

## 2024 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 encouragement
- Act as a sounding board as the mentee works through their ideas
- Objectively review the mentee's proposal and offer constructive feedback
- Respect the mentee's time and YSP deadlines

#### Mentee Role

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

### III. Proposal Responsibilities

#### Mentors: During Proposal Development

- Review the [2024 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 (if applicable)

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

- A candid, scholarly evaluation of the proposed project, 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)