MUTUAL MENTORING MICRO GRANT PROGRAM

Submission Deadline: February 28, 2019 (for projects beginning June 1, 2019)

I. Program Description

The Mutual Mentoring program supports faculty in developing robust professional networks that include a variety of mentoring partners within and outside the UMass Amherst campus, and at a wide variety of career stages.

“Mutual Mentoring” distinguishes itself from the traditional model (i.e., top-down, one-on-one, senior-to-junior partnership) by:

- encouraging the development of non-hierarchical, collaborative networks;
- where each “node” or person in the network provides specific areas of knowledge and experience; and
- the network relationships are formed to benefit the person traditionally known as the “protégé” as well as the person traditionally known as the “mentor.”

Mentoring partners may choose to meet one-on-one, in large groups, in subgroups, in person, online (e.g., email, chat, SKYPE, etc.), or in a combination of these suggested formats.

Priority Mentoring Areas

According to previous focus group and survey data from UMass Amherst faculty, there are numerous challenges to professional success and well-being, the majority of which fall into six key categories that closely parallel the challenges identified in the literature of faculty development at large. These challenges have been designated as “Priority Mentoring Areas” at UMass Amherst.

Getting to Know the Institution: Understanding the academic culture of departments, schools/colleagues, and the institution; identifying resources to support research and teaching; and creating a trusted network of junior and senior colleagues.

Understanding Promotion and Tenure: Better understanding of the tenure and promotion processes—both for promotion to associate and promotion to full professor ranks—learning more about the criteria for evaluating research and teaching performance, finding support in developing the promotion dossier, soliciting feedback on the quality and quantity of work through the annual faculty review.

Developing a Support Network: Forging career-enhancing relationships with faculty (at UMass or outside the institution) who share similar interests, challenges, and/or opportunities. Networks designed to support underrepresented faculty, mid-career faculty, and faculty interested in future leadership roles are particularly encouraged.

Excelling at Research: Developing a research/writing plan, identifying sources of internal and external funding, soliciting feedback on manuscripts and grant proposals, setting up and running a successful laboratory, or identifying outside scholars who could be external reviewers.
Excelling at Teaching: Finding support for teaching, such as developing new courses, pedagogical methods, technologies, interdisciplinary curricula, or supporting the learning of all students.

Establishing Work-Life Strategies: Prioritizing and/or balancing teaching, research, and service; establishing short-term and long-term goals; finding a time management system that works for you; attending to quality of life issues such as dual careers, childcare, and affordable housing.

II. Types of Micro Grant Projects Supported
Examples of Micro Grant projects include (but are not limited to):
1. Off-campus meetings to visit a mentoring partner to learn or discuss a new research area or teaching method.
2. Travel expenses to co-present with a mentoring partner(s), and/or meet new or existing mentoring partner(s) at a professional conference.
3. Modest honoraria to bring a mentoring partner to UMass Amherst for in-person mentoring and/or a public event, such as a departmental workshop or talk.
4. Editing services from a writing coach or an editor to proofread, fine tune, or edit a scholarly manuscript for submission.

III. Award Information
The Micro Grant program provides support of up to $1,500 per award. Applicants will be notified in April of the status of their proposals. If awarded, applicants must attend a 1-on-1 grant kickoff meeting with a TEFD staff member and provide a draft version of their “mentor map” for their project; the “mentor map” template will be provided with the grant award letter.

IV. Grant Period
Micro Grants will fund activities from June 1, 2019–May 31, 2020. Upon conclusion of the grant year, grant recipients must provide an updated “mentor map” that reflects their actual grant activities that addressed the mentoring needs, a one-page summary of grant activities, and a budget of grant expenses.

V. Eligibility
We welcome proposals from tenure-track full-time faculty and full-time lecturers who are on continuing appointments. Micro Grants are available to support networks comprised of up to three individuals (the applicant and up to two on- or off-campus mentoring partners).
REQUIRED INFORMATION SESSIONS
In order to be considered for a mutual mentoring grant, all micro grant applicants must attend one the following information sessions for an overview and discussion on preparing a complete proposal and budget submission.

These sessions will take place on the following dates/times at the Institute for Teaching Excellence & Faculty Development, which is located in Goodell 301, unless a location change is needed.

- Tuesday, February 5 from 10:00 AM to 11:00 AM
- Wednesday, February 6 from 2:30 PM to 3:30 PM
- Thursday, February 14 from 2:00 PM to 3:00 PM
- Friday, February 15 from 10:00 AM to 11:00 AM

You can register for an information sessions through TEFD’s website at: https://www.umass.edu/tefd/events

VI. Evaluation Criteria
1. Quality of the Mentorship Project
   - Proposal outcomes are clearly stated and build on the Mutual Mentoring model.
   - Clear alignment between intended outcomes and activities that address one or more of the priority mentoring areas.

2. Feasibility
   - Proposal activities are well-planned and can realistically be accomplished in the grant period.
   - Budget is reasonable in view of the proposal design.

3. Impact
   - Proposal describes how the project will affect the faculty member’s professional goals.

Submitting Your Application
You must submit your application using the Mutual Mentoring Micro Grant Online Application Form by Thursday, February 29, 2019 at 5 PM (EST).

If you have any questions, please feel free to direct them to Beth Lisi at blisi@umass.edu
**SAMPLE**

2018-19 Mutual Mentoring Micro Grant Application

Applicant Information

All fields for this cover sheet are required for application consideration.

- First Name ________________________________________________
- Last Name ________________________________________________
- Department ________________________________________________
- School/College ________________________________________________
- Email Address ________________________________________________
- Position Title/Rank ________________________________________________

If awarded a Mutual Mentoring Micro Grant, we will transfer the requested funds to your department in a new account. To do so, we will need the full name of your department bookkeeper who will be responsible for processing your grant expenses.

- Bookkeeper Full Name ________________________________________________
- Bookkeeper Email Address ________________________________________________

Please select which Information Session you attended. (Note: In order to be eligible for a Mutual Mentoring grant, you were required to attend one of these Information Sessions.)

- Tuesday, February 5, 10:00-11:00AM
- Wednesday, February 6, 2:30-3:30PM
- Thursday, February 14, 2:00-3:00PM
- Friday, February 15, 10:00-11:00AM
I. Micro Grant Proposal

1. What is the mentoring challenge(s) you seek to address? (Please answer in approximately 300 words)

2. Which Priority Mentoring Area(s) (as identified and described in the Mutual Mentoring Micro Grant Guidelines) will your project focus on and how? (Please answer in approximately 300 words)

3. What are your goals regarding this project? What do you aim to accomplish and why is this important at this point in your career? (Please answer in approximately 300 words)

The Mutual Mentoring Model is a non-hierarchical collaborative network comprised of people who provide specific areas of knowledge and experience, and encourages the development of relationships that benefit all members of the network.

4. How does your project build on the Mutual Mentoring model? How will you engage faculty, staff, students, and/or others in the mentoring relationships? (Please answer in approximately 300 words)

5. Please provide a summary of the proposed project, which may be used online and in promotional materials if your proposal is awarded funding. In your summary, describe specific activities and mentoring partners. (Please answer in approximately 300 words)
II. Micro Grant Budget

Micro grants are restricted sub-grants. Personnel expenses cover only UMass students or graduate students. Non-personnel expenses can include food (on/off campus), travel costs (for faculty member or mentoring partners), honoraria for mentoring partners, conference fees, off-campus editors and coaches, or supplies and materials.

Grant recipients' departmental (or school/college) bookkeeper will process all payment paperwork. Grant recipients should follow all UMass Amherst accounting rules when spending funds, such as sole source contracts, travel per diems, or assistantship rates. No alcohol should be purchased with grant funds.

Please list all your estimated expenditures (up to $1,500) using the following format, providing reasonable detail when describing each item:

* Item (description) = $0.00

EXAMPLE
* Undergraduate Assistant (2 hours per week to assist with publicizing lecture, 15 hours total) = $300.00