB 2/22/17
2/27/2017

the one-year period... " Question: do you mean one calendar year or an academic year?

Response: One academic year.

Upon receipt of your response to these questions, we are prepared to sign off on the 2/7 document.

Ken