



National Council of University Research Administrators
Region II Cheryl-Lee Howard Mentor Me Program
2021-2022 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* Attached
(Please limit to no more than 3-4 paragraphs)
- 9. Mentee Commitment Form (see attached sample)* Attached
- 10. Your current resume, CV or biosketch* Attached
- 11. Institutional Commitment Form* Attached

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

Instructions

Please review your application to insure it is complete.

Applications are due by **October 25, 2021**. Please email your application to Jared Littman at littmanj@stjohns.edu.

Questions? Please contact Jared Littman at 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 November 1, 2021 regarding participation in the program. The program will run from December 2021 – November 2022. The program includes a retreat May 11 – 13, 2022 TBD (Middle of Region ii) and participation in the Regional Fall meeting in Wilmington, DE, Region II over November 6 – 9, 2022.



National Council of University Research Administrators

RE: 2022 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 2022 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 2022 Regional Meeting held in Wilmington, DE, November 6-9, 2022 and participate in a Two-Day Retreat held May 11-13, 2022. 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 9, 2022, but you may continue as a mentor. 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 October 25, 2022, and return it to Jared Littman via email at 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, 2022

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 2021-2022 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 2022 NCURA Region II meeting in the fall (November 6-9, 2022, 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 TBD held May 11-13, 2022. As a 2022 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, 2022

RE: Commitment to Participation

By signing below, I agree, if chosen, to participate fully in the Cheryl Lee Howard Mentor Me Program for 2022, 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 2022 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 2022 Region II meeting in Wilmington, DE
- Attend and present at the 2022 NCURA Region II meeting in Wilmington, DE, November 6-9, 2022. 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 May 11-13, 2022 in TBD.

Name (typed or printed)

Signature

Date