Rush Mentoring Programs
Program Guidelines for Mentees

RUSH

The Offices of Academic Affairs and Mentoring Programs at Rush University are committed to facilitate your success. Therefore, many resources and academic activities are available and organized for mentees through the academic year which include:

- Science Writer/Editor Consultant
- Grant Writing Workshops
- Statistical Consultant
- Database Design/Data Management Consultant
- Graphic Consultant
- Presentation Skills Workshops
- Pilot grant mechanism (Cohn fellowship)

If you need any of the above services (except Cohn fellowship) please contact the office of mentoring programs at mentoringprograms@rush.edu.

In addition, dedicated mentors spend many hours a month working with mentees formally and informally. They also contribute their valuable time as speakers in professional development seminars as well as context experts for proposals and papers evaluation. With that in mind, to receive these benefits, it is mandatory for participants in the Rush Research Mentoring Program (RRMP) to be compliant with the following guidelines. Combining the track meetings and the seminar series, mentees are required to attend 50% of the activities that the Office sponsors for their benefit.

1. **Participation in Clinical &/or Lab Track meetings**
   a. During the academic year the RRMP conducts clinical and lab track meetings in the months of January through November, excluding December in observation of holidays. Mentees are obligated to attend a minimum of 7 track meetings per academic year.
      i. Lab Track meetings are typically held on the 2nd Wednesday of the month from 9 a.m. to 10:30a.m.
      ii. Clinical Track meetings are typically held on the 4th Monday of the month from 3 p.m. to 4 p.m.
   b. Track meeting dates are subject to change based on presenter and facilitator availability.
      i. A calendar invitation is sent to your Rush.edu email account monthly with presenter details. By accepting the Outlook invitation it will schedule the meeting in your Rush Outlook account.
      ii. Participants will be notified of any time and location changes.
      iii. Mentees are required to present their research during Clinical or Lab track meetings. Clinical tracks are scheduled the 4th Monday of the month (11 meetings in a calendar years). Due to the number of participants in the Clinical track, two mentees present per meeting; therefore, each mentee in the Clinical track will present approximately every two calendar years or earlier if they prefer or need. Lab track meetings are scheduled on the 2nd Wednesday of the

month (12meetings in a calendar year). This track has fewer participants and therefore, mentees present about every 15 months or earlier if prefer or need. A call for volunteers will be issued at the beginning of the year and a schedule for a particular event will be composed. It is understood that due to unforeseen circumstances, schedules need to be changed and we will work to make the necessary adjustments. Examples of research presentations at track meetings include:

1. Critique of Specific Aims for an upcoming proposal submission
2. Elaborated PowerPoint presentation about an upcoming proposal submission.
3. Presentations can also be an idea that you have and want to get input from the group and perhaps establish a multidisciplinary team to work on it.

2. Attend a minimum of 3 out of 8 "Meet the Expert" and 3 out of 8 "Meet the Chair" seminar series.
   a. Meet the Expert seminar series are typically held on the 3rd Wednesday of every month from 12-12:50pm. Date/time may change due to presenter availability.
   b. Meet the Mentor seminar series are typically held the 1st Tuesday of every month from 3-4pm. Date/time may change due to presenter availability.
3. Mentees are required to complete two program surveys by June 30 of each year (end of fiscal year).
   a. **The Mentee Program Assessment Survey**
      i. This survey is crucial to generate the RRMP annual report.
      ii. Prior to starting the survey it is highly recommended to have a list of your publications, grants received (including your role as a Co-I/PI, sponsoring agency, title and dollar amount during the time frame stated), presentations and any other outreach activities you have been involved in funding and publication information available from July 1, (of previous year) to June 30, (of current year).
      iii. It is up to each mentee to provide accurate and concise information of this time frame only.
   b. **The Office Functionality and Personnel Questionnaire Survey**
      i. The importance of this survey is to evaluate the office performance to determine what areas within the program are needed to facilitate mentee success.
      ii. This survey is anonymous.
4. Rush Mentoring Program's annual symposium.
   a. Send an abstract to be selected as a podium or poster presentation. Selected abstracts are granted travel funding.
   b. Attend RMP annual symposium.
5. Senior mentees and recent graduated mentees (junior mentors) are expected to present a minimum of once in a two year period at the Mentoring Programs Meet the Expert seminar series. The topics can be about their basic science or clinical research or educational scholarship activities.
6. The Cohn Research Fellowship is a funding mechanism for mentees in the RRMP that allows them to gather preliminary data for research proposals and for their continued engagement in research activities. Eligible mentees are instructors/assistant professors within 5 years of their tenure in the program. Mentees who fail to comply with the requirements and expectations outlined in 1-5 might not be eligible to receive the Cohn fellowship.

The main objective of establishing these guidelines is to increase participation, program's visibility, promote networking, and facilitate collaborations among different departments that can lead to extramural funding and overall scholarly success. Benefits for following the guidelines are the eligibility for funding mechanisms, grant writing and communications skill workshops, internal fellowships, and professional development.