

# MICHELLE HARKNESS MENTORSHIP AWARD

## INAUGURAL 2018-19 COMPETITION

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### ABOUT MICHELLE HARKNESS

The Michelle Harkness Mentorship Award (MHMA) was established in 2017 in honour of Michelle Harkness, the Manager of AllerGen’s Highly Qualified Personnel (HQP) Training and Events program from 2011 to 2017.

The foundation of Michelle’s successful management of this program was her genuine passion and indefatigable commitment to helping students, early-career professionals, research staff, researchers, and partner organizations achieve their goals and reach their full potential.

During her career, Michelle generously gave of her time, energy and experience for the benefit of AllerGen trainees. This award intends to celebrate the high value she attributed to the practice of mentorship, and to perpetuate her encouragement of mentoring relationships.



## ABOUT THE MHMA COMMITTEE

The MHMA Committee is composed of no more than 18 members representing AllerGen NCE Inc. and the Harkness family. A five-person advisory committee of three mentorship experts and two members of the Harkness family will be appointed to provide recommendations to the MHMA Committee, which will select the winners in each category.

## ABOUT THE MHMA AWARDS

There are three (3) categories for the 2018-19 MHMA:

**Category 1: *LIFETIME MENTORING ACHIEVEMENT AWARD*** (by nomination)

Recognizing a sustained, career-spanning commitment to excellence in mentoring by AllerGen-affiliated professionals (researchers, committee members, staff, or partner organization representatives)

**Category 2: *A. MENTORING EXCELLENCE – INVESTIGATOR*** (by nomination)

Recognizing outstanding mentoring by investigators in the AllerGen network, at any career stage or in any discipline (senior or junior University-based faculty or clinician scientists)

**B: *MENTORING EXCELLENCE – NON-INVESTIGATOR*** (by nomination)

Recognizing outstanding mentoring by non-investigators in the AllerGen network, at any career stage or in any sector (including students, post-doctoral fellows, research staff, technical staff, administrative staff, Board and Committee members, partner organization representatives, and AllerGen Administrative Centre staff)

**Category 3: *MENTORSHIP DEVELOPMENT GRANT*** (by application)

Supporting professional development towards improved mentoring capacity for AllerGen-affiliated individuals seeking to enhance their mentoring skill-set from across sectors and roles associated with the AllerGen network with a maximum of six grants of up to \$5,000 to be issued.

The total number of *Mentorship Development Grant* awards to be issued in 2019 will be determined based upon on the quantity and quality of submissions and available funding.



## CALL FOR NOMINATIONS/APPLICATIONS

### CATEGORY 1: LIFETIME MENTORING ACHIEVEMENT AWARD

Nominations are invited under the *Lifetime Mentoring Achievement Award* category to recognize a sustained, career-spanning commitment to excellence in mentoring by AllerGen-affiliated professionals (researchers, committee members, staff, or partner organization representatives).

#### NOMINATION ELIGIBILITY

1. Nominees must be associated with the AllerGen NCE network (including, but not limited to researchers, committee members, staff, or partner organization collaborators).
2. Nominators must be associated with the AllerGen NCE network, including but not limited to: peers of the nominee (at any station or occupation), faculty, students, research staff, or partner organization collaborators.

#### NOMINATION PROCESS

One nomination letter signed by the nominator plus a minimum of two additional signatories to a maximum of 10 signatories in total. Nominators must be AllerGen-affiliated.

Submissions for nominees not selected to receive the 2019 award will be kept on file and reviewed annually in the same competition category for three additional years.

#### EVALUATIVE CRITERIA

The *Lifetime Mentoring Achievement Award* seeks to recognize AllerGen-affiliated individuals who demonstrate excellence in mentoring, and who have shown an exceptional and long-term commitment to supporting, encouraging, and promoting the education, professional and personal development, and careers of mentees.

Nominations for the *Lifetime Mentoring Achievement Award* will be evaluated based on evidence attesting to the duration and extent of the nominee's mentoring efforts.

The following are examples of the qualities and practices that contribute to excellence in mentoring. They are listed in no particular order, and a nominee need not display all of these qualities:

1. Facilitates the acquisition of skills and resources needed by mentees to succeed as scholars and professionals;
2. Supports mentees' administrative and professional undertakings, such as publishing, grant writing, presentations of research findings, and job placement;
3. Demonstrates concern for and supports the personal development of mentees;
4. Fosters the development in mentees of competencies in critical thinking, intellectual rigour, breadth of understanding and creativity, and of professional competencies in areas such as written and oral communication, scholarly integrity, and interpersonal relations;
5. Acts as a sponsor for mentees in the academic/professional community;



6. Acts as a successful role model in terms of excellence in scholarship, professional conduct, and integrity and is perceived as a leader to be emulated in these areas by mentees, peers and colleagues/collaborators;
7. Promotes and models respect and collegiality;
8. Demonstrates a commitment to mentoring that extends beyond the achievement of any specific career milestone (e.g., graduation) of mentees;
9. Encourages mentees to develop individual talents and strengths by acting as an advisor and guide in research, career choices and professional development;
10. Orients mentees to the culture of the discipline and/or professional field, and helps them network with relevant individuals;
11. Assists mentees to explore career options and to secure fulfilling employment positions and career advancement opportunities;
12. Advocates for mentees when necessary, and encourages them to make best use of institutional and professional opportunities (e.g., professional development workshops and courses, conferences).

## NOMINATION DOCUMENTS

1. [Nomination form](#) signed by Primary Nominator.
2. A nomination statement in the form of a letter provided by the Primary Nominator (maximum three pages) and signed by a minimum of two additional signatories to a maximum of 10 signatories in total.
  - MHMA Committee members may not be the Primary Nominator, nor write letters of support for nominees. However, MHMA Committee members may co-sign a nomination letter where at least three other signatures are provided. The Scientific Director and the Managing Director of AllerGen may not co-sign any nominations or proposals.
3. Nominators must be AllerGen-affiliated.



## CATEGORY 2A: MENTORING EXCELLENCE – INVESTIGATOR

Nominations are invited under the *Mentoring Excellence - Investigator* award category to recognize outstanding mentoring by investigators in the AllerGen network, at any career stage or in any discipline (senior or junior University-based faculty or clinician scientists). The mentoring excellence recognized may be between individuals at different career stages, or peer mentoring.

### NOMINATION ELIGIBILITY

1. Nominees must be associated with the AllerGen NCE network (including, but not limited to researchers, committee members, staff, or partner organization collaborators).
2. Nominators must be associated with the AllerGen NCE network, including but not limited to: peers of the nominee (at any station or occupation), faculty, students, research staff, or partner organization collaborators.

### NOMINATION PROCESS

One nomination letter signed by the nominator plus a minimum of two additional signatories to a maximum of 10 signatories in total. Nominators must be AllerGen-affiliated.

Submissions for nominees not selected to receive the 2019 award will be kept on file and reviewed annually in the same competition category for three additional years.

### EVALUATIVE CRITERIA

The *Mentoring Excellence–Investigator* award seeks to recognize AllerGen-affiliated individuals who demonstrate excellence in mentoring, and who have shown outstanding commitment to supporting, encouraging, and promoting the education, professional and personal development, and career of mentees.

The following are examples of the qualities and practices that contribute to excellence in mentoring. They are listed in no particular order, and a nominee need not display all of these qualities:

1. Facilitates the acquisition of skills and resources needed by mentees to succeed as scholars and professionals;
2. Supports mentees' administrative and professional undertakings, such as publishing, grant writing, presentations of research findings, and job placement;
3. Demonstrates concern for and supports the personal development of mentees;
4. Fosters the development in mentees of competencies in critical thinking, intellectual rigour, breadth of understanding and creativity, and of professional competencies in areas such as written and oral communication, scholarly integrity, and interpersonal relations;
5. Acts as a sponsor for mentees in the academic/professional community;
6. Acts as a successful role model in terms of excellence in scholarship, professional conduct, and integrity and is perceived as a leader to be emulated in these areas by mentees, peers and colleagues/collaborators;
7. Promotes and models respect and collegiality;



8. Demonstrates a commitment to mentoring that extends beyond the achievement of any specific career milestone (e.g. graduation) of mentees;
9. Encourages mentees to develop individual talents and strengths by acting as an advisor and guide in research, career choices and professional development;
10. Orients mentees to the culture of the discipline and/or professional field, and helps them network with relevant individuals;
11. Assists mentees to explore career options and to secure fulfilling employment positions and career advancement opportunities;
12. Advocates for mentees when necessary, and encourages them to make best use of institutional and professional opportunities (e.g. professional development workshops and courses, conferences).

Nominations for *Mentoring Excellence–Investigator* awards will be evaluated based on the evidence provided in the nomination letter attesting to the nominee’s performance relative to these ideal qualities and practices.

## NOMINATION DOCUMENTS

1. [Nomination form](#) signed by Primary Nominator.
2. A nomination statement in the form of a letter provided by the Primary Nominator (maximum three pages) and signed by a minimum of two additional signatories to a maximum of 10 signatories in total.
  - MHMA Committee members may not be the Primary Nominator, nor write letters of support for nominees. However, MHMA Committee members may co-sign a nomination letter where at least three other signatures are provided. The Scientific Director and the Managing Director of AllerGen may not co-sign any nominations or proposals.
3. Nominators must be AllerGen-affiliated.



## CATEGORY 2B: MENTORING EXCELLENCE – NON-INVESTIGATOR

Nominations are invited under the *Mentoring Excellence–Non-Investigator* award category to recognize outstanding mentoring by non-investigators in the AllerGen network, at any career stage or in any sector (including students, post-doctoral fellows, research staff, technical staff, administrative staff, Board and Committee members, partner organization representatives, and AllerGen Administrative Centre staff).

Mentoring excellence recognized may be between individuals at different career stages, or peer mentoring.

### NOMINATION ELIGIBILITY

1. Nominees must be associated with the AllerGen NCE network (including, but not limited to researchers, committee members, staff, or partner organization collaborators).
2. Nominators must be associated with the AllerGen NCE network, including but not limited to: peers of the nominee (at any station or occupation), faculty, students, research staff, or partner organization collaborators.

### NOMINATION PROCESS

One nomination letter signed by the nominator plus a minimum of two additional signatories to a maximum of 10 signatories in total. Nominators must be AllerGen-affiliated.

Submissions for nominees not selected to receive the 2019 award will be kept on file and reviewed annually in the same competition category for three additional years.

### EVALUATIVE CRITERIA

The *Mentoring Excellence–Non-Investigator* award seeks to recognize AllerGen-affiliated individuals who demonstrate excellence in mentoring, and who have shown outstanding commitment to supporting, encouraging, and promoting the education, professional and personal development and career of mentees.

The following are examples of the qualities and practices that contribute to excellence in mentoring. They are listed in no order, and a nominee need not display all listed qualities:

1. Facilitates the acquisition of skills and resources needed by mentees to succeed as professionals;
2. Supports mentees' administrative and professional undertakings, such as writing, presentations, and job placement;
3. Demonstrates concern for and supports the personal development of mentees;
4. Fosters the development in mentees of competencies in critical thinking, intellectual rigour, breadth of understanding and creativity, and of professional competencies in areas such as written and oral communication, integrity, and interpersonal relations;
5. Acts as a sponsor for mentees in a professional community;



6. Acts as a successful role model in terms of excellence, professional conduct, and integrity and is perceived as a leader to be emulated in these areas by mentees, peers and colleagues/collaborators;
7. Promotes and models respect and collegiality;
8. Demonstrates a commitment to mentoring that extends beyond the achievement of any specific mentee career milestone;
9. Encourages mentees to develop individual talents and strengths by acting as an advisor and guide in research, career choices and professional development;
10. Orients mentees to the culture of the professional field, and helps them network with relevant individuals;
11. Assists mentees to explore career options and to secure fulfilling employment positions and career advancement opportunities;
12. Advocates for mentees when necessary, and encourages them to make best use of institutional and professional opportunities (e.g., professional development workshops and courses, conferences).

Nominations for *Mentoring Excellence–Non-Investigator* awards will be evaluated based on the evidence provided in the nomination letter attesting to the nominee’s performance relative to these ideal qualities and practices.

## NOMINATION DOCUMENTS

1. [Nomination form](#) signed by Primary Nominator.
2. A nomination statement in the form of a letter provided by the Primary Nominator (maximum three pages) and signed by a minimum of two additional signatories to a maximum of 10 signatories in total.
  - MHMA Committee members may not be the Primary Nominator, nor write letters of support for nominees. However, MHMA Committee members may co-sign a nomination letter where at least three other signatures are provided. The Scientific Director and the Managing Director of AllerGen cannot co-sign any nominations or proposals.
3. Nominators must be AllerGen-affiliated.





**CATEGORY 3: MENTORSHIP DEVELOPMENT GRANT (up to \$5,000):**

Applications are invited under the *Mentorship Development Grant* award category to support professional development towards improved mentoring capacity for AllerGen-affiliated individuals seeking to enhance their mentoring skill-set from across sectors and roles associated with the AllerGen network.

**APPLICANT ELIGIBILITY**

Applicants must be associated with the AllerGen NCE network (including but not limited to researchers, committee members, AllerGen Administrative Centre staff, or partner organization collaborators). MHMA Committee members may not apply for *Mentorship Development Grant* awards.

**EVALUATIVE CRITERIA**

*Mentorship Development Grants* seek to facilitate the development of mentoring skills among AllerGen-affiliated individuals who aspire to become exceptional mentors.

Applications will be evaluated based upon: the impactfulness of, and vision for, mentorship as expressed in the applicant's statement; the appropriateness of the activity planned *vis-à-vis* the applicant's mentorship goal(s); and the appropriateness of the budget.

**APPLICATION DOCUMENTS**

1. [Application form](#) signed by the applicant.
2. Applicant statement describing his/her mentoring philosophy, accomplishments to date and future mentoring aspirations (maximum one page).
3. A detailed description of the proposed use(s) of the MHMA funding up to an amount of \$5,000 (maximum one page).

*Mentorship Development Grants* must be used to support mentoring or mentoring activities, which may include without being restricted to:

- i. Professional development towards improving capacity to mentor others, including mentorship coaching.
  - ii. Mentoring activities, *e.g.*, host post-doctoral student tours; and/or workshops that bring in post-doctoral students for Q&A or career session presentations.
  - iii. Mentorship-related conferences and meetings.
  - iv. Mentorship-related scholarship.
4. Budget table (provided in application form) outlining the proposed use of the funds and brief budget justification.
  5. Relevant documentation to support the budgeted activities (*e.g.*, course description, conference program, *etc.*).
  6. Applicant's CV.



**MENTORSHIP DEVELOPMENT GRANT USE OF FUNDS AND REPORTING REQUIREMENTS**

2018-19 *Mentorship Development Grant* awards must be fully expended by March 31, 2020. Unspent funding at March 31, 2020, must be returned to AllerGen Administrative Centre.

Each award recipient must submit an *Activities and Outcomes Report*, along with a *Statement of Account*, to the AllerGen Administrative Centre by May 2020 confirming the objects of expenditure and total expenses.



## FORMATTING INSTRUCTIONS FOR ALL MHMA SUBMISSIONS

1. An electronic copy of the nomination or application form, with scanned copies of the signed letters, statements and other accompanying documents must be submitted in a single PDF file, with each element of the package bookmarked. The nomination or application form must be at the top of the package.
2. All statements and letters of support should be formatted using:
  - 8 ½” by 11” paper
  - 11pt Arial Font (minimum font size)
  - official letterhead (where appropriate)
  - signatures and dates
  - contact information of the lead nominator (email, phone, address)
3. All submissions will be treated as confidential; however, excerpted content from selected/winning applications or nominations may be used for publicity purposes in AllerGen communication materials and at the MHMA Awards ceremony.

## DEADLINE FOR SUBMISSIONS - 2018-19 COMPETITION

The 2018-19 MHMA submissions are due to the AllerGen Administrative Centre on or before October 1, 2018. **New extended deadline: on or before November 2, 2018.**

Electronic copies are to be submitted to [info@allergen-nce.ca](mailto:info@allergen-nce.ca) with the email subject line as follows:

**MHMA Award category – Nominee/Applicant’s Name**

Example:

- MHMA Category 1: LIFETIME MENTORING ACHEIVEMENT AWARD - Jane Doe

Questions may be directed to the AllerGen Administrative Centre at [info@allergen-nce.ca](mailto:info@allergen-nce.ca)