

Date	Mentoring Program Schedule	Facilitators' Reporting Schedule	Travel Grant	Gender Studies Grant	Assessment and Program Review Committee
June 01		Send message to facilitators that first proposal due August 1			
September 01			Revise information about Travel Grant for on-line posting		
September 02	First e-mail message to students (direct them to web to print plan document and have them complete it and return it to you; notify them of Travel Grant opportunity on website)				
October 15	Second e-mail message to students—"how's the semester going?"	Send message to facilitators that the second quarterly update due on November 1 and let them know that form is on the website			
October 27				Marketing Plan established by Ford Grant Committee	
November 01				Announcement for competition goes on-line	
January 05			All application material should be sent to Ford Grant Committee		Marketing Letter to Departments and Deans
January 09			Teleconference for Selection of Awardees		
January 15		Send message to facilitators that third update due February 1.			
January 26			All letters go out (to awardees and to applicants)		
February 01	Third e-mail message to students—"wishing you the best of luck during the Spring semester and if you plan to attend the NCBS conference let's have breakfast, lunch, or dinner."				
February 15					Conference Assessment Instrument Sent to National Office to be placed in Conference Folders
March 01		Send note to facilitators that the final report is due 30 days after the program and that the format is on the website.		Applications are due to the National Office	
March 19	12:00pm - 12:45pm <u>Mentoring Training Reception</u> (Hospitality Suite) 4:00pm - 5:30pm <u>Professional Development Workshop: How to Publish a Scholarly Article</u>				
March 20				Ford Grant Committee reviews applications and makes recommendations.	
March 21	12:00pm <u>Mentors and Mentees Luncheon Buffet</u> (Hospitality Suite)				
April 30	Third e-mail message to students—"Hope you had a good semester and what are your summer plans?"				National Office sends all completed Assessment Instruments to ASN-H
May 01				Letters of Notification Are Sent to Applicants	
June 01	NCBS sends Student Evaluation Forms to Mentees with the message to complete and return to ASN-H by July 01	Send note to facilitators that the final report is due 30 days after the program and that the format is on the website.			
July					Summer Meeting of Commission
July 18	Mini report due (put on website under "mentoring program")				
July 25	End of year Report Due to National Office				
On-Going		As proposals come in, forward to the Ford Grant Committee	As applications come in, forward to ASN-H		Marketing Letter to Departments and Deans
On-Going					On-going as requests for program review comes into the National Office forward to ASN-H