



MONTCLAIR STATE

UNIVERSITY

Office of Sponsored Programs

FY2022 FACULTY RESEARCH MENTORING PROGRAM GUIDELINES

INTRODUCTION

The Faculty Research Mentoring Program is sponsored and administered by the Office of Sponsored Programs (OSP) to foster the exchange of ideas and best practices in funded research. The program is designed to pair faculty members with significant extramural funding experience with tenure-track faculty members who wish to be mentored, and commit to submitting a fundable research proposal. The program will also provide research teams (mentor and mentee) with increased access to OSP, including opportunities for trainings, increased support from an OSP Pre-Award officer, and/or brainstorming/feedback sessions.

The *program period is 1/1/22 – 6/30/23*. The Faculty Research Mentoring Program will fund up to three (3) awards.

The specific goals of the Faculty Research Mentoring Program are:

1. To provide support and guidance to faculty members primarily in the areas of grant preparation and submission.
2. 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. **Successful pairs will receive \$8,000 in research-related support funds, such as scholarly travel, supplies, membership fees, etc. -- \$5,000 for the mentor and \$3,000 for the mentee.** Applications will be reviewed by MSU's University Research Committee, and recommendations will be forwarded to the Provost for final approval.

ELIGIBILITY

Mentees who wish to participate in the program must be a tenure-track, assistant professor. As part of the application, mentees require approval from their department chair and college dean.

- Mentors must be at least an associate professor with demonstrated success in applying for and receiving extramural research funding as a principal investigator.
- Mentors may only have one mentee in a given program year, but they may have subsequent mentees.

RESPONSIBILITIES OF THE MENTEE

- The mentee must complete and submit the application form with attachments.
- The research team must together submit the following:
 - An *Initial* Program Goal Form at the start of the program period, identifying specific goals and objectives. This should be completed during a face-to-face meeting.



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- An *Interim* Program Goal Form due by October 1, 2022 to demonstrate progress and revise goals as necessary
- The mentee will work jointly with his/her mentor to develop and submit at least one full, competitive research proposal for extramural funding by June 30, 2023. **The mentee is to be listed as the principal investigator.** The mentor can be listed as co-investigator or advisor, as is appropriate.
- The mentee will be required to attend at least one training session with OSP (dates TBD). Further, the research team is expected to meet with their assigned OSP Pre-Award officer at least twice during the program period.
- Both mentor and mentee must participate in the program evaluation by completing an evaluation survey no later than July 31, 2023.

If the submitted proposal is declined by the sponsoring agency, the mentoring team will be strongly encouraged to revise and resubmit the proposal within one year of the notification of a decline to award.

RESPONSIBILITIES OF THE MENTOR

- The mentor will work closely with his/her mentee over the course of the program period to provide guidance on best practices when conducting funded research and the development of a proposal.
- The mentor will work with the mentee to identify various funding opportunities as well as potential internal and external collaborators. The mentee must develop and submit at least one, full competitive research proposal for extramural funding by June 30, 2023. The mentee is to be listed as the principal investigator. **The mentor can be listed as a co-investigator or advisor, as is appropriate.**
- The mentor should treat all interactions and discussions with his/her mentee as confidential.
- The research team must together submit the following:
 - An *Initial* Program Goal Form at the start of the program period, identifying specific goals and objectives. This should be completed during a face-to-face meeting.
 - An *Interim* Program Goal Form due by October 1, 2022 to demonstrate progress and revise goals as necessary
- As part of the research team, the mentor is expected to meet with his/her assigned OSP Pre-Award officer at least twice during the program period.
- Both mentor and mentee must participate in the program evaluation by completing an evaluation survey no later than July 31, 2023.

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 Goal forms. This contact may include such activities as: phone calls, jointly attending workshops, or by video conferencing.



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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.

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.

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.

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



REVIEW AND EVALUATION PROCESS

Applications will be reviewed and evaluated by the MSU University Research Committee whose members represent all MSU colleges/schools. Mentees will be notified of the status of their application by OSP in late spring. Mentee applications will be evaluated, scored, and ranked 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?
 - a. Mentoring teams are expected to work closely over the course of the award year, exploring best practices when conducting funded research and the development of the joint proposal. Mentor/mentee teams are expected to meet face-to-face meeting at least once per semester and communicate as needed by phone or videoconference, throughout the duration of the program.
4. **Intended Outcomes:** Does the application clearly articulate the intended outcomes and goals for the funded year?
 - a. Mentor/mentee teams are expected to outline intended outcomes/goals for the funded year. Outcomes/goals should be related to the following performance categories:
 - i. Research grant preparation and submission
 - ii. Enhancing professional visibility through networking, publishing, conference travel, etc.
 - iii. Organizational skills/time management
5. **Value:** Does the application clearly articulate the potential value of the research mentoring relationship?

OBLIGATIONS OF FACULTY-RESEARCH MENTORING AWARDEES

- Follow University purchasing and accounts payable procedures.
- Submit all receipts for reimbursement.
- Funds cannot be used for faculty stipends.
- All funds must be used by the end of the program period.

2022 – 2023 FACULTY RESEARCH MENTORING AWARD TIMELINE

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| 8/6/21 | Faculty Researching Mentoring Award application announcement to all faculty |
| 9/27/21 | Final date for application submission |
| 12/22/21 | Applicants are notified of funding decisions |
| 1/30/22 | Deadline for awardees to review and sign the <u>Terms of the Award</u> |
| 3/1/22 | Deadline for awardees to submit the <i>Initial</i> <u>Program Goal Form</u> . |
| Spring '22 | Mentee and Mentor expected to meet with OSP Pre-Award team member to discuss goals and timelines |
| Fall '22 | A group training specifically for Mentees will be provided by OSP (Mentors will be invited, but not expected, to attend) |
| 10/1/22 | Deadline for awardees to submit an <i>Interim</i> <u>Program Goal Form</u> |
| Spring '23 | Mentee and Mentor expected to meet with OSP Pre-Award team member |
| 6/30/23 | Deadline for awardees to submit a full, competitive research proposal via OSP to an appropriate external sponsor |
| 7/31/23 | Deadline for awardees to complete the Program Evaluation |