

MERISTEM Peer Micro-Mentoring Request for Proposals

Next Submission Deadline: January 21, 2025, 5:00 PM

The MERISTEM DU-DEVELOP Team is sponsoring the Peer Micro-Mentoring fund to support small groups, of two to five faculty, to engage in a mentoring activity of their choosing and design. The goal is to promote creativity and opportunity for mutual mentoring that is directed by you to best meet your needs. Mentoring can focus on a range of priority areas, such as getting to know DU, excelling at teaching and research, understanding the promotion and/or tenure process, developing professional networks, creating work/life balance. Applications may request up to \$1,000 for a time-limited activity over a typical 10-week quarter.

Example activities could include, but are not limited to:

- supporting off-campus meetings with mentors or for topical support (i.e., writing retreats)
- providing honoraria to external mentors offering support
- sponsoring a departmental workshop or talk
- sponsoring editing or coaching services for a topical area, productivity, or project
- creating a networking opportunity that may build off an existing DU event that deepens the interactional opportunity.

Eligibility: All full-time appointed faculty members in the STEM fields across DU, with a primary focus on supporting RSECS and NSM faculty. Proposals are reviewed on merit. The review committee may not add additional criteria during the review process.

Use of the Funds: Most expenses for mentoring activities are eligible. Example expenses could include reserving off-campus meeting space, or honoraria for consultant or external mentorship engagement. Activities may include work that is supplementary to other departmental or university events and support. Support for student assistants is allowed. Expenses not allowed include: (1) buy-out from teaching, (2) summer salary and stipends for faculty, and (3) food and beverages. Funds ordinarily must be spent within 6 months of the date of the award. If you have questions about whether your activity meets the guidelines for funding, please contact the DU-DEVELOP Mentoring Liaison overseeing this pilot project, Leslie Hasche, Leslie.Hasche@du.edu.

Selection Process: Initial peer review of the proposals will be by one of the DU-DEVELOP Mentoring Liaisons along with the MERISTEM grant coordinator. The goal is to fund 2 to 5 peer micro-mentoring activities through each funding cycle, until funds are used up or end in June 2025. The goal is to provide award and decline letters within 3 weeks of the deadline, and for funds to become available at the start of the subsequent quarter.

Application Format: Your Applicant Information/Cover Sheet, Narrative, List of Mentoring Partners, Budget Details and Justifications should be included within a 4-page limit (double-spaced, 12-point font, 1-inch margins). Proposals longer than 4 pages will not be evaluated. Do not attach an appendix.

The narrative should contain the following (limited to 4 pages):

- 1. Applicant Information/Cover Sheet:** Include your Name, DU ID# (87 number) Department(s), Division(s), Faculty Academic Rank and Professorial Series, Your Project Title, Your Amount Requested, Start and End Date of Activities.
- 2. List of Mentoring Partners:** Include full name, title, department/division, academic rank, and title, and institution (if not within University of Denver).
- 3. Narrative:** The narrative should include responses to the following items:
 - a. What is/are the mentoring challenges you seek to address?
 - b. What is/are your goal(s) regarding this project? What do you aim to accomplish and why is this important at this point in your career?
 - c. Describe the activities involved in this project to meet the goal(s) (i.e., the who, what, where, when, and how).
 - d. How does your project build on the [DU-DEVELOP mentoring efforts](#) related to developing a network of support and/or the ways intersectional identities influence mentorship activities?
 - e. If applicable, how will you engage other faculty, staff, or students in these mentorship activities? Or, how will your activities have a potential impact on mentorship activities of others?
 - f. Please provide a 75-100 word summary (maximum) of the proposed project, which may be used online, and in promotional materials, if your proposal is awarded funding. Be sure to name specific activities and mentoring partners.
- 4. Budget:** In a brief paragraph describe how you will use the funds with a justification for these proposed expenses. Lists all estimated expenditures (up to \$1,000) using the following table format. Support for completing the budget will be available at the drop-in informational sessions.

Evaluation of Proposals: Proposals will be evaluated on the following criteria:

- Mentoring need and goal(s).
- The specificity and rationale for the activities planned to achieve the goal(s).
- The strength and diversity of the team and contributions of each mentor included.
- The outcomes, including enhancements, that align with DU-DEVELOP goals.
- Appropriateness of the proposed budget and timeline.
- If applicable, the applicant's history to use mentoring funding productively to achieve the objectives of the DU-DEVELOP program.

Final Report: A written report must be submitted (as an email attachment) to DU-DEVELOP Mentoring Liaisons as soon as possible after the close of the project period, and no later than three months after the funds from the grant have been spent. The report should compare the project's outcome or progress against the plan laid out in the proposal. These reports will be reviewed by the DU-DEVELOP Mentoring Liaisons and used to describe the outcomes of the DU-DEVELOP program via reports to the campus community and the Meristem project team. The goal is to explore ways to sustain such mentoring programs within the university. You will also be asked to complete a pre- and post-survey to assess the outcomes of your peer micro-mentoring activity. The brief final report should address the following elements:

1. Description of mentoring activity, including dates and number of people engaged by faculty, staff, and student status.
2. Discussion for any subsequent accomplishments related to the funded peer micro-mentoring activity, including analysis of any variations from the proposed activities.
3. Description (or list) of the outcomes in terms of knowledge gained, skills developed, or other subsequent publication, exhibit, proposal submission, teaching innovation, professional awards, etc. If such outcomes occur after the final report is submitted, please provide an update to the DU-DEVELOP mentoring liaisons.
4. Discussion of how the outcomes enhance the retention and professional development of the faculty within the goals of DU-DEVELOP.

PROPOSAL DEADLINES

- May 10, 2024, for Summer or Fall 2024 Activities
- October 1, 2024, for Winter Activities,
- January 21, 2025, for Winter/Spring Activities, and
- April 1, 2025, for Spring/Summer Activities

Submit an electronic copy (.pdf) of the COMPLETE APPLICATION to the Grant Coordinator for DU Meristem: meristem@du.edu

**MERISTEM Peer Micro-Mentoring
APPLICATION** (No more than 4 pages)

I. Applicant Information

Name(s):
DU ID # (87 number):
Department(s):
Division(s):
Academic Rank(s):

Your Project Title:
Amount Requested:
Start Date:
End Date:

Will this project be undertaken while you are on sabbatical? Yes No

Has other funding been awarded or requested for this proposed project? (If yes, make sure the proposal and budget clearly outline how the mentoring funds will be spent and the activities and outcomes associated specifically with these mentoring funds) Yes No

II. Narrative

III. Budget Justification

In a brief paragraph describe the justification for each budget item requested. Also list support your academic unit may be providing for this effort (e.g., secretarial support, graduate research assistant, partial departmental funding, reduction in other assignments, start-up funds, etc.)

IV. Budget

(For assistance, consult with your department/division administrator or with the DU-DEVELOP Mentoring Liaisons)

Name(s):		Department(s):	
Email:		Divisions(s):	
Project Title:			
Salaries	Date of Work	Description	Amount
Student:		Must be registered as a student for quarters working	\$
Non-Appointed		Non-student (or non-registered student) temporary hire)	\$
		Subtotals salaries	\$
Fringe	Rate	Description	Amount
Student:	1.7%	If not registered as a student for quarters working, use non-appointed	\$
Non-Appointed	8.0%	Non-student (or non-registered student)	\$
		Subtotals Fringe	\$
Expenses	Date or Description	Purpose	Amount
Supplies & Materials			\$
-copying, printing			\$
-software...			\$
Travel			\$
-airfare			\$
-lodging			\$
-transportation			\$
			\$
			\$
			\$
Outside services			\$
-editing			\$
-coaching			\$
			\$
			\$
Other			\$
			\$
		Subtotal Expenses	\$
		Total of Salaries, Fringe, & Expenses	\$
		Less amount covered by other sources of funding	\$ ()
		Total Request	\$