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 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:**