



National Council of University Research Administrators
Region II Cheryl-Lee Howard Mentor Me Program
2023 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 **March 15, 2023**. Please email your application to Mary Louise Healy at mhealy11@jhu.edu.

Questions? Please contact Mary Louise Healy at mhealy11@jhu.edu or [410-516-8617](tel:410-516-8617).

Thank you for your interest in participating in the Mentor Me program. You will be contacted by a member of the Committee by March 15, 2023 regarding participation in the program. The program will run from April 2023 – January 2024. The program includes a retreat June 7-9, 2023 in Jim Thorpe, Pennsylvania, and participation in the 2023 Regional Fall meeting in Annapolis, Maryland November 12-15, 2023.



National Council of University Research Administrators

RE: 2023 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 2023 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 2023 Regional Meeting held in Annapolis, Maryland November 12-15, 2023 and participate in a two-day retreat June 7-9, 2023. 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 in January 2024, 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 15, 2023, and return it to Mary Louise Healy via email at mhealy11@jhu.edu If you have any questions about the program please feel free to contact Mary Louise at 410-516-8617 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, 2023

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 2023 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 2023 NCURA Region II meeting in November 12-15, 2023 in Annapolis, Maryland, 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 June 7-9, 2023 in Jim Thorpe, Pennsylvania. As a 2023 mentee, registration costs for _____'s 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.

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, 2023

RE: Commitment to Participation

By signing below, I agree, if chosen, to participate fully in the Cheryl Lee Howard Mentor Me Program for 2023, 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 2023 Region II meeting by the date specified by the Program Committee.
- Serve as a volunteer during the 2023 Region II meeting in Annapolis, Maryland
- Attend and present at the 2023 NCURA Region II meeting in Annapolis, Maryland November 12-15, 2023. 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 to be held in Jim Thorpe, Pennsylvania June 7-9, 2023.

Name (typed or printed)

Signature

Date