

## CAHS Faculty Research/Scholarship Mentorship

The CAHS Research Council will provide mentoring opportunities for full-time faculty with 5-30% effort allocated to research and scholarship. This initiative will have two tracks: manuscript preparation and grant writing. The general and track-specific guiding principles are as follows:

### General Principles:

- Any CAHS full-time, non-tenured faculty with 5-30% research/scholarship effort, who is at the Associate Professor or lower rank, is eligible to apply.
- Eligible faculty are those *without* a significant track record of grant-related funding or publications. This is designed to support faculty in achieving funding or publication.
- Each identified faculty will be paired with a faculty mentor.
- The CAHS Research Council Mentorship subcommittee will oversee, review, and select mentees and mentors.
- Research/Scholarship may focus on an original investigation, systematic review, and/or pilot study. For the purposes of this initiative, the CAHS Research Council Mentorship subcommittee will review submitted applications for scientific merit (feasibility, innovation, potential to add knowledge to the current literature, etc.).
- For their time and dedication, the mentee and mentor<sup>1</sup> will receive \$1,000 and \$500 (dependent upon availability of funding), respectively from the Dean's office to be used to promote their scholarship and/or professional development. Examples of ways in which the funds may be spent include: publication costs, equipment/supplies, travel or continuing education. The funds must be spent in the awarded fiscal year and comply with BOR/AU policies.
- In situations where the study is interrupted by the mentee or mentor, the Research Council Research/Scholarship Mentorship subcommittee will convene to determine the best course of action to ensure the study is completed.
- Not all submitted applications will be awarded; if not awarded, the mentee will be provided with feedback on their submission to improve the likelihood of future submissions receiving support.

### Procedures for Submission:

- Eligible faculty desiring mentoring are required to follow the procedures as noted in this document for participation.
- Eligible faculty desiring mentoring should complete the "CAHS Research Council Faculty Research/Scholarship Mentorship Application Form", and meet with their Department Chair to discuss, revise, and obtain approval to participate.
- A fully completed and signed application form should be submitted to the CAHS Research Council Chair, who will provide copies to the subcommittee responsible for review. Please note, requested or identified mentors are not required for a complete submission.
- Applications will be reviewed, and the Research Council Chair will invite the faculty to present a short presentation on their proposal to the CAHS Research Council to identify needs for mentoring.
- If selected, the Mentee and Mentor will collaborate to initiate initial stages of the research/scholarship process, including IRB.
- Initiation of funding will not occur until the mentor and mentee have a) Submitted and received IRB approval (if applicable); or b) Submitted a research proposal, complete with Introduction, Methods, Timeline for Deliverables, and authorship plan/agreement. These products should be submitted to the CAHS Research Council Mentorship subcommittee.

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<sup>1</sup> A faculty may mentor more than one mentee and will be eligible to receive the \$500 for each mentorship effort.

- Once approved by the CAHS Research Council Mentorship subcommittee, the mentor and mentee will complete and submit the Request for Financial Support form, including the approved Mentorship Application Form, to be awarded the funds. The mentor and mentee will work with their department's office manager to process any financial requests to be applied to the award. Additionally, should the mentee discontinue the study after the study proposal has been presented, the mentor shall still receive the funds for his/her efforts.
- Submitted study proposals must include an authorship plan/agreement for all products generated from the study.
- Each mentee will provide a brief quarterly progress report during at the CAHS Research Council meetings.

**Manuscript Track Expected Deliverables and Timeline:**

- **Final outcome:** a manuscript published in a peer-reviewed publication and/or a peer-reviewed oral presentation presented in a national or international conference.
- **Duration:** 12-18 months<sup>2</sup>; specific timeline with deliverables will be mutually developed by the mentee and mentor and adjusted as necessary not to exceed 18 months. This document will be submitted to the Research Council Mentorship Subcommittee.

**Research Grant Proposal Expected Deliverables and Timeline:**

- **Final outcome:** an external (e.g. NIH, DoD, Foundations, etc.) or internal grant proposal submission.
- **Duration:** 12 months; specific timeline with deliverables will be mutually developed by the mentee and mentor and adjusted as necessary not to exceed 18 months. This document will be submitted to the Research Council Mentorship Subcommittee.

This mentoring opportunity and process will be reviewed and approved each fiscal year.

***Respectfully Submitted by the Research Council Subcommittee:***

Lori Bolgla  
 Vahe Heboyan  
 Sharad Purohit  
 Pavani Rangachari  
 Teal Benevides (Research Council Chair)  
 Last Updated: 6/28/2019

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<sup>2</sup> This is the desired timeline. Exceptions should be made in certain cases where the projects may take longer to get to publication.

**CAHS Research Council Faculty Research/Scholarship Mentorship Application Form**

Mentee: \_\_\_\_\_

Mentee’s current research effort: \_\_\_\_ %

Mentor (proposed; if known): \_\_\_\_\_

Mentorship track                       Manuscript                       Research Grant Proposal

Academic Year of Application: \_\_\_\_\_

**Attach Project Proposal**  
*No more than 2 pages, follow Proposal format below*

Section	Purpose/Elements	Page Limit
Project Introduction Study Justification	A brief introduction and summary of the literature supporting the need for the study	½ – 1
Purpose(s)	Provide an initial framework for conducting the study	½
Expected Outcomes/Deliverables	Identify expected study findings and deliverable product (e.g., abstract/publication submission or grant proposal)	½
References (5 – 10)	Demonstrates preliminary review of the literature	½

**SIGNATURE REQUIRED PRIOR TO SUBMISSION TO RESEARCH COUNCIL**

Department Chair: \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

\_\_\_\_\_  
*Name*

**SIGNATURES FOLLOWING REVIEW**

\_\_\_\_\_ This proposal has been reviewed by the Research Council subcommittee for Mentorship and is recommended for funding by the Research Council.

\_\_\_\_\_ This proposal has been reviewed by the Research Council subcommittee for Mentorship and is not recommended for funding. Attached feedback and guidance is provided.

Research Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Business Operations: \_\_\_\_\_

Date \_\_\_\_\_

Associate Dean of Research: \_\_\_\_\_

Date \_\_\_\_\_

Dean: \_\_\_\_\_

Date \_\_\_\_\_

## **CAHS Faculty Research/Scholarship Mentorship Mentor/Mentee Definitions and Expectations**

### Subcommittee Members:

Lori Bolgla  
Vahe Heboyan  
Sharad Purohit  
Pavani Rangachari

### Mentors

- a. Overview: This Research subcommittee will identify mentors who have demonstrated an ongoing record of sustained scholarship/research. The entire Research Council will approve all mentors.
- b. Responsibilities for the mentor will include the following:
  - *Develop a timeline to ensure project completion*
  - *Demonstrate ongoing communication with mentee*
  - *Provide, in collaboration with the mentee, quarterly progress reports as well as a final presentation to the Research Council*
  - *Meet face-to-face with the mentee at least once a month*
  - *Provide the mentee transparent feedback regarding project expectations*
  - *Provide the level of supervision necessary to ensure 1) ethical guidelines adherence; 2) project quality and integrity; and 3) methodological rigor and transparency*

### Mentees

- a. Overview: Mentees will be motivated faculty member who are interested in completing a meaningful project under the guidance of an established faculty member.
- b. Mentees are non-tenured faculty at the Associate Professor or lower rank, without significant funding or publication record. They also have research efforts ranging from 5 to 30%.
- c. Responsibilities for the mentee will include the following:
  - *Develop an idea for a feasible project that addresses a problem of interest grounded in scientific theory*
  - *Demonstrate the ability to proactively communicate with the mentor based on established guidelines*
  - *Provide, in collaboration with the mentor, quarterly progress reports as well as a final presentation to the Research Council*
  - *Meet face-to-face with the mentee at least once a month to discuss project progress and challenges (include providing a monthly progress report to this Research Council subcommittee)*
  - *Understand expectations regarding 1) ethical guidelines adherence; 2) project quality and integrity; and 3) methodological rigor and transparency*

CAHS Faculty Research/Scholarship Mentorship Draft (*i.e., subject to change*) Timeline (initial year only)

Subcommittee Members:

Lori Bolgla

Vahe Heboyan

Sharad Purohit

Pavani Rangachari

Timeline for initial year (2019)

Task	Start	End	2019					2020					2021														
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Project	8/15/19	6/30/21	[Timeline bar from 8/15/19 to 6/30/21]																								
Call for Applications	8/15/19	10/1/19	[Timeline bar from 8/15/19 to 10/1/19]																								
Applications Due	10/1/19	10/1/19																									
Subcommittee Review and Recommendations to full Research Committee	10/1/19	10/15/19																									
Research Committee Review	10/15/19	11/1/19																									
Invitation to Goldfish Bowl for initial presentation and identify mentor (the presentation will be done some time in November)	11/1/19	11/30/19																									
Project Update Q1 (presentation to update Research Committee)	3/1/20	3/31/20																									
Project Update Q2 (presentation to update Research Committee)	6/1/20	6/30/20																									
Project Update Q3 (presentation to update Research Committee)	9/1/20	9/30/20																									
Project Update Q4 (presentation to update Research Committee)	12/1/20	12/31/20																									
Project Update Q5 (presentation to update Research Committee)	3/1/21	3/31/21																									
Project Deliverable Due	6/30/21	6/30/21																									

Timeline for years beginning on 08/01/2020

Task	Start	End	2020					2021					2022														
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Project	8/1/20	6/30/22	[Timeline bar from 8/1/20 to 6/30/22]																								
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Project Update Q5 (presentation to update Research Committee)	3/1/22	3/31/22																									
Project Deliverable Due	6/30/22	6/30/22																									

*Mentors and mentees will work on the project during the lag between quarterly update times (time to provide the Research Committee meaningful update on work progress)  
Presentations to update the Research Committee will be at a single designated time during the particular month*