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.

Geting 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 Team Grant Projects Supported**
Examples of Team Grant projects include (but are not limited to):

1. Establishing a departmental mentoring program that brings together new, early-career, and/or tenured faculty as mentoring partners around a particular issue.
2. Establishing a cross-department/college mentoring network for mid-career development and mapping a pathway to promotion to full professor.
3. Creating an interdisciplinary mentoring network within a particular school or college.
4. Building a research mentoring roundtable of faculty across the Five College Consortium.

*Team Grants cannot be used to fund pre-existing programs and/or regular departmental school/college activities.*

**III. Award Information**
The Team Grant program provides support of up to $6,000 per award. The team leader will be notified in April of the status of the application. If awarded, the team leader must attend (and all team members are strongly encouraged to attend) a 1-on-1 grant kickoff meeting with a TEFD staff member and provide a draft version of the team’s “mentor map” for the project; the “mentor map” template will be provided with the grant award letter.

**IV. Grant Period**
Team Grants will fund activities from June 1, 2019–May 31, 2020. Upon conclusion of the grant year, the team leader must provide an updated “mentor map” that reflects the team’s 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. Team Grants are available to support networks comprised of four or more faculty (minimum). Team grants may include a mix of types and ranks of faculty, as long as the majority of the individuals meet the eligibility criteria.

Under exceptional circumstances, the Selection Committee will award a grant to a team previously funded by the Mutual Mentoring Program. However, priority will be given to teams that have not yet received funding.
REQUIRED INFORMATION SESSIONS
In order to be considered for a mutual mentoring grant, all team grant leaders must attend one of 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 session through TEFD’s website at: https://www.umass.edu/tefd/events

VI. Evaluation Criteria

1. Quality of the Mentorship Project
   - Proposal responds to a compelling mentorship need that differs from mentoring activities normally supported or provided by a department, school/college, or program.
   - 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.
   - Demonstrated engagement by all core team members in conceptualizing the mentoring project.

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 mutual mentoring project will affect the team members’ professional goals.
   - Proposal describes how the project promotes inclusion and diversity.
   - Proposal describes how participants will draw sustained professional benefits from their experience in their mutual mentoring team grant program.

Submitting Your Application
You must submit your application using the Mutual Mentoring Team Grant Online Application Form by Thursday, February 29, 2019 at 5:00PM (EST). If you have any questions, please feel free to direct them to Beth Lisi at blisi@umass.edu
2018-19 Mutual Mentoring Team Grant Application

APPLICANT INFORMATION

- Team Name ________________________________________________
- Team Leader First Name ________________________________________________
- Team Leader Last Name ________________________________________________
- Team Leader Email ________________________________________________

Type of Team Project (Choose One)

- Departmental
- School/College
- Interdisciplinary
- Inter-Institutional (e.g., Five Colleges)

Name(s), Title(s), and Department(s) of Application Authors (known as the "Core Team")

Please confirm that you consulted with your chair/head about this project and provide the names of Chair/Head for each "Core Team" member.
Please list your mentoring partners.

For on-campus mentoring partners, please provide full name, title, and department.

For off-campus mentoring partners, please include full name, title, institution, department, and contact information.

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, 10:00AM-11:00AM
- Wednesday, February 6, 2:30-3:30PM
- Thursday, February 14, 20:00-3:00PM
- Friday, February 15, 10:00-11:00AM

I. TEAM 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 Team Grant Guidelines) will your project focus on and how? (Please answer in approximately 300 words)

3. What are your goals regarding this project? What are you intended outcomes? (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 describe how the members of the "core team" were actively engaged in the development of this mentoring project. (Please answer in approximately 300 words).

Engagement can include attending a Mutual Mentoring Information Session, a description of each member's contributions to this application, a description of each member's commitments to the mentoring activities and/or availability to engage in the mentoring projects during the grant year.

6. Does your project support equity and inclusion? If so, how? (Please answer in approximately 300 words)

7. How do you plan to sustain the mentorship relationships and/or benefits of the project after grant funding ends? (Please answer in approximately 300 words)
8. 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. TEAM GRANT BUDGET

Team 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