

## **MGH Institute of Health Professions Research Mentoring Program (RaMP) Mentor and Mentee Guide**

### **Mission:**

The mission of the MGH IHP Research Mentoring Program (RaMP) is to support IHP junior faculty to develop a line of scholarship that will ideally be funded through external mechanisms. The RaMP program strives to create collaborations for new investigators, support the development of a fundable line of work guided by high productivity for new investigators, and prepare new investigators for competitive funding mechanisms. These goals are achieved through a mentor-mentee training model supported by education, skill development and constructive feedback to develop high quality research products and successful research trajectories. Mentees are paired with mentors at the direction of the program leaders.

### **Mentor Responsibilities:**

The primary role of the mentor is to support and guide the mentee to develop a productive line of scholarship that has potential for external funding. Ideally, the mentor-mentee relationship will culminate in at least one grant submission during the time the mentee is engaged with the program. To accomplish this goal the following is expected of mentors:

- Complete two-year plans for RaMP program Monthly meetings with mentees (some meetings may be more frequent)
- Support the mentee to develop 3- and 5- years research plans
- Support the mentee to develop milestones and timelines for current projects underway and planned in the short-term (e.g., papers, pilot data collection, abstract submission)
- Foster collaborations and opportunities within and beyond the IHP community
- Support the development of papers and proposals through constructive feedback (not necessarily extensive grant writing support)
- Attendance at the IHP monthly Grant Writing Support Group meetings
- Attendance at a bi-yearly RaMP mentee-mentor review meeting to review progress of mentees

*Duration and Load Expectation:* The mentor is expected to support the mentee for at least two years, with the potential for additional years. Mentors will be recognized for their commitment to the RaMP program at a 5% effort.

### **Mentee (Trainee) Responsibilities:**

The primary role of the mentee is to drive the development of his/her identified line of scholarship. Ideally, the mentor-mentee relationship will culminate in at least one grant submission during the time the mentee is engaged with the program. To accomplish this goal the following is expected of mentees:

- Complete two-year plans for RaMP program Monthly meetings with mentees (some meetings may be more frequent)

- Develop 3- and 5- years research plans
- Develop milestones and timelines for current projects underway and planned in the short-term (e.g., papers, pilot data collection, abstract submission)
- Develop collaborations and opportunities within and beyond the IHP community
- Develop papers and proposals contributing to the individual's line of scholarship
- Schedule monthly meetings with mentors (meetings may be more frequent)
- Attend the IHP monthly Grant Writing Support Group
- Attend a bi-yearly RaMP mentee-mentor review

*Duration and Load Expectations:* The mentee is expected to engage in RaMP for at least two years, with the potential for additional years. It is expected that mentees will have workplan load effort for the project but it should be aligned with their overall faculty workplan and goals with specific allocation of effort to be discussed with program directors.

### **Research Mentoring Program (RaMP) Operations**

#### Assignment of Mentees and Mentors

- Mentees will apply for the RaMP program (<https://survey.mghihp.edu/index.php?r=survey/index&sid=632783&lang=en>)  
a clear path for funded research is a priority for acceptance into the program
- Successful mentees will be matched with a RaMP mentor at the direction of program leadership

#### Yearly assessment of milestones

- Mentees will complete a yearly progress report noting specified milestones (e.g., national presentation, publication, grant proposal) (Note: a yearly tracking form of milestones will be developed for the program—years 1 and 2)
- Mentors will review and provide feedback on the progress report
- Mentees will present yearly at bi-annual progress meetings attended by all mentors

#### Additional Opportunities

- Grant proposal development skills and resources
- Publications and manuscript development
- Grant proposal review skills
- Mentor team development

#### Expectations:

- Mentees are expected to at a minimum produce the following over two years
  - Submit at least one proposal for external funding
  - Publish at least one paper and have at least one paper in draft
  - Present work locally and/or nationally at least twice to the general IHP community
  - Present outcomes of RaMP program to IHP community (e.g., faculty research day; matriculation ceremony)

**What if there is a mismatch between mentor and mentee?** Mismatches can be expected and may occur for a variety of reasons including differing areas of scientific expertise or career trajectories, or personality incompatibilities. Although finding a mismatch can be unfortunate, it is a problem that is relatively simple to resolve particularly if identified early. At each meeting, mentors and mentees should reaffirm their interest and commitment to moving forward with the mentoring plan, and if needed, discuss ways to make the relationship more productive. If either the mentor and the mentee believe that a switch is desirable, the mentee can work with the current mentor or the ROC to help identify a more appropriate mentor.

### Resources for Mentors

- [Guide to the IHP onboarding mentors](#)
- [National Research Mentoring Network](#) that has virtual mentors and grant writing workshops
- Program at BU: [Mentoring literature and training guides](#)
- Program at NIH: <https://oir.nih.gov/sourcebook/mentoring-training/guide-training-mentoring>
- MentorNet: <http://www.mentornet.net/>
- Woman to Woman Mentoring Program: <https://www.womantowomanmentoring.org/>

### Resources for Mentees

1. Statistics
  - MGH IHP methodologist: Dr. Annie Fox
    - <https://www.mghihip.edu/research-research-management/request-statistical-consultations>
    - <http://catalyst.harvard.edu/services/biostats-continuing-ed/short-courses.html>
  - Training workshops including R, REDCap
    - <https://rc.partners.org/news-events/events>
  - CITI online course on biostats
    - <https://about.citiprogram.org/en/series/fundamentals-of-biostatistics/>
2. Qualitative research consultant
  - Dr. Julie Keysor (PT, PhD) MGH IHP Academic Program Director  
[jkeysor@mghihip.edu](mailto:jkeysor@mghihip.edu)
3. Grant writing
  - <http://catalyst.harvard.edu/services/elementsofgrantwriting/>
  - [https://grants.nih.gov/grants/grant\\_tips.htm](https://grants.nih.gov/grants/grant_tips.htm)
  - Funding Your Research: NIH through Harvard Catalyst
4. Grant review
  - <http://catalyst.harvard.edu/services/grasp/>
5. Research Information Science & Computing (RISC)

- <https://rc.partners.org/support-training/getting-started/new-risc>
- 6. Career development:
  - MGH Office of Research Career Development
    - <http://facultydevelopment.massgeneral.org/orcd/>
  - Vitae: Realizing the potential of researchers web materials and courses
    - <https://www.vitae.ac.uk/>
  - National Center for Faculty Development & Diversity
    - <https://www.facultydiversity.org/>
- 7. Technology transfer
  - Partners innovation: technology licensing, patenting, bench research, finance, funding, business, law and start-ups
- 8. Finding grant opportunities
  - <http://facultydevelopment.massgeneral.org/orcd/faculty-research-funding.html>
  - Faculty can meet with a MGH Division of Clinical Research consultant  
<http://www.massgeneral.org/DCR/ToolsResources/GettingStarted/ExploreFundingOpps.aspx>
  - Pivot tool through the Harvard Catalyst
    - <https://vpr.harvard.edu/pages/fundingresources>  
<https://pivot.proquest.com/session/login>
- 9. Partners resources
  - Research navigator: <https://www.partners.org/Medical-Research/Default.aspx>
  - IRB submissions: <https://insight.partners.org/public/>
- 10. Women in science
  - Work-life balance
    - <http://www.mothersinmedicine.com/2010/12/ten-guidelines-for-medicine-life.html>
  - Office of Womens Careers
    - <http://facultydevelopment.massgeneral.org/owc/>
- 11. Communicating your research
  - <http://b-bic.org/2017/07/17/specialist-series-elevator-pitch-dont-leave-home-without/>
- 12. Finding research articles
  - Treadwell: <https://phstwlp2.partners.org:3149/>
- 13. Compliance
  - Electronic disclosure forms are within Insight: <https://insight.partners.org>
- 14. Finding participants for your research: IHP faculty are eligible to access the following participant data registries but you may need to contact our office prior to access.
  - MGH IHP RedCap Participant Database Registry
  - Research Participant Database Registry (RPDR)

- <https://rc.partners.org/research-apps-and-services/identify-subjects-request-data>
  - ResearchMatch
    - <https://www.researchmatch.org/>
  - Look for occasional seminars sponsored by Division of Clinical Research
    - Example: Clinical Research Spotlight Series - Recruitment Options: Research Match, RSVP for Health and the Research Portal
15. Harvard Catalyst registration help:  
<https://catalyst.harvard.edu/services/loginfaq.html>
- How to set up a Harvard email: <http://g.harvard.edu/getting-started/fas>