Mentoring Committee Proposal: "Culture of Mentoring" Seed Grants

Background
The goal of the "Culture of Mentoring" Seed Grant Program at the University of Southern California (USC) is to fund and support the growth of high-impact mentoring programs across campus. This grant offers opportunities for faculty-to-student and faculty-to-faculty mentoring initiatives to build an academic environment that values and supports effective mentoring.

Letter of Intent
A university-wide announcement calling for a Letter of Intent (LOI) pre-proposal will be distributed to all faculty at USC.

The LOI will be limited to 2 pages (single spaced, 12 point font) and must include the following sections:
· Background
· Population and proposed program
· Evaluation methods
· Impact, Scalability, and Sustainability
· Budget
· Primary faculty member(s), Schools
· Short biography of faculty writing the proposal

The USC Committee on Mentoring will serve as reviewers and will select promising projects to be invited to submit a full application. Previous Mellon and USC Mentoring Award winners will be asked to serve as advisors to selected grant writing teams as they write their proposals, and later to awardees as they implement their programs, to support their efforts.

Funding Priorities
The focus of this program is to reach diverse populations that have been underserved by mentoring efforts in academia. Diversity is critical to the educational endeavor at USC. We are able to provide unique and novel perspectives in research, education, and leadership through the inclusion and experiences of faculty, staff, and students from diverse backgrounds and unique viewpoints. Priority will be given to applications that address these populations or groups.

Application Process
Those whose projects are selected for further review by the Mentoring Committee should submit a proposal application of no more than 5 pages addressing the following criteria:

1. **Population**
a. **Underserved groups** A focus on populations that have been historically underserved in mentoring
b. **Need-based** A focus on groups for whom mentorship is necessary for academic or career success
● **Impact**
a. **Multidisciplinary** Uses shared knowledge and experience across more than one field

b. **Program potential** Has potential to meet its objective given the proposed model and plan	
Community connections Includes outreach to populations outside the university	
Innovation Proposes unique or creative approaches to mentoring or reaching underserved populations	
3. Scalability	
a. **Growth Capacity** Has potential to be scaled up to reach large numbers of people	
b. **Replicability** Has potential to be implemented in other contexts or with other populations	
● **Evidence-based**	
a. Uses **evidence-based or best mentoring practices**, cited within the proposal	
b. Builds upon or adapts **other successful mentoring models** as basis for current proposal	
● **Plan**	
a. **Schedule or timeline** Contains clear process that includes viable timeframes	
b. **Learning outcomes** Has goals, aims, or objectives to be achieved at the end of the mentoring program	
c. **Deliverables** Promises concrete materials that would support the replication or scaling of the program	
d. **Anticipated Challenges** in implementation are outlined with strategies for overcoming them	
e. **Sustainability** Includes plan to support program after grant funding ends	
f. **Consultation** with prior mentoring award winners on plan development and implementation	
6. **Assessment**	
a. Has **embedded assessment** of program's effectiveness in meeting its goals, aims, or objectives	
b. Plans for **continuous feedback and quality improvement cycle** allowing for program improvement	
● **Budget**	
a. **Meets grant allocation criteria**	
b. **Feasibility of plan** given budgetary parameters and projected costs	

Sustainability

Mentoring is a shared responsibility across schools, departments, and the University. Mentoring is a crucial component of recruitment, retention, and job/program satisfaction, and should be

embedded in every academic unit on an ongoing basis. Continued sustainability of the program shall be the responsibility of the proposing school or department and should be clearly outlined in the letter of intent and proposal applications. Preference will be given to applications with measurable terminal objectives, deliverable materials that further the program, and a realistic current and future sustainability plan that continues and expands the reach of the program.

Proposals submitted should address an interprofessional (e.g. faculty, students, community members, different schools or departments) and self-sustaining network of relationships. Each proposal should identify a sustainability plan for the current mentor-mentee dyad as well as for future mentor-mentee dyads, which includes (a) identifying interprofessional network of relationships, (b) an identified formal structure and process, (c) addressing potential challenges of sustaining mentoring program and ways to address these challenges, and (d) ideas for funding after seed funding ends. The program should result in publications, presentations, and other scholarly works in the mentor/mentees discipline. These works should be clearly outlined in the full proposal.

Budget
Range: TBD by Provost

Funding Requests:
Funding request should include a summary highlighting an estimated budget total and description of how the funds will be spent

Examples of Mentoring Expenditures to be Incorporated into Budget:
- Development of mentoring program
- Workshop or conference and its intended audience
- Ongoing program implementation costs
- Enhancement of existing mentoring program

Expenditures may include but are not limited to:
- Program materials and supplies
- Meals
- Honorariums for those involved with development and implementation of the program
- Venue rental (on campus venues preferred)
- Student workers
- Travel expenses to present new model at conferences or other universities
- Other, such as consultants, etc.

Any expenditure must be made in accordance with university policies and procedures. Please check with your school's or department's financial representative if you are not sure about how an expenditure is to be tracked and recorded.

Do not include an indirect rate.

Proposed expenditures should be delineated between the schools and departments participating under the grant.

Proposal review and awards

The USC Committee on Mentoring and prior Mentoring Award Winners will serve as reviewers of full applications and will make funding recommendations to the Provost. The Provost will make all final funding decisions.