

## 2018 Young Scholars Program Mentor/Mentee Checklist



### I. Expectations

The mentor/mentee relationship is crucial to developing a strong, competitive proposal during the Letter of Intent and Full Application phases. We encourage mentors and mentees to clearly define their roles and responsibilities together and to determine their method of communication to obtain and provide feedback.

### II. Role: Mentor & Mentee

#### Mentor Role

- Serve as a thought partner through discussion and provide encouragement
- Act as a sounding board as the mentee works their ideas through
- Objectively review the mentee's proposal
- Respect the mentee's time and YSP deadlines

#### Mentee Role

- Respect mentor's time by being prepared with specific questions for guidance
- Provide mentors with your best/highest quality work
- Provide mentors with adequate time to address your requests and review your work to obtain their input
- Reflect on and be responsive to mentors' advice and guidance during application development

### III. Proposal Responsibilities

#### Mentors: During Proposal Development

- Review the 2018 YSP Guidelines
- Provide constructive feedback on the research question(s), design, measures, analysis, and budget, particularly to ensure that ideas are clear, issues are targeted, and proposed work is empirically grounded
- Review at least one draft of the proposal and provide suggestions for improvement
- If asked, provide a letter of recommendation

#### Mentee: During Proposal Development

- Fully draft your proposal and seek feedback from your mentor
- Ask your mentor to review *at least* one draft of your proposal
- Ask your mentor to provide suggestions on how the proposal could be modified or improved

### Letter of Recommendation

The most helpful letters of recommendation include an honest and critical evaluation of the applicant's written proposal, which includes the following:

- A candid, scholarly evaluation of the proposed project (discuss the quality of the research questions, significance of the proposed research, and soundness of the proposed methodology and plans for analysis), its feasibility in the time indicated and its potential significance
- An assessment of the candidate's ability to carry out the project
- An outline of future interactions between the applicant and mentor (if applicable)