

Sponsored Research Mentoring Program

Initial Meeting Template

MENTOR: Central Office Administrator

MENTEE: Departmental Administrator

MEETING LENGTH: 1 Hour (Suggested)

Purpose: The initial meeting between mentor and mentee is to begin building the mentor-mentee relationship and to set parameters around the mentoring relationship.

Activities: The following are recommended topics for the initial meeting:

The mentee's goals: The mentee should come prepared to discuss outcomes s/he would like to achieve over the course of the upcoming 6 months. Examples in a Central Office Administrator as mentor and Department Administrator as mentee relationship may include:

- Know about the role of central offices (SRA, ORPA, RIA, CEFR, OAC, or other) in the grant life cycle.
- Tips for successful relationship building with different central offices.
- Working with various sponsors with regarding to proposals, awards and post-award approvals.
- Managing a proposal submission from a central office perspective.
 - What types of things central offices are looking for during their routine reviews?
- Building awareness of Sponsored Research financial management, compliance and billing.
- Interim and final financial reports.
- Learn how various central offices interact with each other – who do you contact for various requests.

The mentor's goals: The mentor may enroll in the program with the intent of building relationships and/or expanding his/her professional network, enhancing his/her career, or a variety of other reasons.

- *Develop a formal meeting schedule.* The time commitment for the formal meeting schedule is expected to be 1 hour per month, either as a 1-hour monthly meeting, a 30-minute biweekly meeting, or similar. The meeting schedule should be submitted to the Steering Committee within one month from match.
- *Establish parameters around informal check-ins.* It is expected that the mentor will serve in a limited “on call” capacity to the mentee. In addition, informal meetings such as attending on-campus training sessions or grabbing lunch/coffee together are highly encouraged.
- *Develop an action plan of meeting the established goals,* including the mentee's preferred learning style(s). Some mentees will prefer to listen to the mentor discuss a question, while others will prefer to watch the mentor perform a task. Everyone learns differently, so be sure to account for preferences of the mentee.

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The mentee's goals: The mentee should come prepared to discuss outcomes s/he would like to achieve over the course of the upcoming 6 months. Examples in a Departmental Administrator as mentor and Central Office Administrator as mentee relationship may include:

- Tips for successful relationship building with Principal Investigators (PIs)
- Learning about the process of working directly with PIs to gather proposal submission documents
- Understanding the process of creating a funding proposal (FP) record in Princeton ERA
- Building awareness of departmental financial management, including developing and maintaining projections, and discussing routine monthly/quarterly processes.
- Becoming familiar with the various departmental administrators a Grants Manager may interact with and how these roles support Sponsored Research directly or indirectly
- How to apply University policies in a departmental setting
- Understanding academic department culture

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