



Vice President for Research
Oklahoma State University
203 Whitehurst Hall
Stillwater, Oklahoma 74078-1020
(405) 744-6501
www.research.okstate.edu

“MENTOR/MENTEE” AWARD PROGRAM

PURPOSE

The Office of the Vice President for Research is making available awards of up to \$20,000 under the new “*Mentor/Mentee*” program. The purpose of this program is to support the generation of preliminary data for the submission of a collaborative grant proposal to an external funding agency. This collaboration must involve a faculty member with a proven track-record of receiving external funding and an Assistant Professor. In addition to facilitating research at OSU, a primary purpose of this program is for the more senior faculty member to help facilitate and “jump-start” the Assistant Professor’s research program. Thus, the more senior faculty member, while serving as PI of the external proposal must also be willing to serve as a mentor for the Assistant Professor through activities such as grantsmanship, introductions to relevant program managers, providing guidance with regards to funding opportunities, etc.

ELIGIBILITY

These awards are available only to a collaboration between a tenured faculty member with a track record of receiving significant external funding and an Assistant Professor.

SELECTION CRITERIA

Proposals will be evaluated by a review committee established by the Office of the Vice President for Research. Priority will be given to proposals that articulate the clearest and strongest plan for work that will seed follow-on external funding. The track-record of the senior faculty member in obtaining extramural funding will be given high consideration. Additionally, the Department Head of the Assistant Professor must submit a letter of recommendation addressing how this Mentor/Mentee award will impact the career development of the Assistant Professor and provide a candid assessment of the Mentor-Mentee relationship (e.g., is this a healthy and productive relationship). All proposals should contain a specific plan not only for the proposed work but also for subsequent external funding. ***It is a requirement of this program that a collaborative proposal for external funding, with no waived F&A and no cost-share, be submitted by the mentor/mentee-team within one year of completion of the proposed project, evidence of the potential for which must be described in this proposal. It is assumed (but not required) that the mentor will be the PI and the mentee will be the co-PI for this external proposal. Moreover, it is expected that the applicants should provide the specific agency(ies) and program(s) they will target for follow-on proposals. The Office of the Vice President for Research will follow up to determine whether such a proposal has been submitted.***

SUBMISSION AND DEADLINE

To apply for funding under this program, complete the application that follows, and email the completed application to vprprograms@okstate.edu with **the subject line: MENTOR-MENTEE PROGRAM** by 12:00 pm (noon) on 31 January 2018.

RESTRICTIONS

Funds must be expended by 30 June 2019 and in accordance with applicable OSU guidelines, policy, and regulations. These funds may not be used for travel to workshops, conferences, or to visit with program managers/directors. For allowable travel, reimbursement will be based on actual expenses (up to the budgeted amount) and itemized receipts will be required. Successful applicants are required to submit a one-page final report by 1 September 2019.



Vice President for Research
Oklahoma State University
203 Whitehurst Hall
Stillwater, Oklahoma 74078-1020
(405) 744-6501
www.research.okstate.edu

“MENTOR/MENTEE” AWARD PROGRAM

SECTION I – APPLICATION INFORMATION

Name of Senior Faculty:

Phone Number:

Email:

Department/School:

College:

Academic Rank:

Tenure Status:

Highest Degree & Year Completed:

Name of Junior Faculty:

Phone Number:

Email:

Department/School:

College:

Academic Rank:

Tenure Status:

Highest Degree & Year Completed:

Signature Approvals Required

Junior Faculty:

Senior Faculty:

College/Dept Fiscal Officer:

Associate Dean for Research:

Office of the Vice President for Research
“Mentor/Mentee” Award

SECTION III – PROJECT NARRATIVE

Using one-inch margins, 12-point font, single spacing and a four-page limit, provide a narrative of your proposed project in a manner such that a faculty member from outside your field will understand its importance, approach, and the future funding plan.

- Describe the importance and impact of the project and explain how it will advance your program of research.
- Provide a plan of the work that includes a description of the methodologies or processes to be used and a timeline for completion of the project.

Note: If the proposed project involves the use of Human Subjects, Vertebrate Animals, Biohazardous Materials and/or radioactive materials, radiation producing devices or lasers, successful applicants will be required to submit a copy of the approval letter or approval form from the relevant committee(s) prior to release of funds. Funds will NOT be released without appropriate approvals.

SECTION IV – BUDGET AND BUDGET JUSTIFICATION

- Provide a one-page detailed budget listing salaries, wages, consumable supplies, research travel, etc.
- Provide a justification for the proposed budget (one page maximum).
- Budget category deviations greater than 10% will require prior approval by the Office of the Vice President for Research.
- Quarterly invoices are required to be submitted to the Office of the Vice President for Research (template will be provided upon award).
- *Note – Budgets that are viewed by the review committee to be “padded” for the sole purpose of requesting the maximum amount of funding (\$20,000) will be eliminated from consideration.*

SECTION V – ABRIDGED CURRICULUM VITAS (FOUR PAGE MAXIMUM PER INVESTIGATOR)

SECTION VI – LETTER OF SUPPORT FROM ASSISTANT PROFESSOR’S DEPARTMENT HEAD