

## Mentor Guidelines

*Please read these carefully – PDP proposals not following the guidelines are returned for revision before review.*

### **Mission**

The Proposal Development Program (PDP) was created in Fall 2005 as part of the Center for Advancement of Research and Scholarship (CARS) to provide:

- *faculty development* opportunities in the area of proposal-writing
- *incentives* to encourage individual faculty and collaborative groups to submit proposals to highly competitive external agencies and foundations
- *mentoring* from an experienced mentor who guides each PI over a long time period on strategy, planning, and details of a proposal.

### **Choice of mentor**

The mentor/mentee relationship can be established as follows:

- PI chooses a mentor and approaches him/her
- Mentor finds a mentee to work with
- ORSP personnel suggest possible mentors to a potential PI or arrange a meeting
- Mentors must be on the list approved by the ORSP

### **Mentor benefits**

- The mentor will receive \$1000/project and may be compensated for up to two projects in 12 month period. These projects should not overlap in time, allowing the mentor to focus on each project.
- Mentor derives satisfaction from helping a less-experienced colleague to succeed.

### **Mentor responsibilities**

*Prior to submitting a PDP-CARS proposal:*

- The mentor and mentee should meet several times to formulate strategy and a timeline for the proposal
- The mentor needs to check content of the PDP, and assure that the guidelines are followed.

*Prior to submitting the full proposal:*

- The PDP CARS proposal should be submitted far ahead of the due date of the external proposal (6 months), or at *minimum*, 2 months.
  - Meet periodically to ensure progress
  - Provide feedback on dealing with details
  - Proofread for content and style

## **CARS-PDP Proposal Format**

The proposal should be written in 10 or 12 point Helvetica or Arial font and include the application form, outline of external proposal (*1 page*), and timeline for project (*1 page*). One original copy with a signed cover page should be submitted to the Office of Research and Sponsored Programs, Midgett 104.

### ***Outline***

The outline of the proposal should begin with a brief statement of the project and its significance. The outline should be sufficiently detailed to give reviewers an idea of what will be discussed in each major section and what will be required to make the proposal viable. If more than one PI is involved, the role of each PI should be made clear. PI's are urged to discuss the basic idea with a program officer before submitting a PDP.

### ***Timeline***

The PI(s) and mentor are expected to meet periodically to discuss progress on the proposal. Projected accomplishments on a *monthly basis*, at minimum, should be listed in the timeline.

### **Deadlines**

There are no formal deadlines for this program. It is *strongly recommended* that PDP proposals be submitted 3-6 months in advance of external proposal due dates, a *minimum of 2 months*, to provide enough planning time for PI and mentor. Six months lead time is required if reassigned time is requested.

### **Funding**

Extra compensation will be awarded the month following proposal submission, or the month of submission (if submitted before the 10<sup>th</sup> of the month). If awarded in summer, make sure that total summer pay does not exceed the maximum of 29-33% (depending on the source), otherwise payment should be moved to the fall. Arrange with your Department Chair for scheduling of any reassigned time. Travel, supplies, or equipment can be purchased as needed.

### ***Information and Contacts***

Questions about the PDP should be directed to Dr. Andrienne Friedli  
afriedli@mtsu.edu x2071