



Rush University Medical Center

Research and Education Mentoring Programs

FAQs

September, 2018

Table of Contents

Research and Education Mentoring Programs	1
FAQs	1
July 26, 2017.....	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 faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County. 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, editor, graphics, and grant support)?	6
The program’s monthly track meeting topics are not related to my research or educational 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, editor, graphics, and grant support)?	6
Mentees	7
How do I find a mentor in research or education?	7
How do I change my mentor?	7
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)?.....	9
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.....	10
I want editorial feedback on my manuscript; how can I get it?.....	10
Grants.....	10
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?.....	11
Who can help me with my grant application?	11
How can I find out what NIH is funding? Is it possible to read the abstracts of NIH-funded grants?	11
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.....	12
I have a great idea for a seminar; how can I make it happen?	12
Does Rush provide financial support to attend professional conferences?	12
Does Rush provide financial support to help with my tuition?	12
I need more training in research (e.g., statistics, research methods, epidemiology, etc.); how can I get it? ..	12
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	14
How do I market my Rush-sponsored event?	14
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 two translational research tracks: clinical (outcomes, behavioral interventions, decision-making, and communication, patient safety, epidemiology, and community-based participatory research) and laboratory/basic science.

How do I join the Research Mentoring Program? What are the requirements?

A: The program is open to junior faculty members and instructors 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 mentoringprograms@rush.edu for more information.

How can I learn more about the Research Mentoring Program?

A: To learn more about our program, please visit our website: www.rushu.rush.edu/mentoringprogram

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?

A. The program is open to faculty members at Rush University Medical Center and John H. Stroger, Jr. Hospital of Cook County. 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.

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 internal fellowships, professional grant writing coaching and manuscript editing, statistical analysis, communication skills workshops, graphics consulting, monthly track meetings, weekly mentee writing groups, regular workshops and seminars, a research symposium and an online training curriculum for mentors and mentees. Please e-mail your request directly to mentoringprograms@rush.edu.

What are the program's research tracks?

A: The program has two translational research tracks: clinical (outcomes, behavioral interventions, decision-making, and communication, patient safety, epidemiology, and community-based participatory research) and laboratory/basic science. More than 60 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, editor, graphics, and grant support)?

A: Program mentees and mentors: please e-mail your request directly to mentoringprograms@rush.edu.

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: Invitations to all seminars and workshops are sent to mentors and mentees via email. Additionally, they are advertised through University News to all faculty, students, and staff.

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

A: When you become a mentee or mentor in the program, your email is added to an email group. If you are not receiving this information, please contact mentoringprograms@rush.edu to request to be added.

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.

http://www.hhmi.org/resources/labmanagement/downloads/entering_mentoring.pdf

Reference: Lee, Dennis, & Campbell. "Nature's Guide for Mentors," Nature (Vol. 447), 14 June 2007.

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

A: Program mentees and mentors: please e-mail your request directly to mentoringprograms@rush.edu.

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 to mentees and mentors in the program, including internal fellowships, professional grant writing coaching and manuscript editing, statistical analysis, communication skills workshops, graphics consulting, monthly track meetings, weekly mentee writing groups, regular workshops and seminars, a research symposium and an online training curriculum for mentors and mentees. Please e-mail your request directly to mentoringprograms@rush.edu.

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: <http://www.medartdesign.com/>

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: <http://www.rushu.rush.edu/servlet/Satellite?blobcol=urlfile&blobheader=application%2Fpdf&blobkey=id&blobnocache=true&blobtable=document&blobwhere=1251123109998&ssbinary=true>

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 mentoringprograms@rush.edu 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 mentoringprograms@rush.edu.

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; e-mail: Mary_Jane_Welch@rush.edu;

How do I complete my Research Training?

- A:** 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) at www.citiprogram.org. Training is good for one year. For more information, see Policy: <http://www.rushu.rush.edu/servlet/Satellite?blobcol=urlfile&blobheader=application%2Fpdf&blobkey=id&blobnocache=true&blobtable=document&blobwhere=1251123110293&ssbinary=true>

Who can I contact for a Philanthropy “prospect research” search?

Who can I contact for a Philanthropy “prospect research” search?

- A:** You should contact Erin Shelp (Erin_Shelp@rush.edu). Philanthropy will ask you to complete a questionnaire to provide them with more information on your project. Once your search has been completed, they will 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 mentoringprograms@rush.edu 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:

<http://www.rushu.rush.edu/servlet/Satellite?blobcol=urlfile&blobheader=application%2Fpdf&blobkey=id&blobnocache=true&blobtable=document&blobwhere=1320160173723&ssbinary=true>.

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 at elandatshannon@rush.edu or (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 mentoringprograms@rush.edu. The program also has two 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 and Dr. Shah): 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
- iii) Educational mentoring (led by Dr. Baker): In Dr. Baker's office, by arrangement

Grants

I need feedback on my grant application; how can I get it?

A: The program's science writer is available to review your manuscript. Email you request to mentoringprograms@rush.edu. The program also has two 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.

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- iii) Educational mentoring (led by Dr. Baker): In Dr. Baker's office, by arrangement

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 mentoringprograms@rush.edu. 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 mentoringprograms@rush.edu.

Does the program have samples of funded grant applications?

A: Yes, please contact mentoringprograms@rush.edu 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 mentoringprograms@rush.edu for template language.

Where can I find facility/resource descriptions for grant applications?

A: Sample language is available on The Office of Sponsored Projects website:

<http://www.rushu.rush.edu/servlet/BlobServer?blobcol=urfile&blobtable=document&blobkey=id&blobwhere=1258917203667&blobheader=application%2Fmsword&blobnocache=true>

Who can help me with my grant application?

A: Your mentor(s), fellow mentees, and the RRMP. Contact mentoringprograms@rush.edu.

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)!

NIH RePORTER: <http://projectreporter.nih.gov/reporter.cfm>

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. See:

<http://www.rushu.rush.edu/servlet/BlobServer?blobcol=urfile&blobtable=document&blobkey=id&blobwhere=1274035884808&blobheader=application%2Fmsword&blobnocache=true>

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:

<https://www.rushu.rush.edu/about/faculty-affairs>

Training

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

A: Email your ideas to mentoringprograms@rush.edu.

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:

<http://hrsourceatrush.com/Page2.aspx?key=161&prev=false>

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:

<http://hrsourceatrush.com/Page2.aspx?key=273&prev=false>

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 at elanda_t_shannon@rush.edu or (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.

http://www.hhmi.org/resources/labmanagement/downloads/entering_mentoring.pdf

<http://www.nature.com/nature/journal/v447/n7146/full/447791a.html>

<http://chronicle.com/article/Do-You-Have-a-Bad-Mentor-/45819>

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14. Sambunjak D, Straus S, Marusic A. A systematic review of qualitative research on the meaning and characteristics of mentoring in academic medicine. *J Gen Intern Med*. 2010;25(1):72-78.

How do I figure out the “impact factor” of a journal?

- A:** Visit the Rush Library website (www.rushu.rush.edu/library/)
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 (www.rushu.rush.edu/library/)

- 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” (<https://ulrichsweb.serialssolutions.com/>)
- 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).
- **Rush Portal Calendar:** To request to have an event added to the Rush Portal Calendar, contact Libby Higgins at Elizabeth_Higgins@rush.edu. The Rush Portal Calendar is located on the Portal webpage: <http://inside.rush.edu/Pages/Main.aspx>.
- **Corporate Identity and Graphics Usage:** Including new Rush brand template downloads for flyers, posters and powerpoint: <http://iris.rush.edu/LogoUsage/>
- **Policy on posting Flyers/Signs:** Refer to this policy prior to posting signs/flyers for your event: <http://inside.rush.edu/Policies/Lists/Master%20Policy/DispForm.aspx?ID=2279>

How do I add/update a [Faculty Profile](#) on the Rush University Website?

- A:**
1. Complete the [Faculty Profile template](#)
 - 2A. Email request to your [departmental “University” contact/web page manager or college main contact](#)
 - 2B. If no contact name listed under your departmental “University” contact/web page manager OR college main contact, email request to Kenneth_Quandt@rush.edu

Have a question? Know an answer? Other comments?

Please email mentoringprograms@rush.edu.