ORSP Grant Mentorship Incentive Program

**Overview:** Recognizing the increased emphasis on research at the University of Mississippi (UM) and the need for more compelling and competitive proposals for external support, the Office of Research and Sponsored Programs, in coordination with the ORSP Research Development Fellows, and in consultation with the Associate Deans for Research, has developed the **ORSP Grant Mentorship Incentive Program**. With the approval of their supervisors, UM/Oxford Faculty with expertise and experience to make substantial contributions to the enhancement of competitive funding proposals may receive extra and/or supplemental compensation by serving as Grant Mentors in this program.

**Roles:** Mentors willbe chosen by faculty/staff members (Proposers) who request assistance with the development of proposals for external support. ORSP can assist, as requested, in matching Proposers with qualified Mentors, based on the best overlap of success in obtaining external funding with the **funding agency**, **program area**, or **scholarly background**. Once matched, Mentors will assist Proposers in improving one (or ideally more) of the following aspects of their proposal—according to the Mentor’s ability and experience: research plan and story; clarity of narrative; responsiveness to program solicitation/sponsor review criteria; broader impacts; implementation scheme; budget and justification; and compliance with sponsor and institutional rules and polices.

**Mentor Qualifications:** Generally, UM faculty members who have served as the PI on one more competitively won UM sponsored programs in the last 5 years will be considered as ideal candidates to be Mentors in this program. Alternative qualifications may be considered. In some cases, staff members (e.g., research scientists who are not 100% paid on soft money *and* whose effort will be outside of regular business hours) may be eligible to serve as Mentors. Informed by the input from the Mentor’s supervisor, the decision of whether a potential Mentor is sufficiently qualified for a candidate proposal will be made by the administrator(s) offering the *Extra Compensation* (the Proposer’s Chair and/or Dean) and the *Incentive Award* (ORSP AOR). These inputs and decisions will be documented on *the Form*.

**Finding Qualified Mentors**: UM/Oxford faculty/staff with demonstrated experience and expertise in competitive proposal writing or mentorship can request to be listed as potential mentors in the Research Resources Directory at <http://research.olemiss.edu/r2d1>, accessible and searchable by WebId authenticated UM personnel. ORSP can help verify the UM grant winning experience/expertise of a potential mentor. As experience in, and demand for, the program grow, ORSP may develop a standalone web/database for matching Proposers with experienced Mentors.

**Pre-Approval:** Once a Proposer/Mentor match has been made for a particular proposal, the Proposer and Mentor should fill out the *Mentorship Agreement/Approval Form*, documenting their intent to work together on the proposal. This form should be approved by supervisors of both the Proposer and the Mentor, acknowledged by ORSP, and uploaded to the ORSP online transmittal for the proposal.

**Compensation:** A *Preapproved Mentor* on a *Qualifying, Compliant, On-time Proposal* willreceive *Extra Compensation* of up to $500 per proposal submission, payable as extra Pay for Extra Work by the Department and/or Dean (as pre-approved) of the Proposer. If the proposal results in a *Qualifying Funded Award* from the granting agency, ORSP will provide an *Incentive Award* of up to $500 as Supplemental Compensation to the Mentor (or up to $250 for partial F&A generating awards)[[1]](#footnote-1).

**Assessment**: After the proposal but before any resulting award begins, the Proposer will submit an assessment of the Mentorship to ORSP. Data from these assessments will be used to improve the program and to better match new Proposers with the most appropriate Mentors.

**Schools and Departmental Participation**: ORSP recognizes that different departments have different expectations for mentoring as part of a faculty’s regular departmental duties, and that some may already have local programs to incentivize intra-university mentoring. It is up to each school/college/department to determine whether and how their faculty may participate in this program, how to integrate it locally, and how to determine what constitutes a qualifying proposal, and what is reasonable extra compensation for a mentorship. The essential aspect of the *ORSP Grant Mentorship Incentive Program* is that, when a department/school provides *Extra Compensation* to a *Preapproved Mentor* for contributions to a *Compliant, On-Time Proposal*, and when that proposal results in a *Qualifying Funded Award*, ORSP will provide an equal *Incentive Award* as supplemental compensation to the Mentor.[[2]](#footnote-2)

**More Information**: <http://research.olemiss.edu/GrantMentors>.

Instructions

1. **Proposer: Identify a project or activity that you would like to seek external funding for.**
2. **Proposer: Identify a sponsor and funding opportunity that you think would be a good fit for your project. (ORSP can provide assistance to your funding search.)**
3. **Proposer: Consult with your supervisor to determine whether a proposal to this funding opportunity would be qualifying for an incentivized mentorship, and at what level.**
4. **Proposer: Identify a potential Mentor—a UM employee with relevant expertise and experience in writing competitive grant proposals—preferably, one with a track record of competitive grant funding at UM. (If desired, ORSP can provide assistance in finding, or in some cases evaluating the qualifications of, a potential Mentor. ORSP assets for matching proposers to mentors include Program Development Specialists, Research Development Fellows, the searchable Research Resources Database, and the Director of Research Development).**
5. **Proposer**: Approach the potential Mentor with your project idea and target funding opportunity, and ask whether they have the qualifications, interest, and time to mentor/support you in the development of a compelling, competitive proposal.
6. **Proposer and Mentor**: If you are a match, download, fill out, and route this *Mentorship Agreement/Approval Form*.
	1. **Proposer**: Complete Sections A (Proposer Information) and C (Funding Opportunity).
	2. **Mentor**: Complete section B (Mentor Information).
	3. **Proposer and Mentor**: Work together to complete Section D (Mentoring Plan).
	4. **Proposer**: Sign and date Section E.1.
	5. **Mentor**: Sign and date Section E.2; then route to Mentor’s Supervisor.
	6. **Mentor’s Supervisor**: Sign and date Section E.3; then route to Proposer.
	7. **Propose**r: Route to Proposer’s Supervisor.
	8. **Proposer’s Supervisor and/or Dean**: Complete, sign, and date sections E.4 and E.5, in either order; then route (or have Proposer route) to ORSP AOR.
	9. **ORSP DRD**: Review, sign and date section E.6 to finalize/execute the Mentorship Agreement.
	10. **ORSP DRD**: E-mail copies of executed agreement to all signatories, and to ORSP Program Development Specialist.
	11. **Program Development Specialist**: Initiate a transmittal on behalf of the Proposer, and upload a copy of the executed agreement to the transmittal.
7. **Proposer and Mentor**: Develop the proposal, implementing the agreed upon Mentorship Plan.
8. **Proposer**: As you are finishing your proposal, but before submitting your transmittal:
	1. If you agree that the Mentor has fulfilled their role as documented in Part D of the Form, sign and date Part E.7 of the Form, and upload it to the transmittal.
	2. If you don’t agree that the Mentor has fulfilled their role, e-mail ORSP, and CC the form signatories, terminating the mentorship agreement.
9. **Proposer**: Submit an on-time, complete and accurate transmittal to ORSP, for normal routing.
10. **Proposer**: Submit an on-time, compliant proposal to the sponsor/funding opportunity.
11. **ORSP DRD**: Complete section F.1 of the Form, upload updated Form to transmittal, and e-mail copies to all signatories.
12. **Proposer’s Chair and Dean**: If Section F indicates an On Time transmittal and On-Time, Accepted proposal submitted to the sponsor, then initiate an HR From 17 to trigger the agreed upon Extra Compensation (see sections E.5 and E.6) to the Mentor.
13. **ORSP DRD**: Upon award notification/execution, or 12 months after submission date (whichever comes first), complete section F.2 of *the Form*; upload to *Transmittal*; and e-mail copies to all signatories. If Proposal Status = Awarded, initiate an HR Form 20 to pay offered *Incentive Award* (section E.7) as Supplemental Compensation to the Mentor.
14. **Proposer**: No later than the time of the award notification/execution, or 12 months after submission date (whichever comes first), complete an Assessment of the usefulness of the Mentorship and submit to ORSP and your supervisor.

Policies, Rules, Restrictions, & Disclaimers

1. **This program is narrowly focused on incentivizing proposal-based mentorships by providing *Extra Compensation* to *Preapproved Mentors* of *Qualifying, Compliant, On-time Proposals*, and *Incentive Award*s to Mentors when those proposals result in *Qualifying Awards*. This program is not intended replace, subsume, or interfere with other mentoring activities on campus.**
2. **Having a Mentor in no way guarantees that a Proposal will be successful or even competitive.**
3. **Relationships between Mentors and Proposers in this program are voluntary, must be agreed to in advance by both parties, approved by their supervisors, and acknowledged by ORSP.**
4. **Mentoring Agreements in this program are made on a per-proposal basis, and automatically expire on the Mentoring End Date listed in Part D (if not terminated earlier).**
5. **If for any reason, before the *On-time Transmittal Submission Date* to ORSP, any party wishes to dissolve a Mentorship Agreement, they may do so by e-mailing ORSP and CCing all signers.**
6. **A Mentor on a *Compliant, On-Time Proposal* is only entitled to the offered *Extra Compensation* amount (sum of amounts in sections E.5 and E.6) if, and only if:**
	1. **They fulfill their role as described in part D, as confirmed by the Proposer in *the Form*.**
	2. **The agreement is not dissolved before the *On-time Transmittal Submission Date*.**
	3. The proposal is submitted on-time to the sponsor; and
	4. The proposal is accepted by the sponsor for review.
7. A Mentor on a *Compliant, On-Time Proposal* is only eligible to be the offered *Incentive Award* (the Award amount in part E.7 of the Form) if;
	1. They qualified for and received the *Extra Compensation* (sum of amounts in Parts E.5 and E.6 of the Form), and;
	2. The proposal results in a Qualifying Funding Award, as documented in Form Part F.2.
8. Employees may NOT receive compensation as a mentor in this program for proposed sponsored programs on which they will be directly benefiting as an investigator or participant.
9. ORSP Research Development Fellows are eligible to participate as Mentors.[[3]](#footnote-3)
10. This program has been designed to leverage and comply with the following official University Policies. All would-be Proposers, Mentors, and Supervisors should read and understand these policies before requesting or approving participation in this program. If there is any disagreement between this program and official UM policy, the policy will take precedent.
	1. Policy: Extra and Supplemental Compensation
	<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10655974>
	Responsible Office: Human Resources
	2. Policy: Extra Pay for Extra Work
	<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10649960>
	Responsible Office: Human Resources
	3. Policy: Transmittal of External Funding Requests
	<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10874764>
	Responsible Office: ORSP
	4. Policy: Full Recovery of F&A Costs Required
	<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10874765>
	Responsible Office: ORSP
	5. Policy: Cost Sharing on Sponsored Projects
	<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10874768>
	Responsible Office: ORSP
	6. Policy: Authority for External Funding Requests
	<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10874762>
	Responsible Office: ORSP

Definitions and Links

**Extra Compensation: Up to $500 in Extra Pay for Extra Work provided to Mentor by the Proposer’s Chair/Dean for an approved mentorship that would not be part of their regular departmental duties. The mentorship must lead to a *Compliant, On-Time Proposal*.** This will be considered *compensation for work performed* and will be considered contributory for PERS.

**Incentive Award: Up to $500 in Supplemental Compensation paid to the Mentor by ORSP for a Qualifying Funded Award.**  The incentive pay is deemed *not earned compensation*, therefore it is not subject to state retirement and will be a non-contributory payment to be processed in the off-cycle.

**Mentorship Agreement/Approval Form: This form (with accompanying instructions, definitions, and policies pages), the latest version of and instructions for which are available at** <http://research.olemiss.edu/grant-mentors>**.**

**On-time Transmittal Submission Date: The sponsor’s due date minus five working days. Transmittals are considered on-time to ORSP if they are submitted at least five working days before the sponsor’s due date, and include *at the very least*: a *mature project narrative*, and complete and accurate *budget* and *budget justification*. Transmittals submitted missing, incomplete, or inaccurate will be returned to the PI for further development.**

**ORSP Webpage: Current UM F&A Rates**: <http://research.olemiss.edu/proposal-development/current-rates>

**ORSP Webpage: UM Grant Mentors Program**: <http://research.olemiss.edu/GrantMentors>.

**Preapproved Mentor: A UM employee who has been identified as a Mentor in a full approved *Mentorship Agreement/Approval Form.***

**Preapproved Mentorship: A mentoring relationship established by mutual agreement at the outset of a proposal development effort, memorialized in a fully approved *Mentorship Agreement/Approval Form*.**

**Qualifying, Compliant On-time Proposal:** A proposal that:

1. Was the of an result of a *Preapproved Mentorship*;
2. Was institutionally approved following a complete and accurate transmittal submitted on or before the *On-time Transmittal Submission Date*.
3. Was submitted, after institutional approval, to the sponsor by the sponsor’s deadline; and
4. Was accepted for review by the sponsor (i.e., it was not returned without review).

**The judgment about what constitutes a Qualifying opportunity and proposal for an incentivized mentorship is to be made by administrators (e.g., Dean/Chair) in the Proposer’s unit.**

**Qualifying Funded Award: An F&A generating UM award with no voluntary committed cost share resulting from a *Qulifying, Compliant, On-time Proposal* for which the Mentor received *Extra Compensation*.**

**Research Resources Directory (R2D1): An Web directory of resources related to, or available in support of, research and sponsored programs at UM, including equipment, experts, and potential mentors, among others. See** <https://research.olemiss.edu/r2d1/index.php/site/login>**.**

**Transmittal: The online form used to obtain institutional approval for submitting a proposal to an external sponsor. See** <http://research.olemiss.edu/proposal-development/transmittal>**.**

ORSP Grant Mentorship Agreement/Approval Form

# Part A. Proposer Information

*Please enter information about the UM employee who will be the principal investigator and lead developer on the proposal. This will be* ***the person being mentored****.*

**Name:**       **E-mail:**

**Department:**       **School or College:**

# Part B. Mentor Information

*Please enter information about the UM employee who will be* ***providing the mentoring****.*

**Name:**       **E-mail:**

**Department:**       **School or College:**

**Job Classification of Mentor**: **If Other Classification, Explain**:

**Mentor Experience** *Describe any previous competitive funding success or other relevant experience or expertise that qualify this Mentor to substantially support and advise the Proposer on the development of this proposal. (Maximum 1,000 characters):*

# Part C. The Funding Opportunity

*Please complete any fields below that apply to the specific opportunity and sponsor being proposed to.*

**Sponsor:**

**Program Name and/or Funding Opportunity Number:**

**Funding Opportunity Website/URL:**

**Funding Opportunity Deadline/Submission Window (if any):**

**Last Anticipated Submission Date to Sponsor:**

*If the opportunity has a hard deadline, provide that. If it is a rolling or recurring deadline or window, provide details.*

**Budget** *About how much total $$ do you anticipate requesting from the sponsor?*

**Facilities and Administration Costs (Indirect Costs)** *Does this opportunity allow for the recovery of UM’s full indirect costs? See Policies, Rules, Restrictions, & Disclaimers page for more information:*

**Discussion** *Provide any additional details about the funding opportunity, the UM project that will be proposed, and why the project is important to the Proposer and the University. (Maximum 1,500 characters):*

# Part D. The Mentoring Plan

*Describe the proposal and mentoring relationship.*

**Mentoring Start Date:** *Enter the approximate date that the Mentorship Agreement will begin:*

**Mentoring End Date:** *Enter the date this Mentorship Agreement is expected to end. In most cases, this should be the same as the date the proposal is due to the sponsor. This can be amended later if needed:*

**Mentor Role** *Describe the anticipated role of the Mentor in the development of this proposal. How will they interact with/support the Proposer? What specific responsibilities and activities will the Mentor have? How will these activities lead to a more competitive proposal? (Maximum 500 characters):*

**Proposer Role** *Describe the anticipated role of the Proposer in the development of this proposal. How will they interact with the Mentor? What specific responsibilities and activities will the Proposer have? (Maximum 500 characters):*

**Justification** *Explain why this proposal is likely to be more compelling and competitive with this mentorship than without it? (Maximum 500 characters):*

**Metrics of Success** *How will you measure the impact of this mentorship? What independently verifiable outcome or outcomes will define a successful mentorship? For example, attaining a particular target review score or recommendation from the sponsor’s peer review process. (Note: the metrics provided here may inform and compliment, but should not replace, the minimum criteria that must be met for the Mentor to receive Extra Compensation and/or an Incentive Award for this effort. (Maximum 500 characters):*

# Part E. Acknowledgements and Approvals – Pre-Proposal

**1. Proposer:** *As the Proposer, I enter into this Mentorship Agreement voluntarily. I intend to regularly communicate with the Mentor, seek and consider their advice, and leverage their expertise and support in the development of this proposal. I understand that, as the principal investigator/lead developer, I am under no obligation to follow their advice, and I may terminate this mentorship if I conclude that it is unhelpful. I agree to share any sponsor scores reviews of this proposal with ORSP for the exclusive use of evaluating and improving the ORSP Grant Mentorship program, and understand that ORSP will not share these reviews with other parties without my express consent. I affirm that all information provided in this application is correct to the best of my knowledge.*

**Signature:**       **Date:**

**2. Mentor:** *As the Mentor, I intend to proactively and responsively provide substantial consulting (time, effort, and expertise), over and above my regular departmental duties, to help the Proposer as they lead the development of a proposal to the opportunity described above. I will have no substantial role in the sponsored project itself if funded. I affirm that all information provided in this application is correct to the best of my knowledge.*

**Signature:**       **Date:**

**3. Mentor’s Supervisor:** *As the Mentor’s supervisor, I believe the Mentor is qualified to conduct this mentorship, and I support their doing so. I affirm that this constitutes extra work over and above the Mentor’s regular departmental load, and that it should not interfere with their ability to carry out their regular duties. I have read and understand UM’s* ***Extra and Supplemental Compensation Plan for Faculty and Staff Policy****, and* ***Extra Pay for Extra Work Policy****.*

**Signature:**       **Date:**

**4. Proposer’s Supervisor:** *As the Proposer’s supervisor, I approve of this plan. If this mentorship leads to a compliant, on-time proposal accepted by the sponsor for review as certified by ORSP, I will contribute departmental funds amount indicated below towards Extra Compensation to the Mentor. I have read the Instructions Page on this form and understand how it applies to me, as well as UM’s* ***Extra and Supplemental Compensation Plan for Faculty and Staff Policy****, and* ***Extra Pay for Extra Work Policy****.*

**Contribution** *in dollars:*       **Signature:**       **Date:**

*The sum of the Supervisor’s and Dean’s Contributions should not exceed $500.*

**5. Proposer’s Dean:** *As the Dean or 2nd line supervisor of the Proposer, I approve of this plan. If this mentorship leads to a* ***Qualifying, Compliant, On-time Proposal*** *accepted as certified by ORSP, I will contribute departmental funds indicated below towards* ***Extra Compensation*** *to the Mentor*

**Contribution** *in dollars:*       **Signature:**       **Date:**

*The sum of the Supervisor’s and Dean’s Contributions should not exceed $500.*

**6. ORSP:** *As ORSP Director of Research Development (RD), I acknowledge this mentoring agreement. If the mentorship results in a funded award to UM within 12 months of a* ***Qualifying, Compliant, On-time Proposal Submission****, ORSP RD will provide the amount indicated below as an* ***Incentive Award*** *to the Mentor.*

**Contribution** *in dollars:*       **Signature:**       **Date:**

**7 Proposer:** *As the Proposer, I confirm that the Mentor fulfilled their role as documented in Part D.*

**Signature:**       **Date:**

# Part F. Acknowledgements and Approvals – Post-Submission****1. ORSP:**** *To be completed once the proposal has been submitted.*

*As ORSP Director of Research Development, or other authorized ORSP representative, I certify the following dates and statuses with regard to the transmittal and proposal submission. For the Mentor to qualify for an Incentive Award from ORSP, this Mentorship must result in: 1) a* ***Qualifying, Compliant, On-Time Proposal****; and 2) a* ***Qualifying Funded Award****.*

**Transmittal Submission Date:**       **Transmittal Submission Status:**

**Proposal Submission Date:**       **Transmittal Submission Status:**

**Signature:**       **Date:**

***At this point, ORSP will upload this version of the form (signed through step #7) to the online transmittal. If the Transmittal Submission Status is*** *On-Time****, and the Transmittal Submission Status is*** *On-Time, Accepted****, then ORSP will e-mail the Proposer’s Supervisor and prompt them to initiate a HR Form 17 to trigger the Extra Compensation for the Mentor.***

**2. ORSP:
*ORSP will complete this section upon receipt of a resulting award, or 12 months after the submission date if no award has resulted, and send copies to the signatories. If a qualifying award has resulted, ORSP will initiate an HR Form 40 (Reason: “Award”; Description: “Incentive pay for grant mentorship of [Proposer] leading to proposal*** *[submission date]* ***to*** *[sponsor]* ***and subsequent award of*** *[$grant amount]* ***to UM received*** *[award date****].” This will trigger the Incentive Award to the Mentor. ORSP will provide a copy of this Grant Mentorship Agreement to HR as supporting documentation.***

*As ORSP Director of Research Development, or other authorized ORSP representative, I affirm the following result of the mentored proposal submitted as described above.*

**Proposal Status:**

**Total Awarded Amount** *if applicable, in dollars:*

**Award Date** *if applicable:*

**Award Pay to Be Paid by ORSP to Mentor** *if applicable, in dollars:*

**Signature:**       **Date:**

1. This program is designed to fit within the parameters of the *UM Extra Pay for Extra Work Policy* and the *UM Extra and Supplemental Compensation Policy*. [↑](#footnote-ref-1)
2. By default, the Proposer’s unit will provide the Extra Compensation and ORSP will provide the Incentive Award of equal amount. School/College-specific implementation details may be negotiated between each Dean and ORSP.
 [↑](#footnote-ref-2)
3. Fellows with time “buyouts” may qualify for the *Incentive Award* only--not the *Extra Compensation*. [↑](#footnote-ref-3)