Orientation Information

Office of Faculty Affairs Contacts

Office Structure

Contact List

Rush University Infrastructure

Research Affairs Structure

Rush Mission, Vision, Strategic Themes & Values

Office Brochure

2016-17 Teaching Academy

2015-16 Teaching Academy

2014-15 Teaching Academy

2013-14 Teaching Academy

2012-13 Teaching Academy

2011-12 Teaching Academy

Rush Education Mentoring Program

Rush Research Mentoring Program

Research and Education Mentoring Programs FAQs

Rush Research Mentoring Program 2015 Report

Global Health Program
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
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<td><strong>Medical Staff Office</strong></td>
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<td><strong>Rush University Medical Group</strong></td>
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</tr>
</tbody>
</table>
Mission:
The mission of Rush is to provide the best health care for the individuals and diverse communities we serve through the integration of outstanding patient care, education, research, and community partnerships.

Vision:
Rush will be the leading academic health system in the region and nationally recognized for transforming health care.

Strategic Themes:
- The Best People
- The Best Quality
- The Best Programs
- Highest Value

VALUES:
- Innovation
- Collaboration
- Accountability
- Respect
- Excellence
Office of Faculty Affairs

Susanna Chubinskaya, PhD
Associate Provost, Faculty Affairs
The Ciba-Geigy Professor and
Vice-Chair, Research and
Faculty Development
Department of Pediatrics

The Office of Faculty Affairs offers a full range of support for faculty by providing faculty development and mentoring, faculty recruitment, as well as handling onboarding, promotions and retention. The Office advances institutional integration, which includes faculty satisfaction and engagement, attainment of our diversity goals, and compensation evaluation and planning. The Office will provide the first comprehensive faculty life cycle tool for faculty management. In addition, Global Health activities are also an integral part of the Office of Faculty Affairs.

Faculty Development

Our Mission
To promote academic professional development of faculty, trainees, staff and students aligned with the University mission.

Goal
Rush University will have a world-class faculty dedicated to research, education, practice, and mentoring in the service of excellence in health care.

Teaching Academy
- Education
- Learning
- Professional Development
- Career Leadership Development
- Personal Development

Recognition Events
- Annual Faculty Recognition Reception
- Faculty Achievements
- Excellence Awards
  - Clinical Service
  - Community Service
  - Education
  - Mentoring
  - Research

Organizational Activities
- Seminars/workshops
- Invited lecturers
- Individual/Group Mentoring
- Coaching Sessions
- Social Events
- Internal and External training/skill development

Mentoring Programs

Open to all trainees, faculty and staff members at Rush and John H. Stroger, Jr. Hospital of Cook County

Educational Mentoring Program
- Build your teaching portfolio and scholarship
- Teaching Excellence Course

Postdoctoral Society
- National Postdoctoral Association
- Resources for Postdoc fellows

Research Mentoring Program
- 2 translational tracks: Clinical and Basic Science/Lab
- Admission Criterion: 20% protected research time
- Cohn Fellowship and Research Symposium

Women’s Mentoring Program
- Professional development for your career path
- Provides a supporting and engaging environment

2015 Teaching Excellence Participants
**Global Health**

**Mission**
To impact, in partnership with underserved global communities, health and well-being through inter-professional service, learning, research and scholarship.

**Dominican Republic & Haiti**
- Monthly medical service trips
- Teams consist of volunteers in all areas of healthcare
- Applications due in June

**Rush University Belize Immersion Experience (RUBIE)**
- Fall trip
- Teams consist of students, faculty and staff in all areas of healthcare
- Applications due in July

**M4 Elective Information:**
- Must be registered for the M4 elective to be eligible for travel support depending on availability of funds

**Annual Global Health Symposia 2017**
- Visit our website for updates

**Contact Information**

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Fax: (312) 563-6328  
Faculty_Affairs@rush.edu

Please visit our website at:  
https://www.rushu.rush.edu/about/faculty-affairs

**Diversity**

**Goals**
- Improve diversity among faculty and trainees
- Support recruitment efforts for faculty and trainees

**Focus**
- Rush Diversity Student Scholarship
- Faculty Diversity/Faculty Recruitment
- Gender Equity
- Minority Faculty Development

**Partnerships with:**
- Student Affairs
- Office of Equal Opportunities
- Faculty Recruitment Office
- Rush Colleges
- Philanthropy

**Diversity Goals**
- Improve diversity among faculty and trainees
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- Gender Equity
- Minority Faculty Development

**Partnerships with:**
- Student Affairs
- Office of Equal Opportunities
- Faculty Recruitment Office
- Rush Colleges
- Philanthropy
All Rush University Faculty Members are invited to the 2016-17 Teaching Academy for skill and knowledge enhancement! Presentations will be held every third Tuesday of the month from 12 – 1 p.m. in Room 994, Armour Academic Center. Lunch will be provided.

Teaching Academy Workshops/Seminar Series
(Tentative Schedule and Topics)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>July 19, 2016</td>
<td>Assessment in Education</td>
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<tr>
<td>Aug. 16, 2016</td>
<td>Simulation in Health Professions Education</td>
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<tr>
<td>Sept. 20, 2016</td>
<td>Leadership Skills Focus: Building Constructive Working Relationships</td>
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<tr>
<td>Oct. 18, 2016</td>
<td>The Convoluted World of “Big”/Messy Data</td>
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<td>Nov. 15, 2016</td>
<td>Cybersecurity Trends in Healthcare and Higher Education</td>
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<tr>
<td>Dec. 20, 2016</td>
<td>Teaching Strategies to Facilitate Learning</td>
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<tr>
<td>Feb. 21, 2017</td>
<td>Ethics &amp; Professionalism</td>
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<td>March 21, 2017</td>
<td>Ethics: Dealing with Questions that Don’t Have an Answer</td>
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<tr>
<td>April 18, 2017</td>
<td>Identifying Learning Styles and Creating Opportunities for Diverse Learning Styles</td>
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<tr>
<td>May 16, 2017</td>
<td>Healthcare Provider Burnout</td>
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<tr>
<td>June 20, 2017</td>
<td>Are you Managing Your Email or Is It Managing You?</td>
</tr>
</tbody>
</table>

For more information and to RSVP, contact Office of Faculty Affairs at Faculty_Affairs_@rush.edu or (312) 942-8873.
2015-16 Teaching Academy

All Rush University Faculty Members

are invited to the 2015-16 Teaching Academy for skill and knowledge enhancement!

Presentations will be held every third Tuesday of the month from 12 – 1 p.m. in Room 994, Armour Academic Center.
Lunch will be provided.

Teaching Academy Workshops/Seminar Series

(Tentative Schedule and Topics)

July 21, 2015 Faculty Vitality: Ways to Achieve and Build Resilience
August 18, 2015 Collaboration Contracts
September 15, 2015 Scholarly Publishing: Economics, Open Access and Academic Culture
October 20, 2015 Team Facilitation
November 17, 2015 Difficult Learning Situations
December 15, 2015 Teaching Patient-Centeredness
January 19, 2016 Teaching Health Literacy
February 16, 2016 Managing Emotions in Clinical Teaching
March 15, 2016 Professionalism in Academia
April 19, 2016 Research Matters! Transforming the Environment for Research Excellence
May 17, 2016 Building a Scholarly Community
June 21, 2016 Education and Technology

Please send your RSVP and/or questions to Stephanie Sacriste, Department Manager, Office of Academic Affairs at Academic_Affairs@rush.edu or (312) 563-6395.
The Office of Academic Affairs and the Provost’s Office present

2014-2015 Teaching Academy

All Rush University Faculty are invited to the 2014-15 Teaching Academy!
Presentations will be held every 3rd Tuesday of the month from 12:00 – 1:00 p.m. in room 994 AAC.
Lunch will be provided.

Teaching Academy Workshops/Seminar Series
(Tentative Schedule and Topics)

July 15, 2014 How to be a Manuscript Reviewer
August 19, 2014 Career Development: What your CV says about you
September 16, 2014 Strategies for Teaching Adult Learners Online: How to Best Engage
October 21, 2014 Principles of Interprofessional Education
November 18, 2014 How to Give Feedback to Students
December 16, 2014 Adapting to New and Changing Continuing Education Requirements
January 20, 2015 How to Conduct Responsible Research & Address Conflict of Interests
February 17, 2015 Protecting Patient & Student Privacy & the Organization’s reputation-social media discussion
March 17, 2015 Publishing and Reviewing Professional Literature
April 21, 2015 Teaching on the Fly: Working with Students without compromising your Clinical Productivity
May 19, 2015 Leadership Competencies
June 16, 2015 Transition to Retirement

Please send your RSVP and/or questions to Stephanie Sacriste, Department Manager, Office of Academic Affairs at Academic_Affairs@rush.edu or (312) 563-6395.
The Office of Academic Affairs
and the Provost’s Office present

2013-2014 Teaching Academy

All Rush University Faculty are invited to the 2013-2014 Teaching Academy!
Presentations will be held every 3rd Tuesday of the month from 12:00 – 1:00 p.m. in room 994 AAC.
Lunch will be provided.

Teaching Academy Workshops/Seminar Series
(Tentative Schedule and Topics)

July 16, 2013  Wealth Management
August 20, 2013  Turn Your Clinical Work into Academic Productivity
September 17, 2013  Building and Managing Your Research
October 15, 2013  Communicating Effectively: Getting Your Point Across
November 19, 2013  Basics of Budgets and Rules of Funds and Cost Centers
December 17, 2013  How Communication Styles Affect Leadership Skills
January 21, 2014  How to Prepare Quality Test Questions
February 18, 2014  How to Plan and Design a New Course
March 18, 2014  Copyright Compliance for Faculty
April 15, 2014  Security and How to Use Encrypted USBs
May 20, 2014  Talent Management
June 17, 2014  How to Prepare Online Lecturing Using Panopto

Please send your RSVP and/or questions to Stephanie Sacriste, Department Manager, Office of Academic Affairs at Academic_Affairs@rush.edu or (312) 563-6395.
# 2012-2013 Teaching Academy Workshops/Seminars Series

All Rush University faculty are invited to participate in the 2012-2013 Teaching Academy Workshops/Seminars Series! The Teaching Academy Series will be held every 3rd Tuesday of the month from 12:00 – 1:00 p.m. in room 994 AAC. Lunch will be provided.

Please see tentative schedule and presentation topics below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 17, 2012</td>
<td>Library Resources/Rounds</td>
<td>Jonna Peterson, MLIS</td>
</tr>
<tr>
<td>August 21, 2012</td>
<td>How to interview/ Tips for a Successful Interview</td>
<td>Courtney L. Kammer</td>
</tr>
<tr>
<td>September 18, 2012</td>
<td>How to Write Letters of Recommendation</td>
<td>Ruth Kleinpell, Ph.D., RN, FAAN, FCCM</td>
</tr>
<tr>
<td>October 16, 2012</td>
<td>Gaining Visibility as a Leader</td>
<td>Chandice Covington, Ph.D., RN, FAAN</td>
</tr>
<tr>
<td>November 20, 2012</td>
<td>Successfully Hiring, Retaining and Managing Employees and Staff</td>
<td>Jane C. Grady, Ph.D.</td>
</tr>
<tr>
<td>December 18, 2012</td>
<td>How to Make PubMed Work for You</td>
<td>Jonna Peterson, MLIS</td>
</tr>
<tr>
<td>January 15, 2013</td>
<td>How to Structure Clinical Teaching</td>
<td>Thomas Bleck, M.D.</td>
</tr>
<tr>
<td>February 19, 2013</td>
<td>Test Blue Print/ How to Write Test Questions</td>
<td>Rosemarie Suhayda, Ph.D., RN</td>
</tr>
<tr>
<td>March 19, 2013</td>
<td>Outcome Measures of Successful Teaching</td>
<td>Rosemarie Suhayda, Ph.D., RN</td>
</tr>
<tr>
<td>April 16, 2013</td>
<td>Online Teaching</td>
<td>Ningchun Han, Ph.D. and Lei Zhao, M.Ed</td>
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<tr>
<td>May 21, 2013</td>
<td>Competency Based Education</td>
<td>David Shelledy, Ph.D., RRT, RPFT, FAARC</td>
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<tr>
<td>June 18, 2013</td>
<td>How to Chair a Committee and a Meeting</td>
<td>Lauren Goebel, MBA, MHSA</td>
</tr>
</tbody>
</table>

For more information or to RSVP
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Office of Academic Affairs at Academic_Affairs@rush.edu or (312) 563-6395
All Rush University Faculty
are invited to the
2011-2012
Teaching Academy!
Presentations will be held every
3rd Tuesday of the month
12:00 – 1:00 p.m. in room 994 AAC.
Lunch will be provided.

Teaching Academy Workshops/Seminars Series
Tentative schedule and presentation topics

- July 19, 2011    Developing Rubrics by Susan Lawler, PhD
- August 16, 2011  Teaching & Learning Styles
- September 20, 2011 Strategies for Assessing Student Learning
- October 18, 2011 What is new in practitioner-teacher model?
- November 15, 2011 How to Structure Clinical Teaching
- December 20, 2011 How to Present Your Lecture
- January 17, 2012  How to mentor
- February 21, 2012 Promotion Planning
- March 20, 2012    Work/Life Balance
- April 17, 2012    How to find funding opportunities
- May 15, 2012     Clinical Competencies
- June 19, 2012    Having Difficult Conversations

- RSVP to Academic_Affairs@rush.edu. For questions, please contact Stephanie Sacriste, Project Coordinator, Office of Academic Affairs at Academic_Affairs@rush.edu or (312) 563-6395.
Rush Education Mentoring Program (REMP)

WHY?
The REMP was established in 2012 to support educators and educational scholars at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County.

WHAT?
The REMP provides experienced and dedicated mentorship for educators and educational scholars and offers a comprehensive range of resources designed to strengthen the educator’s teaching portfolio and/or to support educational scholarship. The program has two tracks dimensions: an education track basic level focused on teaching and learning and an educational scholar’s track level focused on conducting educational research, publishing, and acquiring funding.

WHO?
The program is open to all faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County. Residents, fellows, and trainees may be admitted to the program if they have accepted an imminent Rush faculty appointment. Mentees must set and achieve annual goals. The REMP mentee term limit is 5 years, after which time mentees are expected to become junior mentors.

HOW?

**Excellent Mentoring**
The REMP mentors are faculty members with education and/or educational scholarship credentials and expertise.

**Comprehensive Resources**
The program provides a range of resources to mentees, including: statistical analysis, data management, professional grant writing and manuscript editing, graphics and oral presentation consulting, educational assistance, monthly work group meetings, weekly mentee writing groups, and regular workshops and seminars on a variety of education-related, scholarship, and grant writing topics. An annual Teaching Excellence course is offered and covers the fundamentals of teaching and specialized tracks for online teaching, simulation, and learning strategies.

For more information, contact:
Giselle Sandi, PhD
Director, Mentoring Programs
Phone: (312) 563-3146
E-mail: mentoringprograms@rush.edu
Website: www.rushu.rush.edu/mentoringprogram

Date Revised: 05/2/2016
Rush Research Mentoring Program (RRMP)

**WHY?**
The RRMP was established in 2006 to prepare junior faculty members at Rush University Medical Center and Stroger Hospital of Cook County to lead funded programs of translational research.

**WHAT?**
The RRMP pairs junior investigators with experienced and dedicated mentors and offers a comprehensive range of resources designed to help secure funding. The program has three translational research tracks: clinical (outcomes, behavioral interventions, decision-making, communication, and patient safety), laboratory/basic science, and population (epidemiology, community-based participatory research).

**WHO?**
The program is open to all faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County. Residents, fellows, and trainees may be admitted to the program if they have accepted an imminent Rush/Stroger faculty appointment. Mentees are nominated and supported by their department chairperson/section heads with the commitment of at least 20% protected research time. In addition, mentees are expected to dedicate an additional 25% of their personal time for research. Mentees must set and achieve annual research goals. The RRMP mentee term limit is 5 years, after which time mentees are expected to become junior mentors.

**HOW?**

*Excellent Mentoring*
More than 60 senior faculty members with a wealth of research experience, funding history, teaching excellence, and clinical expertise from both Rush and Stroger actively serve as mentors.

*Comprehensive Resources*
The program provides a range of resources to mentees, including: statistical analysis, data management, professional grant writing and manuscript editing, graphics and oral presentation consulting, research assistance, monthly track meetings, weekly mentee writing groups, and regular workshops and seminars on a variety of research-related and grant-writing topics.

**END RESULT?**
Mentees have been awarded more than $23 million in external funding as principal investigators (~1/2 were NIH awards). Mentees have published ~600 manuscripts since joining the program.
Rush University Medical Center
Research and Education Mentoring Programs
FAQs
September 12, 2016
## Table of Contents

Research and Education Mentoring Programs ................................................................................................... 1  
FAQs .................................................................................................................................................................... 1  
September 9, 2016 .............................................................................................................................................. 1  

Program ................................................................................................................................................................. 5  
What is the Research Mentoring Program (RRMP)? ......................................................................................... 5  
How do I join the Research Mentoring Program? What are the requirements? ............................................... 5  
How can I learn more about the Research Mentoring Program? ....................................................................... 5  
What is the Educational Mentoring Program (REMP)? ....................................................................................... 5  

A. The REMP provides experienced and dedicated mentorship for clinical and non-clinical educators and educational scholars and offers a comprehensive range of resources designed to strengthen the educator’s teaching portfolio and/or to support educational scholarship. The program has two dimensions: an education basic level focused on teaching and learning and an educational scholar’s level focused on conducting educational research, publishing, and acquiring funding. ............................................................................................................... 5  

How do I join the Educational Mentoring Program? What are the requirements? ........................................... 5  

A. The program is open to all faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County. Residents, fellows, trainees, and faculty of any rank may be admitted to the program if they have accepted an imminent Rush faculty appointment. Mentees must set and achieve annual goals. The REMP mentee term limit is 5 years, after which time mentees are expected to become junior mentors.................................................................................................................................................... 5  

What resources do the Research and Educational Mentoring Programs provide?............................................ 5  
What are the program’s research tracks?.................................................................................................................. 6  

How do I access the program’s resources (e.g., statistician, database management, editor, graphics, and grant support)? ................................................................................................................................................. 6  

The program’s monthly track meeting topics are not related to my research or teaching area. Why should I bother going? ...................................................................................................................................................... 6  

When is your next seminar/workshop? .............................................................................................................. 6  

I want to learn about upcoming seminars/workshops. How can I be added to your email group list? .......... 6  

Mentors ................................................................................................................................................................... 6  
What is my role? ................................................................................................................................................. 6  

How do I access the programs’ resources (e.g., statistician, database management, editor, graphics, and grant support)? ................................................................................................................................................... 6  

Mentees .................................................................................................................................................................. 7  
How do I find a mentor in research or teaching? ............................................................................................... 7  

How do I change my mentor? .................................................................................................................................. 7  

---

Back to Top
What does my mentor do? ........................................................................................................................................ 7
How often should I meet with my mentor(s)? ........................................................................................................... 7
My mentor is too busy to meet with me, what should I do? ......................................................................................... 7

Resources ................................................................................................................................................................ 7
What resources do the Research and Educational Mentoring Programs provide? .................................................... 7
I need a professional graphic illustrator. Can the program recommend one? ........................................................... 7

Research .................................................................................................................................................................. 8
Who can translate my Informed Consent Document? ................................................................................................. 8
I need help recruiting study subjects; who can help? ................................................................................................... 8
I need a research assistant but don’t have any money; any suggestions? ................................................................. 8
I need help with an IRB issue. Who can help? ........................................................................................................... 8
How do I complete my Research Training? ................................................................................................................ 8
Who can I contact for a Philanthropy “prospect research” search? ........................................................................... 8
How do I find research collaborators? ....................................................................................................................... 8
Who can approve my research recruitment/advertising materials (newspaper, television, radio, bulletin boards, posters and flyers)? ........................................................................................................ 8
How can I compensate/reimburse research subjects? .................................................................................................. 9
IRB just approved my study! Now how do I get my money? How is a fund number set up? ........................................... 9
How can I get additional research training/consultation (RCTA)? ............................................................................. 9

Manuscripts ............................................................................................................................................................. 9
I want editorial feedback on my manuscript; how can I get it? .................................................................................. 9

Grants ...................................................................................................................................................................... 9
I need feedback on my grant application; how can I get it? ....................................................................................... 10
How do I write a grant application? ........................................................................................................................ 10
Does the program have samples of funded grant applications? ............................................................................... 10
I need some template language/text for my grant application (e.g., environment, resources, mentoring support, etc.); where can I find this? ............................................................................................ 10
Where can I find facility/resource descriptions for grant applications? ..................................................................... 10
Who can help me with my grant application? .......................................................................................................... 10
How can I find out what NIH is funding? Is it possible to read the abstracts of NIH-funded grants? ..................... 10
I am preparing a grant proposal, where can I find the DUNS # and other grant preparation information? ... 11

Promotion ................................................................................................................................................................ 11
My departmental chairperson doesn’t seem interested in my getting promoted; what do I do?................. 11
How do I prepare my promotion packet?........................................................................................................ 11
Training.................................................................................................................................................................. 11
I have a great idea for a seminar; how can I make it happen? ................................................................. 11
Does Rush provide financial support to attend professional conferences? ................................................. 11
Does Rush provide financial support to help with my tuition? ............................................................... 11
I need more training in research (e.g., statistics, research methods, epidemiology, etc.); how can I get it?.. 11
How can I get additional research training/consultation (RCTA)? ........................................................... 12
Articles/Journals................................................................................................................................................. 12
Do you have any good articles on mentoring? ............................................................................................... 12
How do I figure out the “impact factor” of a journal? ...................................................................................... 13
I receive regular email invitations for manuscript submissions. How do I know if the journal is legit?........ 13
Other ................................................................................................................................................................. 13
How do I market my Rush-sponsored event? ............................................................................................. 13
How do I add/update a Faculty Profile on the Rush University Website? .................................................. 14
Have a question? Know an answer? Other comments? ................................................................................. 14
Please email mentoringprograms@rush.edu. .............................................................................................. 14
Program

What is the Research Mentoring Program (RRMP)?
A: The RRMP was established in 2006 to prepare junior faculty members at Rush University Medical Center and Stroger Hospital of Cook County to lead funded programs of translational research. The RRMP pairs junior investigators with experienced and dedicated mentors and offers a comprehensive range of resources designed to help secure funding. The program has three translational research tracks: clinical (outcomes, behavioral interventions, decision-making, communication, and patient safety), laboratory/basic science, and population (epidemiology, community-based participatory research).

How do I join the Research Mentoring Program? What are the requirements?
A: The program is open to residents, fellows, and all faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County. Mentees are nominated by their section heads/chiefs with the commitment of at least 20% protected research time from their department. In addition, mentees are expected to dedicate an additional 25% of their personal time for research. Contact Mentoring Programs for more information.

How can I learn more about the Research Mentoring Program?
A: To learn more about our program, please visit our website.

What is the Educational Mentoring Program (REMP)?
A. The REMP provides experienced and dedicated mentorship for clinical and non-clinical educators and educational scholars and offers a comprehensive range of resources designed to strengthen the educator’s teaching portfolio and/or to support educational scholarship. The program has two dimensions: an education basic level focused on teaching and learning and an educational scholar’s level focused on conducting educational research, publishing, and acquiring funding.

How do I join the Educational Mentoring Program? What are the requirements?
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What resources do the Research and Educational Mentoring Programs provide?
A: The RRMP and REMP provide a wide range of resources to mentees and mentors in the program, including data management, statistical support, professional grant writing and manuscript editing, graphics/presentation consulting, and other research support. Please e-mail your request directly to Mentoring Programs.
What are the program's research tracks?
A: The program has three translational research tracks: clinical (outcomes, behavioral interventions, decision-making, communication, and patient safety), population (community-based participatory research, provider-based research networks), and laboratory. More than 50 senior faculty members with a wealth of research, teaching, and clinical expertise from both Rush and Stroger serve as mentors.

How do I access the program's resources (e.g., statistician, database management, editor, graphics, and grant support)?
A: Program mentees and mentors; please e-mail your request directly to Mentoring Programs.

The program’s monthly track meeting topics are not related to my research or educational area. Why should I bother going?
A: Even if a particular mentee’s topic area is completely foreign to you, good science is good science and you are GUARANTEED to learn a lot.

When is your next seminar/workshop?
A: All seminar/workshops scheduled are send via University News, Office of Mentoring Programs and through the Faculty Affairs calendar as well as posted on the Armour Academic Center monitors.

I want to learn about upcoming seminars/workshops. How can I be added to your email group list?
A: Contact Mentoring Programs to request to be added to our email group.

Mentors

What is my role?
A: Your role as a research mentor is to guide your mentee as s/he strives to become an independent, funded researcher. You should provide feedback on your mentee’s goals, timeline, and products (e.g., abstracts, manuscripts, grant applications). Please consult the informal mentee-mentor contract and mentoring references (links available on our website):

Reference: “Entering Mentoring: A Seminar to Train a New Generation of Scientists, the Wisconsin Program for Scientific Teaching,” HHMI.


How do I access the programs’ resources (e.g., statistician, database management, editor, graphics, and grant support)?
A: Program mentees and mentors; please e-mail your request directly to Mentoring Programs.
Mentees

How do I find a mentor in research or education?
A: The RRMP and REMP will help you identify a mentor if you don’t already have one.

How do I change my mentor?
A: Simply invite the person to be your mentor. Many people have multiple mentors (i.e., a mentoring team) for consultation on different research or educational aspects. Please notify the RRMP or REMP program so we can update our records.

What does my mentor do?
A: Your mentor’s role is to provide guidance and scholarly feedback on your research or educational; however, YOU are ultimately responsible for your career – you will get out of the mentoring relationship what you put into it.

How often should I meet with my mentor(s)?
A: Every two weeks is usually best until your research or educational project(s) is established, and then at least monthly.

My mentor is too busy to meet with me, what should I do?
A: You need to ascertain what “too busy” means. Are you providing an adequate timeframe to meet (e.g., suggesting dates 2-3 weeks in advance or suggesting a time tomorrow when schedules are already full)? It is best to schedule a regular meeting time and have it automatically on both your calendars. You can suggest extra mini-meetings off-line (e.g., coffee breaks, go for a walk, talk with your mentor on her/his way to the next meeting, email). If a mentor repeatedly rejects your offers to meet, then perhaps s/he is not your mentor.

Resources

What resources do the Research and Educational Mentoring Programs provide?
A: A wide range of resources is available to program mentees and mentors, including data management, statistical support, professional grant writing and manuscript editing, graphics/presentation consulting, and other research support. Please e-mail your request directly to Mentoring Programs.

I need a professional graphic illustrator. Can the program recommend one?
A: Kristen W. Marzejon, CMI is a Board Certified Medical Illustrator with Master of Associated Medical Sciences degree in biomedical illustration with accomplished skill in traditional and digital illustration technique – she has been recommended by Rush faculty members. Visit her [website] for more information.
Research

Who can translate my Informed Consent Document?
A: Translation(s) of informed consent document(s) must be coordinated through the Rush Interpreter Services department, per RUMC Policy #OP-0252 “Foreign Language, Sign Language, Written Translations and Special Auxiliary Aids”. For more information, see Policy.

I need help recruiting study subjects; who can help?
A: Your fellow mentees and mentors are great sources – many have clinics where you could post your study information. Just send your IRB-approved study information and materials to Mentoring Programs and she’ll forward to the program. Another option is featuring your study in Rush’s newsletters, Rush Physician and Discover Rush and/or the Rush website, contact Tony Demarco for more information.

I need a research assistant but don’t have any money; any suggestions?
A: Your fellow mentees and mentors are great sources – many have research assistants and/or students who would like the opportunity to help. Email Mentoring Programs.

I need help with an IRB issue. Who can help?
A: Contact Dr. Mary Jane Welch, Director, Human Subjects’ Protection Research and Clinical Trial Administration, Associate Professor, College of Nursing. Rush University Medical Center, 707 South Wood St. 0 Annex, Chicago, Illinois 60612, Telephone: 312-942-7276; Fax: 312-942-2874;

How do I complete my Research Training?
Training modules on Human Subjects Protection, HIPAA in Research, and Conflicts of Interest are assigned to investigators and research personnel via the Collaborative Institutional Training Initiative (CITI). Training is good for one year. For more information, see Policy.

Who can I contact for a Philanthropy “prospect research” search?
A: You should contact Maggie McGauley to schedule a time to come in and access the Foundation Center database. They will ask for a lay summary of your project, and they’ll review the search results with you to determine which may be a fit and what the next steps are.

How do I find research collaborators?
A: Your mentor can help you identify appropriate collaborators. Other mentors and mentees in the program are also terrific resources. Email Mentoring Programs and she’ll route your inquiry.

Who can approve my research recruitment/advertising materials (newspaper, television, radio, bulletin boards, posters and flyers)?
A: Any advertisement that uses any Rush University Medical Center logo or the Rush name must be submitted to and approved by the Department of Marketing and Communications prior to submission to the IRB. Please contact Laurie Swatkowski or Elizabeth Lareau in Marketing for approval. Approved marketing material and marketing approval email must be uploaded into the Research Portal. For more information, see Policy.
How can I compensate/reimburse research subjects?

A: You may reimburse research subjects for travel expenses (cab fare, parking or public transportation) and/or provide payment for study participation by check, petty cash, gift card, parking ticket, bus pass, etc. You must include a statement in the consent form and answer questions appropriately in the IRB application. If subject compensation will total $600 or more, amount must be reported to the Internal Revenue Service and the subject’s social security number will need to be collected. (Note: Please discuss with your department administrator on departmental internal policies.)

IRB just approved my study! Now how do I get my money? How is a fund number set up?

A: In order for you to receive your funds, a fund number needs to be set up. Make sure a contract is logged in the Research Portal. Complete and get approvals for your fund budget request form (available on the portal), then upload the form to the portal. Once contract is finalized and IRB is approved, there will be one final sync review. Then the grants/contracts office will request for a fund number to be set up. You will be notified by Fund Accounting of your fund number. (Note: Please discuss further internal departmental policies with your department administrator.)

How can I get additional research training/consultation (RCTA)?

A: Each division in the Research and Clinical Trials Administration (RCTA) will meet with researchers and/or their staff to provide an individual consultation a variety of research-related subjects (Grants and Contracts, IRB Submission, Budgets, Coverage Analysis, Human Subject Protections and Rush Research Portal). The RCTA encourages the use of this service during protocol design to help maximize the support available to you. Fridays are encouraged for the appointments, however if this is not possible we will accommodate your schedule whenever possible.

To arrange a consultation please call a representative from the division from which you wish to receive assistance (see RCTA Contact Sheet). Or, if you are new to research at Rush, please contact Elanda Shannon, (312) 563-2721 to set up consultations with all divisions.

Manuscripts

I want editorial feedback on my manuscript; how can I get it?

A: The program’s science writer is available to review your manuscript. Email you request to Mentoring Programs. The program also has three (3) monthly meetings for research mentees and one monthly meeting for teaching mentees to choose from to improve your grant and manuscript-writing and science skills. These are perfect opportunities for informal, internal review. Let us know which month you would like to present.

i) Clinical (led by Dr. Hobfoll, Dr. Shah, and Dr. Baim): 4th Monday, 3:00-4:00PM in 607 Kidston
ii) Lab (led by Drs. Keshavarzian & Landay): 2nd Wednesday, 9:00-10:30AM in 402 Cohn Building
iii) Educational mentoring (led by Dr. Baker): 3rd Wednesday, 11-12PM in 607 Kidston
Grants

I need feedback on my grant application; how can I get it?
A: The program’s science writer is available to review your grant application. Email your request to Mentoring Programs. The program also has three (3) monthly meetings for research mentees and one monthly meeting for teaching mentees to choose from to improve your grant and manuscript-writing and science skills. These are perfect opportunities for informal, internal review. Let us know which month you would like to present.

i) Clinical (led by Dr. Hobfoll, Dr. Shah, and Dr. Baim): 4th Monday, 3:00-4:00PM in 607 Kidston
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iii) Educational mentoring (led by Dr. Baker): 3rd Wednesday, 11-12PM in 607 Kidston

How do I write a grant application?
A: Read the RFA (request for applications) or opportunity very carefully for instructions. The RRMP has template applications for various grant mechanisms (e.g., K and F awards, R21s, R01s, etc.) – email Mentoring Programs. Ask your mentor(s) or fellow mentees for a copy of a funded application. Your specific aims page (if an NIH application) is THE most important part of your application; 90% of your time and effort should be on this one page. Present this page at one of your track meetings to get critical feedback. Allow ample time (e.g., months) to prepare your application. Consult with Mentoring Programs.

Does the program have samples of funded grant applications?
A: Yes, please contact Mentoring Programs for sample funded applications.

I need some template language/text for my grant application (e.g., environment, resources, mentoring support, etc.); where can I find this?
A: Please contact Mentoring Programs for template language.

Where can I find facility/resource descriptions for grant applications?
A: Sample language is available on The Office of Sponsored Programs website.

Who can help me with my grant application?
A: Your mentor(s), fellow mentees, and the RRMP. Contact Mentoring Programs.

How can I find out what NIH is funding? Is it possible to read the abstracts of NIH-funded grants?
A: Bookmark the NIH RePORTER! Click on the link and search for funded grants by investigator name, institution, subject area, etc. Read the abstracts from funded projects to get a feel for HOW they’re written (in addition to seeing what’s being funded)!
I am preparing a grant proposal, where can I find the DUNS # and other grant preparation information?

A: The Office of Sponsored Projects has organized a Research Toolbox that contains information such as Rush’s Tax ID #, DUNS#, fringe rate, indirect cost rates and other useful grant proposal preparation information.

Promotion

My departmental chairperson doesn't seem interested in my getting promoted; what do I do?

A: Talk to him/her and ask what else you need to do to get promoted. Get it in writing; get it in your annual review goals. At any one time, it is your right to file a grievance against the individual whom you think unfairly blocks your promotion from going ahead. You may contact the COSFAP chair for further questions. You may also contact Dr. Susan Chubinskaya, Associate Provost of Faculty Affairs, who oversees faculty affairs and provides consultations and guidance to faculty on their professional and career development.

How do I prepare my promotion packet?

A: Visit the Faculty Affairs webpage to obtain the CV template and COSFAP policies and guidelines.

Training

I have a great idea for a seminar; how can I make it happen?

A: Email your ideas to Mentoring Programs.

Does Rush provide financial support to attend professional conferences?

A: Yes. You may use the Employee Enhancement Option through the LEAP Program. Full-time employees are eligible for up to $1,000 per calendar year (January – December). Eligible costs are reimbursed at ninety percent (90%). Employees are responsible for the 10% difference and for all non-eligible related costs. Visit the Human Resource website for further details.

Does Rush provide financial support to help with my tuition?

A: Yes. Rush’s External Degree Program offers tuition reimbursement to eligible employees pursuing a degree at an accredited college or university. LEAP will assist up to $5,000 per calendar year for full-time employees. Visit the Human Resource website for further details.

I need more training in research (e.g., statistics, research methods, epidemiology, etc.); how can I get it?

A: The Master of Science in Clinical Research at Rush program provides this coursework – it is a 2-year program that is very affordable and convenient for people holding an MD/PhD. Contact John Somberg. University-wide seminars and workshops are also offered regularly on these topics.
How can I get additional research training/consultation (RCTA)?

A: Each division in the Research and Clinical Trials Administration (RCTA) will meet with researchers and/or their staff to provide an individual consultation a variety of research-related subjects (Grants and Contracts, IRB Submission, Budgets, Coverage Analysis, Human Subject Protections and Rush Research Portal). The RCTA encourages the use of this service during protocol design to help maximize the support available to you. Fridays are encouraged for the appointments, however if this is not possible we will accommodate your schedule whenever possible.

To arrange a consultation please call a representative from the division from which you wish to receive assistance (see RCTA Contact Sheet). Or, if you are new to research at Rush, please contact Elanda Shannon, (312) 563-2721 to set up consultations with all divisions.

Articles/Journals

Do you have any good articles on mentoring?

A: Yes, below is a list of mentoring articles.

- Entering Mentoring A Seminar to Train a New Generation of Scientists
- Nature’s guide for mentors
- Do You Have a Bad Mentor?

References

4. Krause MK. The ABCs of being a mentor: a primer for being both a mentor and a protégé. Healthc Exec. 2007;22(3):62, 64, 66-62, 64, 66.


How do I figure out the “impact factor” of a journal?
A: Visit the Rush Library website
   1. Under “Library Resources,” click “more”
   2. Under “Point of Care Databases,” click “Complete List of Library Databases”
   3. Click “Journal Citation Reports via Web of Knowledge”
   4. Click “Journal Citation Reports”
   5. Then you can “search for a specific journal” or groups of journals by field

I receive regular email invitations for manuscript submissions. How do I know if the journal is legit?
A: As suggested by Rush Library:
   i) Go to main library page
   ii) Click on “Find Databases” link on the Related Content box in the lower left hand corner of the library homepage
   iii) Click on “A-Z List”
   iv) Scroll to bottom and click on “Ulrich’s Periodical Directory”
   v) Type the name of the “suspicious” journal. If it shows up, that’s a good indicator that it’s legitimate (and you can click on the journal name and scroll to “Abstracting & Indexing” at the bottom of the page to see who else cites it).

Other

How do I market my Rush-sponsored event?
A: Below are a few ideas on how you can market your Rush-sponsored event.

- **Rush E-mail Memo Request Form**: If you have a message that you would like to share with the Rush community, please complete the following Marketing [online form](#).
- **Rush News**: Rush News is the e-mail newsletter for all employees of Rush and is published by the Office of Marketing and Communications. Sent out weekly via e-mail, the newsletter is updated daily with information about news and events going on at Rush. Sections include: Headlines, Coming Attractions, In the News, and Media Clippings. If you have an idea or suggestion for Rush News, contact Marketing and Communications at ext. 2-5582 ([Anne_Burgeson@rush.edu](mailto:Anne_Burgeson@rush.edu)).
- **Rush Portal Calendar**: To request to have an event added to the Rush Portal Calendar, contact Libby Higgins. The Rush Portal Calendar is located on the Portal webpage.
- **Corporate Identity and Graphics Usage**: Including new Rush brand template downloads for flyers, posters and PowerPoint.
- **Policy on posting Flyers/Signs**: Refer to this policy prior to posting signs/flyers for your event.
How do I add/update a Faculty Profile on the Rush University Website?

A: Email request to your department administrator

Have a question? Know an answer? Other comments?

Please email mentoringprograms@rush.edu.
The mentoring program has become a much-needed resource to junior investigators at Rush by providing access to unique services, including grant writing, statistical analysis and monthly review meetings to evaluate new research ideas. These resources have helped fill a critical gap to ensure the success of our investigators in obtaining extramural funding.

Alan L. Landay, PhD
Professor and Chair
Department of Immunology/Microbiology

The Rush Research Mentoring Program has provided significant and valuable support as I pursue my research goals at Rush. From granting access to a statistician for research protocol development to facilitating discussions and developing research questions for internal philanthropy grants, the RRMP has been a vital resource for my successful applications for research funds.

Mark P. Supanch, PhD
Associate Professor
Department of Diagnostic Radiology and Nuclear Medicine

The mentoring program has helped prepare junior faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County to be independent researchers and to lead funded translational research programs.

The program relies on two primary mechanisms: comprehensive mentoring and a wide resource infrastructure. Mentees are paired with experienced and committed mentors who work very closely with mentees on their respective research projects. The program provides a range of resources to mentees and mentors, including the following:

- Travel awards
- Statistical analysis
- Data management
- Annual symposium
- Manuscript editing
- Graphics consultant
- Weekly mentee writing groups
- Professional grant writing coaching
- Communication skills workshops and coaching
- Monthly track meetings (clinical, lab, educational)
- Regular workshops and seminars on a variety of research and grant-writing topics

In August 2006, the program started with 23 mentees from Internal Medicine. In fiscal year 2015, the program served a combined 63 mentees from Rush and Stroger. The majority of the mentees (81 percent) were from Rush Medical College (51), six were from the College of Health Sciences and six were from the College of Nursing.

The program currently has 71 active mentors who volunteer to serve in the program. New mentors are invited to join the program and serve as a mentor on an individualized basis.

Prospective mentees must have a minimum of 20 percent protected research time from their respective departments and are nominated by their section heads. Mentees are expected to dedicate an additional 25 percent of their personal time to research.

All mentee applicants attend an orientation session to meet with the research steering committee. During their orientation, applicants present their research proposal to the program director, steering committee and track leaders to identify the proper mentor or mentorship team based on the prospective mentee’s research interest.

Mentors are divided into two categories: funded mentees and lead mentees. Funded mentees actively seek extramural funding while lead mentees focus on manuscripts and conference presentations.
The primary objective of RRMP is to aid junior faculty to establish independent, funded research careers. In fiscal year 2015, 35 of the funded mentees participated in grant writing, either as the principal or co-investigator. In year one of the program, mentees either received or participated in grants that brought close to $700,000. In year nine, the amount increased to approximately $9.5 million.

In fiscal year 2015, 32 of the 90 grants awarded (36 percent) were National Institutes of Health (NIH) awards. Mentees published 223 manuscripts and presented 193 abstracts and posters.

In the past nine years combined, mentees as principal investigators secured more than $26 million in awards. Mentees as co-investigators with their mentors or collaborators brought close to $39 million, totaling $65 million.

The mentoring program at Rush provides a rich network of expertise and experience, creating a more inclusive and collaborative environment. This is necessary for the growth of mentees and mentors alike, especially in the current environment where strong multidisciplinary collaboration is paramount for success.

Anne-Marie Malfait, MD, PhD
Associate Professor
Department of Internal Medicine and Biochemistry

“...the mentorship program at Rush provides a rich network of expertise and experience, creating a more inclusive and collaborative environment. This is necessary for the growth of mentees and mentors alike, especially in the current environment where strong multidisciplinary collaboration is paramount for success.”

Jitesh Pratap, PhD
Assistant Professor
Department of Anatomy and Cell Biology

“The mentoring program has been an outstanding platform for advancing my career, particularly when it comes to improving my grant writing skills, developing great collaborations, and participating in professional and research development activities. Thank you, RRMP!”

Jitesh Pratap, PhD
Assistant Professor
Department of Anatomy and Cell Biology

Mentee Outcomes AND COLLABORATIONS

The mentoring program at Rush provides a rich network of expertise and experience, creating a more inclusive and collaborative environment. This is necessary for the growth of mentees and mentors alike, especially in the current environment where strong multidisciplinary collaboration is paramount for success.

Jitesh Pratap, PhD
Assistant Professor
Department of Anatomy and Cell Biology

“The mentoring program has been an outstanding platform for advancing my career, particularly when it comes to improving my grant writing skills, developing great collaborations, and participating in professional and research development activities. Thank you, RRMP!”

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Assistant Professor
Department of Anatomy and Cell Biology

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As we began year nine of the program in July 2014, we had anticipated that the program would more than triple in size from our first-year enrollment of 23 mentees. We finished the fiscal year with an enrollment of 63 mentees. We were pleased to have met all of our program goals for year nine, which included the following:

- Increase awareness and visibility of the mentoring programs via visits to the different departments and scientific staff
- Facilitate collaboration among different departments by creating a "Meet the Chair" seminar series, where mentors from different departments present the highlights of their research and report new ideas and technology in their respective fields
- Assist in proposal writing
- Participate in events that highlight diversity and inclusion at Rush

To align our goals for year 10 with Rush’s strategic plan — specifically, best people, best programs — we are planning the following:

- Continue facilitating collaboration among different departments by inviting chairs and researchers in the clinical and basic science areas to speak to mentees and mentors
- Organize grant-writing workshops focused on NIH applications
- Organize communication skills workshops focused on PowerPoint and poster presentations
- Organize a research symposium where mentees present their research findings and exchange ideas
- Develop mentor and mentee training modules, primarily focused on expectations and responsibilities for both
- Engage more mentors to participate in the track meetings and other activities organized by Mentoring Programs, including attendance to the symposium
- Increase submissions of grants by mentees, especially by those who participate in grant writing courses with external consultants
- Increase satisfaction of mentees with the program by working closely with them and implementing their suggestions and ideas

The Cohn Family Foundation provided the research mentoring program with $100,000 in grant support, which was distributed equally to five mentees. The Cohn fellows were selected through a competitive process.

The funding allowed mentees to gather preliminary data for larger-scale proposals and for their continued engagement in research activities, maximizing their chances of obtaining independent extramural funding. Fellows from the first cohort received two NIH grants, including a K23, and two foundational awards.

2015 Cohn Fellows (from left): Mahboobeh Mahdavinia, MD, PhD; Natalie Stevens, PhD; Jitesh Pratap, PhD; Rachel Miller, PhD; Jamie Cvengros, PhD, CBSM

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As a research fellow it is critical for me to have resources available to support my efforts. The RRMP provides a structure in which I can seek multiple feedbacks to move my projects forward. The monthly track sessions allow me to feel engaged with researchers and offer a safe environment to seek feedback and perspectives from researchers of diverse background. The staff is very welcoming and has created an encouraging, collegial environment for a young investigator like myself.

Paula Jo Belice, PhD, OTR/L
Health Disparities Fellow
Department of Health Systems Management

The RRMP is invaluable to my training as a mentor, researcher and scholar. Dr. (Giselle) Sandi and Dr. (Susan) Chubinskaya provide, through the RRMP opportunities for collaboration and training, not only within Rush but throughout Chicago and the surrounding area. By having a supportive and dynamic environment for professional growth, I believe we as mentees are well-positioned to meet our career goals.

Meghan M. Moran, PhD
Postdoctoral Fellow
Department of Anatomy and Cell Biology

Year Nine GOALS

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Vision MOVING FORWARD

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Postdoctoral Fellow
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Back to Top
Our Mission
We work in partnership with underserved global communities to improve health and well-being through inter-professional service, learning and scholarship.

Global Health Sponsored Trips

Rush University Belize Interdisciplinary Experience (RUBIE)
The RUBIE team travels to Belize once a year. The seven day trip usually takes place late Fall. Students and faculty participate in providing health promotion workshops and home building for a family determined by Hand in Hand Ministries, our partner organization. The 2015-2016 dates will be determined in August.

Dominican Republic and Haiti
Rush teams travel to the Dominican Republic and Haiti ten times per year. Interdisciplinary teams provide medical service to communities in Peralta, Dominican Republic and Port-Au-Prince, Haiti. Below are the 2015-2016 dates.

Dominican Republic
June 18-26, 2016 (Ortho)
October 23-30, 2016 (Primary Care)
November 6-13, 2016 (General Surgery)
January 21-29, 2017 (Ortho)
February 12-19, 2017 (Primary Care)

Haiti
July 31- Aug 7, 2016
October 23-30, 2016
January 15-22, 2017
May 7-14, 2017

Applications for sponsored trips are available in the Spring and due in June. Interdisciplinary teams consist of 8-10 volunteers. The costs of these trips are approximately $1500-$1800. This includes: lodging, food, in country transportation, project costs and airfare.

Expectations: All participants that receive funding from the Global Health office are required to submit an abstract, poster or podium presentation of their experience within six weeks of their return.
Fundraising
The Global Health office sponsors fundraising activities to support medical service trip initiatives. In partnership with Philanthropy, RIGHT and Rush volunteers we have been successful in these endeavors. Below are some sponsored activities. Call for volunteers begin in August/September.

Art for Health
October 14, 2016
6-10p.m.
Cost: $35 online and $45 at the door
Includes: food, drinks and music

Keep Belizing
TBD
Cost: $35 in advance, $40 at the door

Art for Health helps to raise funds for the Dominican Republic and Haiti trips through a silent art auction.

Keep Belizing helps to raise funds for the Rush University Belize Interdisciplinary Experience (RUBIE) through a silent auction of sports, music and various event tickets.

Rush Initiative for Global Health Thinking (RIGHT)
RIGHT seeks to introduce and cultivate an interest in global health and global health medicine within the Rush University community by promoting awareness of current issues in the practice of global health and medicine through lectures and forums and by advertising international medical experiences available to Rush University students, residents, and attending physicians.

Global Health Symposium
The Global Health Symposium is an opportunity for students, faculty and staff to showcase their research and experience in global health. Opportunities to network with others in the global health field are also available at the closing reception event. This event is held annually for one-week in February. Call for presentations begin in November. Volunteers are also needed for this event.

Travel Awards
The Office of Global Health provides up to $750 for students participating in the following activities:
- M4 Global Health Elective
- Rush University Belize Interdisciplinary Experience (RUBIE)
- Dominican Republic and Haiti Medical Service Trips

Rush Required Travel Forms
If you are participating in a Rush sponsored trip you will need to complete the following forms prior to departure. You will also need to purchase emergency evacuation insurance.
- Rush Liability Waiver
- Global Health Code of Conduct
- Global Health Authorization Waiver
- Emergency Evacuation Insurance

Rush Travel Medicine & Immunization Clinic
If you are traveling for a medical service trip you may need to visit the travel medicine and immunization clinic prior to leaving. Contact (312) 942-4816 or travel_clinic@rush.edu to make an appointment.

If you would like more information regarding Global Health trips or activities contact Stephanie Sacriste at Global_Health@rush.edu

Back to Top