Mentoring to Achieve Research Independence - the MATRIX Program

General Housekeeping & Reminders

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Coach/Mentee Folders

- Please review your folders for important information, resources, and program contacts.
Coach Folder

- Agenda
- MATRIX Matches
- Resource List
- Program Contact Information
- Coach Tips & Reminders
- Meal Payment Form Instructions
- Coach Small Group Discussions - Suggested Topics
- Timeline
- Monthly Meeting Attendance Log
- Mentee Application Materials
- Opening Event PPT
- Mentor and Mentee Roles & Responsibilities PPT
Coach Tips & Reminders

- Plan/schedule small group monthly meetings with mentees/pod; determine frequency based on needs and feedback from group.

- **Record attendance of monthly small group meetings in log; this sheet will be posted in your Box folder**

- You have a $500 hosting budget to supply meals/refreshments for your monthly meetings. **Please follow the “Meal Payment Form Instructions” found in your folder to be reimbursed for meals/expenses. Remember that UW does not pay for alcohol.**

- Set up individual meetings with mentee(s) as needed.

- Your Pods/Team will have a Box folder to share documents.

- Refer to timeline and handout on Small Group Discussion Suggested Topics to identify flow of topics to cover at small group meetings.

- Work with mentee on Chalk Talk - Attend mentee Chalk Talk
Coach Tips & Reminders

- Work with mentee to help identify an internal subject matter expert (ISME) within two months of starting the program (March). **A useful resource is the “Scholar Insight / Research at UW-Madison” website.** See additional links: https://apir.wisc.edu/faculty-staff/faculty-scholarly-activity/.

- Work with mentee to help identify and recruit an external subject matter expert (ESME) to provide an NIH-style review of mentee’s proposal at least 6 weeks before it is ready to submit.

- **Respond to mid-year and post-program MATRIX evaluation surveys.**

- Attend Closing Event to be held in October (date TBD – usually around first week in October)
Mentee Folder

- Agenda
- MATRIX Matches
- Resource List
- Program Contact Information
- Mentee Tips & Reminders
- Timeline
- Opening Event PPT
- Mentor and Mentee Roles & Responsibilities PPT
- How to Keep Your Lab Funded article
Mentee Tips & Reminders

☐ Attend and participate in small group monthly meetings with coach/pod; frequency will be determined by your pod/team.

☐ Set up individual meetings with your coach as needed.

☐ Attend MATRIX large group events to support the learning and engagement process. Reminder of virtual “Early Career Grant Writing Seminar” - Feb. 2-3, 9am-12:30pm. (NIH Grants Conference is Feb. 1-2, from 12-4:45 pm)

☐ Use Box folder to share documents with Pod/Team. (You will receive an invite).

☐ Schedule/hold a Chalk Talk.

☐ Work with department chair, coach and “Scholar Insight / Research at UW-Madison” website to identify an internal subject matter expert (ISME) within two months of starting the program (March). Once an ISME is identified, send their name and contact information to the MATRIX program email (matrixmentoring@med.wisc.edu) to provide the necessary form.
Mentee Tips & Reminders

☐ Work with coach and ISME to identify and recruit an external subject matter expert (ESME) to provide feedback on your grant proposal at least 6 weeks before it is ready to submit. **Once an EMSE is identified, send their name and contact information to the MATRIX program email (matrixmentoring@med.wisc.edu) to provide the necessary forms.**

☐ Respond to mid-year and post-program MATRIX evaluation surveys.

☐ Use Resource List for accessing additional support (e.g., medRAMP GLR, Scholar Insight, PIVOT, etc.)

☐ Notify MATRIX via email (matrixmentoring@med.wisc.edu):
  - when you have submitted your grant proposal (this can be during or post-program); and
  - when you have been notified of funding status.
Questions/feedback?

Please contact the MATRIX Team: Matrix Mentoring Program matrixmentoring@med.wisc.edu

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