



National Council of University Research Administrators
Region II Cheryl-Lee Howard Mentor Me Program
2025 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. Work arrangements

In-Person Remote Hybrid

4. Number of Years in NCURA: _____

5. Type of Institution – check all that apply

Research Intensive Public
 Primarily Undergraduate Private
 HBCU / HSI
 Other: _____

6. Area of Current Position

Central Department Other: _____

7. Focus of Your Activity

Pre-Award Post-Award Both Compliance Research Development

Other: _____

8. Please review the mentor list, learn more by logging into NCURA Collaborate and locating member profiles, and list your top three choices. We cannot guarantee a match, but this will help guide our process.


9. 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: _____

- 10. Your Statement of Purpose for growing your professional skills* Attached
(Please limit to no more than 3-4 paragraphs – the attached chart may be submitted as part of this, or may be helpful in crafting the statement)
- 11. Letter of support from a current NCURA member (any region). Attached
- 12. Mentee Commitment Form (see attached draft)* Attached
The letter should address applicant’s potential to remain in research administration and contribute to the field.
- 13. Your current resume, CV or biosketch* Attached
Please limit to 2 pages focused on research administration and NCURA.
- 14. 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 **March 14, 2025**. Please email your application to Jennifer Harman at Jennifer_harman@urmc.rochester.edu.

Questions? Please contact Jennifer Harman at Jennifer_harman@urmc.rochester.edu.

Thank you for your interest in participating in the Mentor Me program. You will be contacted by a member of the Committee by March 28, 2025 regarding participation in the program. The program will run from April 2025 – January 2026. The program includes participation in the 2025 Regional Fall meeting in Saratoga Springs, NY , October 19 - 22, with a pre-meeting retreat beginning the evening of Saturday, October 18. The Region will cover the cost of the meeting registration. Mentees' institutions will cover related travel costs, including hotel costs for the night of Saturday, October 18. All meals during the retreat will be provided.



National Council of University Research Administrators

RE: 2025 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 2025 NCURA Region II Cheryl-Lee Howard Mentor Me Program. The Cheryl-Lee Howard Mentor Me Program is a 10-month-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 2025 Regional Meeting held in Saratoga Springs, New York October 19 – 22, 2025 and be available for a pre-meeting retreat beginning the evening of Saturday, October 18. During the program, routine phone or video communications will occur between the mentor and the mentee along with video meetings including all program participants. The mentoring experience will conclude in January 2026, but the mentoring may continue if the mentor and mentee both wish to continue. Further information on the Cheryl-Lee Howard Mentor Me program can be found on the Region II website at the following URL: [Mentor Me | NCURA Region 2](#)

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 14, 2025, and return it to Jennifer Harman via email at Jennifer_harman@urmc.rochester.edu. If you have any questions about the program please feel free to contact Jennifer 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, 2025

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 2025 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 2025 NCURA Region II meeting October 19 – 22 in Saratoga Springs, NY, and the pre-meeting retreat beginning the evening of Saturday, October 18 and I am prepared to provide the necessary funding for _____ to attend and participate in the meeting as a presenter. As a 2025 mentee, registration costs for _____'s attendance at the meeting would be waived and meals during the meeting hours and retreat would be provided by Region II.

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]

DRAFT Mentee Commitment

National Council of University Research Administrators, Region II
Cheryl Lee Howard, Mentor Me Program, 2025

RE: Commitment to Participation

By signing below, I agree, if chosen, to participate fully in the Cheryl Lee Howard Mentor Me Program for 2025, 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 2025 Region II meeting by the date specified by the Program Committee.
- Serve as a volunteer during the 2025 Region II meeting in Saratoga Springs, NY
- Participate in the Mentor Me retreat, in conjunction with the Regional Meeting and beginning the evening of Saturday, October 18, 2025.
- Attend and present at the 2025 NCURA Region II meeting in Saratoga Springs, NY, October 19-22 2025. I understand that the registration fee for the meeting will be waived and that travel and lodging costs (including for the night of October 18) are the responsibility of me and my institution.
- Attend and fully participate in any cohort-related activities planned for the day preceding the Region II Fall meeting.
- Be available as a webinar presenter when the program has ended.

Name (typed or printed)

Signature

Date