



MENTOR FELLOWSHIP PROGRAM

Description of Program

Purpose

The purpose of the Mentor Fellowship Program is to provide one-on-one, hands-on training in a registry operation to central registry staff (or other comparable work site) with another central registry acting as the mentor. The goal is to provide an opportunity for an in-depth, on-site, and interactive experience in cancer registry operations to strengthen cancer registries and their staff throughout North America. An appropriate mentor will have the expertise to conduct training in the desired operation. Registry operations appropriate for a fellowship award include any cancer registry procedure related to data collection, data processing, data quality evaluation, or data use.

Scope of Program

Fellowships are designed to be a one-on-one match between a candidate and a mentor, both of whom are NAACCR members (individual or organizational). They are designed to be one person visits; not group visits. Training for any registry operation is appropriate for this award, including data collection, data processing, data quality evaluation, or data use. The fellowship may be used for a Reverse Mentor award to travel a mentor to the registry requesting training when this would be more appropriate for the operation (e.g., mentor could train multiple staff members at the registry requesting training) or in the case that out-of-state or out-of-province travel is restricted. Examples of applications that would be deemed as out of scope: requests for travel support among regions within a state; for planning or small group meetings; for NAACCR committee or work group meetings; or, for travel support to any type of state, regional, or national meetings or workshops.

Fellowships will include travel (air and ground), per diem expenses for meals and a hotel. The travel may include a Saturday night stay if the airfare savings is more than offset by the additional per diem and hotel costs. Saturday night stays will only be considered if the scheduled visit includes a Monday or Friday. All travel expenses will be reimbursed following NAACCR travel guidelines in effect at the time of travel. No travel advances will be available. No compensation is available to the host registry or individual mentor. Financial support can be used solely for the costs associated with travel.

Eligibility

To be eligible for fellowships:

- Applicant must be member of NAACCR or staff of a NAACCR member
- Mentor must be member of NAACCR or staff of a NAACCR member
- Travel must be within the United States or Canada

In addition, the proposed mentorship must meet the following criteria:

- Training must be provided one-on-one, on-site (at a cancer registry)
- Training must be on activities that could be considered registry operations

- If the mentor or candidate is not a staff of a central cancer registry, candidate must demonstrate the value of this fellowship to the central cancer registry in their state or province.

The following requests are out of the scope of this program:

- Request for travel that is outside the United States or Canada
- Request for attending any state, regional, or national workshop or meeting
- Request for planning or small group meetings, or committee or workgroup meetings
- Request for mentorship within a state
- Request for retrospective fellowships (mentoring experience happened prior to Review Panel approval)
- Request is perceived as a conflict of interest

Requirements of Program

1. Candidate must identify a mentor (the Executive Office can help, if necessary).
2. Candidate must complete the application, including the travel estimate form.
3. After the visit, the candidate must submit a brief trip report (using the form provided) before travel reimbursement requests will be processed.
4. Fellowship application reviews will occur quarterly; awards will be announced within 30 days of the quarterly deadlines.
5. Travel must occur within 90 days of notification of a successful fellowship award.
Note: Approved applicants that cannot schedule a site visit within 90 days of the award notification 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 days extension) of the award notification date the applicant must re-apply for the mentor fellowship program award.

Review Criteria

1. Benefit to registry (25%)
2. Experience and need (25%)
3. Goodness of match (25%)
4. Logistics (15%)
5. Budget (10%)

Arrangements must be finalized (e.g., dates of travel) and submitted to NAACCR prior to departure to guarantee reimbursement. At the conclusion of the visit, a NAACCR Travel Reimbursement form, including travel receipts, must be submitted to NAACCR with a trip report (on the form provided). Reimbursement amounts will follow the NAACCR travel guidelines in effect at the time of travel. Reimbursement will not be mailed out until the trip report has been received in the NAACCR office.