

## Practice Orientated Research Training FAQs

### How long does the PORT program run?

The PORT program runs yearly and begins the first week of April and runs for 12 weeks. Scholars will then use the summer to complete their grant proposal, due October 1. The research portion of the PORT program will begin the following January. Scholars have up to 2 years to complete their project.

**What is the time commitment of being in the program?** During the didactic portion of the program, you will have class once a week in the evenings and will be required to submit homework that will be used in the next week's discussion. At the end of the sessions, there is additional time required to complete the grant application where you will meet with team members and mentors. This time is in addition to your workweek. Upon receiving funding, a previous arrangement from your letter of department commitment below will outline protected time that will be given to conduct your research project.

### What materials do I need to submit with my application?

1. You must complete an **online PORT application**.
2. **Letter of department commitment.** This letter must state a commitment of departmental support to each member of the research team (each team member's name should be given in this letter) for release time (the amount need not be specified at this early stage, but at the time of grant submission on October 1<sup>st</sup>, the department to commit to release time to do the project if funded must be included in the application materials). The letter must also state a commitment to provide 50% of the research budget if selected for funding. The letter, on department letterhead, must be signed by the department or division chair or their designee.
3. **Letter of support** from your chosen mentor. This letter must include a stated commitment of the mentor to provide time and guidance to the research team throughout the entirety of their participation in PORT. (This will be a minimum of 2 full years if the research team is successful in obtaining funding).

**Who do I submit all my application materials to?** All application materials should be submitted electronically along with your application. If any of them encounter any difficulties, please have them contact Shannon Marshall, MICHR Admissions Coordinator, at [MICHR-EDU@umich.edu](mailto:MICHR-EDU@umich.edu) or 734-763-1711.

**What should my mentor include in their letter of support?** The PORT program expects you to have a strong collaborative relationship with your mentor. Mentors should address the following in their letter:

(1) The scope of research you will be doing. (2) The level of mentoring they will be providing to you (specifically their role and how often they will meet with you).

**How do I choose a mentor?**

Your mentor can be a current or future colleague, typically a faculty member, who matches your research interests and has some content expertise in the area. This person is usually working in your clinical setting. The ideal mentor also has research expertise, but this is not required. All scholars seek out and secure their own mentor. The PORT program does not provide one for you; however, we can assist you in finding a mentor that fits your research interests if needed.

**I have been in the PORT program in the past, but did not complete a grant application or get funded off of a PORT grant. Can I retake the PORT program?** People who wish to reapply are required to write a statement addressing the following:

1. Why you'd like to re-enter the program and what you hope to achieve/learn
2. What you learned the first time around
3. A summary of your project idea
4. The mentor or mentors you will have on the project
5. A plan for interacting with your mentor to achieve the project goals.

Applicants are invited to retake the program on a case-by-case basis and based on the slots available each year.

**If I have any questions not covered in this FAQ, who can I contact?** Please contact Shannon Marshall, MICHR Admissions Coordinator, at [MICHR-EDU@umich.edu](mailto:MICHR-EDU@umich.edu) or 734-763-1711.