



MENTOR FELLOWSHIP PROGRAM

Review Process

All applications should be sent to the NAACCR Executive Office by e-mail. Electronic documents will facilitate the review process and maximize our ability to conduct timely reviews. Any questions about the program should be directed to Jim Hofferkamp at NAACCR, Inc.; (217) 698-0800 ext 5 or email jhofferkamp@naaccr.org.

Submissions

Before a review will be conducted, the travel estimate form and the application must be completed including all signatures (supervisor, mentor, and candidate). Once the application and the travel estimate form have been submitted by email, the signed forms must be faxed to the NAACCR office.

Applications may be submitted at any time. Reviews for all applications are conducted quarterly with the closing dates of January 1, April 1, July 1, and October 1 of each year.

Reviews

Upon receipt, staff will review applications for completeness. Candidates that have submitted an incomplete application or travel estimate form will be notified by e-mail. The review process will not begin until the application and travel estimate forms are complete. The reviews will be conducted during the first two weeks of January, April, July, and October of each year.

A total of \$6,250 will be budgeted for each quarter; a total of \$25,000 per year. If all funds are not expended on one quarter, they will be carried forward to subsequent quarters.

Awards will be made based on the reviewer's scores. Applicants receiving awards must score a minimum of 800 (average of reviewer's scores) out of a possible 1000, with the highest scores awarded in numeric order until budgeted funds are expended for the quarter. Applications not receiving funding will remain active for one year.

All applicants will be notified within 30 days of the closing date of the quarter. For applicants receiving an award, all fellowships must be started within 90 days of the notification date. Applicants that are not approved will be notified to either provide feedback to improve their application or that the application will remain active for one year. These deferred applications may be awarded at a later date, based on the availability of unexpended funds.

Approved applicants that cannot schedule a site visit within 90 days of the award notification date must submit a written request for extension to allow for an additional 90 days. If the Mentor Fellowship site visit is not completed within 180 days (includes 90 day extension) of the award notification date the applicant **must** re-apply for the mentor fellowship program.

Reviewers

Reviewers will consist of a panel of four volunteers plus one NAACCR staff. Volunteers should meet the following criteria: interest in serving, experience in a central registry, and an active NAACCR member. Each volunteer will serve for two years, with two volunteers rotating off the panel each year.

Reviewers will complete an Application Review Sheet for each application using the form provided. The form is designed to automatically tally the results for each candidate. Completed reviewer forms will be e-mailed to NAACCR, where staff will transfer scores to their Summary Score Sheet. The Summary Score Sheet averages the scores from all reviewers and will be distributed to the review panel.