



National Council of University Research Administrators  
Region II Cheryl-Lee Howard Mentor Me Program  
**2020 Mentee Application**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Number of Years in Research Administration

2-3 years     4-5 years     6-10 years     10-20 years     20+ years

2. Number of Years in Current Position

0-3 years     4-5 years     6-10 years     10-20 years     20+ years

3. Number of Years in NCURA: \_\_\_\_\_

4. Type of Institution – check all that apply

Research Intensive                       Public  
 Primarily Undergraduate               Private  
 HBCU / HSI  
 Other: \_\_\_\_\_

5. Area of Current Position

Central     Department     Other: \_\_\_\_\_

6. Focus of Your Activity

Pre-Award     Post-Award     Both     Compliance     Research Development

Other: \_\_\_\_\_

7. Brief Description of Current Duties

Reason for Interest in the Mentor Me Program

- Professional Development – someone to help you grow
- Job Orientation – someone who helps you settle in current position
- Career Coach – someone with whom you review your career goals and plans
- Technical Advisor – someone with whom you can discuss technical questions
- Skills Coach – someone who will help you develop specific skills
- Knowledge Coach – someone who will help you learn Research Administration
- Other: \_\_\_\_\_

- |   |                                   |
|---|-----------------------------------|
| 8. Your Statement of Purpose for growing your professional skills*<br>(Please limit to no more than 3-4 paragraphs) | <input type="checkbox"/> Attached |
| 9. Mentee Commitment Form (see attached sample)*  | <input type="checkbox"/> Attached |
| 10. Your current resume, CV or biosketch*   | <input type="checkbox"/> Attached |
| 11. Institutional Commitment Form*  | <input type="checkbox"/> Attached |

\*Application will not be reviewed without all of the above mandatory documents.

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Instructions

Please review your application to insure it is complete.

Applications are due by **March 17, 2020**. Please email your application to Jared Littman at [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu).

Questions? Please contact Jared Littman at [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu) or 718-990-2920.

Thank you for your interest in participating in the Mentor Me program. You will be contacted by a member of the Committee by March 31, 2020 regarding participation in the program.



National Council of University Research Administrators

**RE: 2020 NCURA Region II Cheryl-Lee Howard Mentor Me Program**

Dear Supervisor:

This letter is directed to you because you have an employee who has been nominated/has self-nominated for the 2019 NCURA Region II, Cheryl-Lee Howard Mentor Me Program. The Cheryl-Lee Howard Mentor Me Program is an 8-month program of mentorship under experienced individuals from institutions within Region II who have volunteered their time to assist others in navigating the often complex world of Research Administration. The program, named in honor of Cheryl-Lee Howard, a pioneer in the field of Research Administration, provides a one-on-one, targeted approach to learning about the field of Research Administration. Participants are expected to complete reading assignments in preparation for discussion, present during the 2019 Regional Meeting held in Wilmington, DE October 25 – 28, 2020 and participate in a Two Day Retreat in Scranton, Pennsylvania held June 22-24, 2020. During the program, routine phone communications will occur between the mentor and the mentee along with conference calls including all program participants. The mentoring experience will conclude November 30, 2020. Further information on the Cheryl-Lee Howard Mentor Me program can be found on the Region II website at the following URL: <http://ncuraregionii.org/mentor-me/>

It is our belief that participation in the Cheryl-Lee Howard Mentor Me program will not only provide your employee a valuable experience to further his/her career in Research Administration but will also benefit your institution by providing training for the next generation of leaders in the field. It is for those reasons that we require an institutional commitment of some financial support as well as written approval of the mentee's nomination via the attached Institutional Commitment Form. If you are as excited about the possibility of your employee's participation as we are, please review and sign the Institutional Commitment Form by March 17, 2020, and return it to Jared Littman via email at [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu). If you have any questions about the program please feel free to contact Jared at 718-990-2920 or via email.

Thank you for supporting the Cheryl-Lee Howard Mentor Me Program. Should your employee be selected, we believe the benefits to him/her and to your institution will be realized for years to come.



National Council of University Research Administrators, Region II  
Cheryl Lee Howard, Mentor Me Program, 2020

RE: Institutional Commitment to the participation by [Mentee name]

Please accept this document as proof of Institutional Commitment by \_\_\_\_\_ to possible participation by \_\_\_\_\_ in the 2020 NCURA Region II Cheryl-Lee Howard Mentor Me Program.

I understand that if selected as a mentee for the program \_\_\_\_\_ is required to attend the 2020 NCURA Region II meeting in the fall (October 25 – 28, 2020 in Wilmington, DE) and I am prepared to provide the necessary funding for \_\_\_\_\_ to attend and participate in the meeting as a presenter and to attend the two-day retreat in Scranton, PA held June 22-24, 2020. As a 2020 mentee, registration costs for \_\_\_\_\_ attendance at the meeting would be waived and meals during the meeting hours would be provided by Region II. Travel and Lodging cost for the retreat are covered by Region II for the retreat in June.

I further understand the prestigious nature of this program and will ensure that \_\_\_\_\_ is provided the necessary time and resources to successfully complete the program should he/she be selected.

[Signature]

[Department Chair/Immediate Supervisor]

# SAMPLE Mentee Commitment

National Council of University Research Administrators, Region II  
Cheryl Lee Howard, Mentor Me Program, 2020

RE: Commitment to Participation

By signing below, I agree, if chosen, to participate fully in the Cheryl Lee Howard Mentor Me Program for 2020, and to abide by the conditions outlined in the Program description and application materials. Specifically, I commit to the following:

- Complete all assignments and be prepared to discuss materials.
- Participate in all scheduled program telephone calls.
- Be prepared for all planned meetings with my Mentor.
- Complete any “homework assignments”
- Submit a session proposal for the 2020 Region II meeting by the date specified by the Program Committee. My presentation may take the form of a concurrent session or discussion group.
- Serve as a volunteer during the 2020 Region II meeting in Wilmington, DE
- Attend and present at the 2020 NCURA Region II meeting in Wilmington, DE, October 25 – 28, 2020. I understand that the registration fee for the meeting will be waived and that travel and lodging costs are the responsibility of me and my institution.
- Attend and fully participate in a two-day retreat (which may be scheduled as an afternoon and the following morning) to be held June 22-24, 2020 in Scranton, PA.

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Name (typed or printed)

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Signature

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Date