

Research Administration Insight, Support, and Engagement (RAISE) Program

Program Description



The RAISE Mentorship Program is a structured, six-month initiative designed to support new and early-career research administrators as they transition into their roles and build confidence across the research administration lifecycle. Through intentional mentor-mentee pairings and bi-weekly meetings, the program provides guided exposure to institutional processes, sponsor requirements, compliance considerations, and best practices essential to effective sponsored project management.

By fostering knowledge sharing, professional connection, and applied learning, the RAISE Program helps participants bridge the gap between formal training and day-to-day practice. The program promotes consistent, compliant research administration, encourages problem-solving and critical thinking skills, and cultivates a supportive community of professionals committed to excellence and continuous development within the research enterprise here at FSU.

General Program Details

Target Audience: Those who work in research management/administration, or those who wish to learn about the field of research management. This includes departmental research administrators, grant managers, budget coordinators, etc.

Duration: 6-months (with option to renew at end of cycle)

Recommended Meeting Frequency: Weekly or Bi-weekly, not to exceed 1 hour per week, or 24 hours total

Meeting Type: Virtual, In-person, or Hybrid

Enrollment: Those seeking enrollment as a mentee will need to submit an online application during an open enrollment period (consult the RAISE program website for information regarding enrollment periods). RAISE program committee members will assess each application and pair the applicant with a suitable mentor. **Note** – enrollment into the program is based on mentor availability.

Mentor applications are accepted on a continual basis. Those wishing to become a mentor will also need to [submit an application online](#).

Commitment: This is a voluntary program, and those enrolled in the program may leave at any time. However, both mentor and mentee should commit to the 6-month program before submitting an application.

eSPEAR Continuing Education (CE) Credit: Those enrolled in the program as a **mentee** will receive six (6) eSPEAR Continuing Education Credits for the calendar year in which they are enrolled in the program. Those enrolled in the program as mentor will receive eight (8) CE credits. Completion of the End of Program Survey is required to obtain the CE credits.

Recommended Activities

While the mentor and mentee will ultimately choose their own topics to discuss, it is recommended that those in this program diversify their discussions to include both hard (task related responsibilities, on-the-job knowledge-based skills) and soft skills (developing sound communication and critical thinking skills, relationship building, etc.). The following is a sample listing of some of the recommended activities (H = hard skill, S = Soft):

- Assist with/observe a departmental research administrator process a grant proposal submission in RAMP (H)
- Collaboratively create/edit a sponsored project budget (H)
- Share best practices related to financial management / reconciliations (H)
- Discuss tips for how to communicate with Principal Investigators (S)
- Assist with rebudgeting (H)
- Learning how to adjust to changing regulations, sponsor rules, or institutional policies (S)
- Discuss who to contact for various tasks and deliverables (S)
- Review purchases for allowability (H)
- Attend a training session together and discuss what was learned (S)
- Working together to close out an award (H)
- Tips on how to build trust with faculty, sponsors, and central office staff (S)
- Researching and interpreting sponsor guidelines and applying them to real-world scenarios (S)

It is recommended that the mentor/mentee use their initial meeting to discuss key focus areas.

Program Guidelines

The RAISE program is structured so that core interactions between mentors/mentees are confined to regularly scheduled meetings and focus on the agreed upon topics. In some cases, mentors may serve as an “on call” resource to the mentee. However, the mentor is not to be utilized as a replacement for regular staffing needs (e.g., assisting the mentee with proposal submission due to a tight deadline, performing job tasks for the mentee and/or their department, etc.).

By enrolling in this program, both mentor and mentee agree to be respectful of each other's time. Therefore, it's imperative that meetings are held at their regularly scheduled times. Additionally, if either party is unable to meet an email should be sent no later than eight (8) hours advance of the scheduled meeting time.

Time Commitment

Both mentor and mentee are required to discuss their participation in this program with their immediate supervisor prior to submitting an application. Program participants are advised to use their initial meeting to establish a firm schedule and adhere to it throughout the 6-month period. As a general rule, it's recommended that participants do not exceed one (1) hour of meeting time per week, unless supervisor approval is provided.

Program Mentors

Applications for mentors will be accepted on continual basis and reviewed by the RAISE steering committee. Mentors should have at least one (1) year of research administration experience at FSU, and five (5) years of cumulative research experience (including one year in a supervisory role). While the program will run in 6-month increments, mentors may choose to remain in the program indefinitely if they have their supervisor's approval and have adhered to the terms and conditions of the program.

Program Evaluation

Evaluation of this program is of the utmost importance. Therefore, RAISE committee members will evaluate its effectiveness by routinely surveying program participants. Regular "check ins" will be conducted throughout the program to ensure that the participants have established a set schedule and are adhering to the established policies of this program. To help improve the program, a brief end of program survey will be distributed to both mentor and mentee. Completion of this survey will be required to receive eSPEAR CE credits.

RAISE Steering Committee

This program will be administered through the FSU Office of Research and managed by the RAISE program steering committee. Steering committee members will process applications, suggest mentor/mentee pairings, and handle any potential conflicts. Questions regarding the RAISE program should be directed to research@fsu.edu.