

# MICHELLE HARKNESS MENTORSHIP AWARD

## 2023-24 COMPETITION

### CALL FOR NOMINATIONS & APPLICATIONS/PROGRAM GUIDE

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## ABOUT MICHELLE HARKNESS

The Michelle Harkness Mentorship Award (MHMA) was established in 2017 in honour of Michelle Harkness, the Manager of AllerGen's Highly Qualified Personnel (HQP) Training and Events program from 2011 to 2017, following Michelle's sudden passing in August 2017.

The foundation of Michelle's successful management of this program was her genuine passion and indefatigable commitment to helping students, early-career professionals, research staff, researchers, and partner organizations achieve their goals and reach their full potential.

During her career, Michelle generously gave of her time, energy and experience for the benefit of AllerGen trainees. This award intends to celebrate the high value she attributed to the practice of mentorship, and to perpetuate her encouragement of mentoring relationships.



## ABOUT THE MHMA COMMITTEE

The MHMA Committee is composed of 14 members including two members of the Harkness family. A five-person Adjudication Advisory Committee of three mentorship experts and two members of the Harkness family evaluate nominations/applications and provide recommendations to the MHMA Committee, which selects the winners in each category.

## ABOUT THE MHMA AWARDS

There are three (3) categories for the 2023-24 MHMA:

**Category 1: *LIFETIME MENTORING ACHIEVEMENT AWARD*** (1 award, by nomination)

Recognizing a sustained, career-spanning commitment to excellence in mentoring by professionals (researchers, committee members, staff, or partner organization representatives) working in airways and allergic disease fields.



**Category 2: A. MENTORING EXCELLENCE – INVESTIGATOR** (1 award, by nomination)

Recognizing outstanding mentoring by investigators working in airways and allergic disease fields, at any career stage or in any discipline (senior or junior University-based faculty or clinician scientists).

**B: MENTORING EXCELLENCE – NON-INVESTIGATOR** (1 award, by nomination)

Recognizing outstanding mentoring by non-investigators working in airways and allergic disease fields, at any career stage or in any sector (including students, post-doctoral fellows, research staff, technical staff, administrative staff, Board and Committee members and industry or not-for-profit organization representatives).

**Category 3: MENTORSHIP DEVELOPMENT GRANT** (up to 2 awards, by application)

Supporting professional development towards improved mentoring capacity for individuals working in airways and allergic disease fields seeking to enhance their mentoring skill set with a grant of up to \$2,500.



## CALL FOR NOMINATIONS/APPLICATIONS

### CATEGORY 1: LIFETIME MENTORING ACHIEVEMENT AWARD (\$500)

Nominations are invited under the *Lifetime Mentoring Achievement Award* category to recognize a sustained, career-spanning commitment to excellence in mentoring by professionals working in airways or allergic disease.

#### NOMINATION ELIGIBILITY

1. **Nominees** must be Canadian citizens or landed immigrants working in airways or allergic disease research and/or practice but need not be associated with the AllerGen network, and may include, but are not limited to researchers, clinician-scientists, committee members, staff, or employees of industry or not-for-profit organizations.
2. **Nominators** need not be associated with the AllerGen network and may include but are not limited to peers of the nominee (at any station or occupation), faculty, students, research staff, or industry or not-for-profit collaborators.

#### NOMINATION PROCESS

A [nomination form](#) signed by the nominator plus a minimum of two additional signatories to a maximum of 10 signatories in total is required. Attach the Nominee's CV with the nomination letter.

Submissions for nominees not selected to receive the 2023-24 award will be kept on file and reviewed annually in the same competition category for three additional years. When the application form is modified, nominators will be invited to update their submissions to comply with the most current application guidelines.

#### EVALUATIVE CRITERIA

The *Lifetime Mentoring Achievement Award* seeks to recognize individuals working in airways or allergic disease who demonstrate excellence in mentoring, and who have shown an exceptional and long-term commitment to supporting, encouraging, and promoting the education, professional and personal development, and careers of mentees.

Read about previous MHMA Lifetime Achievement winners [here](#).



<b>Category 1: Lifetime Mentoring Achievement Award Evaluation Criteria</b> <i>(1 award, by nomination)</i>	
Criteria	Examples
<b>1. Demonstrated mentoring behaviours (30%)</b>	<ul style="list-style-type: none"> <li>• Acts as a successful role model in terms of excellence in scholarship, professional conduct, and integrity; is perceived as a leader to be emulated in these areas by mentees, peers and colleagues</li> <li>• Promotes and models respect and collegiality</li> <li>• Acts as a sponsor for mentees in the academic/professional community</li> <li>• Supports mentees’ administrative and professional undertakings, such as publishing, grant writing, research presentations, and job placement</li> <li>• Facilitates the acquisition of skills and resources needed by mentees to succeed as scholars and professionals</li> <li>• Fosters the development in mentees of competencies including critical thinking, intellectual rigour, breadth of understanding and creativity, written and oral communication, professional and scholarly integrity, and interpersonal relations</li> <li>• Encourages mentees to develop talents and strengths by advising about research, career choices and professional development</li> <li>• Advocates for mentees when necessary, and encourages them to make best use of professional opportunities (e.g., professional development workshops and courses, visiting speakers, conferences)</li> </ul>
<b>2. Duration and scope of mentoring efforts (30%)</b>	<ul style="list-style-type: none"> <li>• Has mentored numerous individuals, supporting them for prolonged periods of time through different career stages</li> <li>• Has provided mentoring, support and guidance across different realms of growth—professional, academic, personal—and from the level of the concrete and technical to the global and philosophical</li> <li>• Has demonstrated a commitment to mentoring beyond the achievement of any specific career milestone (e.g., graduation) of mentees</li> </ul>
<b>3. The “Michelle Criterion” - degree of evidence of altruistically investing in the people around them (40%)</b>	<ul style="list-style-type: none"> <li>• Goes “above and beyond” one’s expectations of a mentor</li> <li>• Demonstrates ongoing concern and support for the personal development and well-being of mentees</li> <li>• Shows uncommon generosity of time and attention and offers unexpected forms of support</li> <li>• Shows great sensitivity to mentees’ needs, even when these are not overtly expressed</li> </ul>

**NOMINATION DOCUMENTS**

1. A [nomination form](#) signed by Primary Nominator and a minimum of two additional signatories to a maximum of 10 signatories in total.

MHMA Committee members may not be the Primary Nominator, nor write letters of support for nominees. However, MHMA Committee members may co-sign a nomination letter where at least three other signatures are provided. The Scientific Director, the President of AllerGen and AllerGen Administrative Centre staff may not co-sign any nominations or proposals.

2. Nominee’s CV (max. 5 pages).



## CATEGORY 2A: MENTORING EXCELLENCE – INVESTIGATOR (\$500)

Nominations are invited under the *Mentoring Excellence - Investigator* award category to recognize outstanding mentoring by investigators working in airways or allergic disease, at any career stage or in any discipline (senior or junior University-based faculty or clinician scientists). The mentoring excellence being recognized may be between individuals at different career stages, or peer mentoring.

### NOMINATION ELIGIBILITY

1. **Nominees** must be Canadian citizens or landed immigrants working in airways or allergic disease research and/or practice but need not be associated with the AllerGen network, and may include, but are not limited to researchers at universities, hospitals, research institutes or within industry or not-for-profit organizations.
2. **Nominators** need not be associated with the AllerGen network and may include but are not limited to peers of the nominee (at any station or occupation), faculty, students, research staff, or industry or not-for-profit collaborators.

### NOMINATION PROCESS

A [nomination form](#) signed by the nominator plus a minimum of two additional signatories to a maximum of 10 signatories in total is required. Attach the Nominee's CV with the nomination form.

Submissions for nominees not selected to receive the 2023-24 award will be kept on file and reviewed annually in the same competition category for three additional years. When the application form is modified, nominators will be invited to update their submissions to comply with the most current application guidelines.

### EVALUATIVE CRITERIA

The *Mentoring Excellence–Investigator* award seeks to recognize individuals working in airways or allergic disease who demonstrate excellence in mentoring, and who have shown outstanding commitment to supporting, encouraging, and promoting the education, professional and personal development, and career of mentees.

[Read about previous MHMA Mentoring Excellence – Investigator winners here.](#)



<b>Category 2A: MHMA Mentoring Excellence Award Evaluation Criteria</b> <i>(1 award, by nomination)</i>	
Criteria	Examples
<b>1. Demonstrated mentoring behaviours (30%)</b>	<ul style="list-style-type: none"> <li>• Acts as a successful role model in terms of excellence in scholarship, professional conduct, and integrity; is perceived as a leader to be emulated in these areas by mentees, peers and colleagues</li> <li>• Promotes and models respect and collegiality</li> <li>• Acts as a sponsor for mentees in the academic/professional community</li> <li>• Supports mentees’ administrative and professional undertakings, such as publishing, grant writing, research presentations, and job placement</li> <li>• Facilitates the acquisition of skills and resources needed by mentees to succeed as scholars and professionals</li> <li>• Fosters the development in mentees of competencies including critical thinking, intellectual rigour, breadth of understanding and creativity, written and oral communication, scholarly and professional integrity, and interpersonal relations</li> <li>• Encourages mentees to develop individual talents and strengths by acting as an advisor and guide in research, career choices and professional development</li> <li>• Advocates for mentees when necessary, and encourages them to make best use of professional opportunities (e.g., professional development workshops and courses, visiting speakers, conferences)</li> </ul>
<b>2. Scope of mentoring efforts (30%)</b>	<ul style="list-style-type: none"> <li>• Has mentored individuals in a concerted and sustained manner</li> <li>• Has provided mentoring, support and guidance across different realms of growth—professional, academic, personal—and from the level of the concrete and technical to the global and philosophical</li> <li>• Has demonstrated a commitment to mentoring beyond the achievement of any specific career milestone (e.g., graduation) of mentees</li> </ul>
<b>3. The “Michelle Criterion” - degree of evidence of altruistically investing in the people around them (40%)</b>	<ul style="list-style-type: none"> <li>• Goes “above and beyond” one’s expectations of a mentor</li> <li>• Demonstrates ongoing concern and support for the personal development and well-being of mentees</li> <li>• Shows uncommon generosity of time and attention and offers unexpected forms of support</li> <li>• Shows great sensitivity to mentees’ needs, even when these are not overtly expressed</li> </ul>

**NOMINATION DOCUMENTS**

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2. Nominee’s CV (max. 5 pages).



## CATEGORY 2B: MENTORING EXCELLENCE – NON-INVESTIGATOR (\$500)

Nominations are invited under the *Mentoring Excellence–Non-Investigator* award category to recognize outstanding mentoring by non-investigators working in the airways and allergic disease field, at any career stage or in any sector (including students, post-doctoral fellows, research staff, technical staff, administrative staff, Board and Committee members and industry or not-for-profit organization representatives).

Mentoring excellence recognized may be between individuals at different career stages, or peer mentoring.

### NOMINATION ELIGIBILITY

1. **Nominees** must be Canadian citizens or landed immigrants working in airways or allergic disease research and/or practice but need not be associated with the AllerGen network, and may include, but are not limited to students, committee members, staff, or industry or not-not-profit collaborators.
2. **Nominators** need not be associated with the AllerGen network and may include but not limited to peers of the nominee (at any station or occupation), faculty, students, research staff, or industry or not-not-profit collaborators.

### NOMINATION PROCESS

A [nomination form](#) signed by the nominator plus a minimum of two additional signatories to a maximum of 10 signatories in total is required. Attach the Nominee's CV with the nomination form.

Submissions for nominees not selected to receive the 2023-24 award will be kept on file and reviewed annually in the same competition category for three additional years. When the application form is modified, nominators will be invited to update their submissions to comply with the most current application guidelines.

### EVALUATIVE CRITERIA

The *Mentoring Excellence–Non-Investigator* award seeks to recognize individuals working in airways or allergic disease who demonstrate excellence in mentoring, and who have shown outstanding commitment to supporting, encouraging, and promoting the education, professional and personal development, and careers of mentees.

[Read about previous MHMA Mentoring Excellence – Non-Investigator winners here.](#)





<b>Category 2B: MHMA Mentoring Excellence Award Evaluation Criteria</b> <i>(1 award, by nomination)</i>	
Criteria	Examples
<b>1. Demonstrated mentoring behaviours (30%)</b>	<ul style="list-style-type: none"> <li>• Promotes and models respect and collegiality</li> <li>• Acts as a sponsor for mentees in the academic/professional community</li> <li>• Facilitates the acquisition of skills and resources needed by mentees to succeed</li> <li>• Fosters the development in mentees of competencies including but not limited to critical thinking, intellectual rigour, breadth of understanding and creativity, written and oral communication, scholarly and professional integrity, and interpersonal relations</li> <li>• Encourages mentees to develop individual talents and strengths by acting as an advisor and guide in career choices and professional development</li> <li>• Advocates for mentees when necessary, and encourages them to make the best use of institutional and professional opportunities (e.g., professional development workshops and courses, visiting speakers, conferences)</li> </ul>
<b>2. Scope of mentoring efforts (30%)</b>	<ul style="list-style-type: none"> <li>• Has mentored individuals in a concerted and sustained manner</li> <li>• Has provided mentoring, support and guidance across different realms of growth—professional, academic, personal—and from the level of the concrete and technical to the global and philosophical</li> <li>• Has demonstrated a commitment to mentoring that extends beyond the achievement of any specific career milestone of mentees</li> </ul>
<b>3. The “Michelle Criterion” - degree of evidence of altruistically investing in the people around them (40%)</b>	<ul style="list-style-type: none"> <li>• Goes “above and beyond” one’s expectations of a mentor</li> <li>• Demonstrates ongoing concern and support for the personal development and well-being of mentees</li> <li>• Shows uncommon generosity of time and attention and offers unexpected forms of support</li> <li>• Shows great sensitivity to mentees’ needs, even when these are not overtly expressed</li> </ul>

**NOMINATION DOCUMENTS**

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MHMA Committee members may not be the Primary Nominator, nor write letters of support for nominees. However, MHMA Committee members may co-sign a nomination letter where at least three other signatures are provided. The President & CEO of AllerGen and AllerGen Administrative Centre staff may not co-sign any nominations or proposals.

2. Nominee’s CV (max. 5 pages).



**CATEGORY 3: MENTORSHIP DEVELOPMENT GRANT (up to \$2,500):**

Applications are invited under the *Mentorship Development Grant* award category to support professional development towards improved mentoring capacity for individuals from across sectors and in roles within airways and/or allergic disease research or practice seeking to enhance their mentoring skill set.

**APPLICANT ELIGIBILITY**

Applicants need not be associated with the AllerGen network, must be Canadian citizens or landed immigrants, and may include, but are not limited to: researchers, committee members, research staff, and industry or not-for-profit representatives. MHMA Committee members may not apply for *Mentorship Development Grants*.

**EVALUATIVE CRITERIA**

*Mentorship Development Grants* seek to facilitate the development of mentoring skills among individuals working in airways or allergic disease who aspire to become exceptional mentors.

[Read about previous MHMA Development Grant winners here.](#)

<b>Category 3: MHMA Mentorship Development Grant Evaluation Criteria</b> <i>(up to 2 awards, by application)</i>	
Criteria	Examples
<b>A. Feasibility of Mentorship Plan (25%)</b>	<ul style="list-style-type: none"> <li>• The activities proposed can be completed by December 31, 2024</li> <li>• The desired outcomes are feasible given the proposed activities</li> <li>• The proposed activities are reasonable in relation to the applicant’s current level of mentoring expertise</li> </ul>
<b>B. Appropriate Use of Funds/Activities (25%)</b>	<ul style="list-style-type: none"> <li>• The cost of listed activities is reasonable</li> <li>• Appropriate documents are included to validate the costs</li> <li>• The activities proposed are relevant to mentorship development. The eligible activities may include without being restricted to:               <ul style="list-style-type: none"> <li>- Professional development towards improving capacity to mentor others, including mentorship coaching.</li> <li>- Mentoring activities, e.g., host post-doctoral student tours and/or workshops that bring in post-doctoral students for Q&amp;A or career session presentations.</li> <li>- Mentorship-related conferences and meetings.</li> <li>- Other activities with relevance to mentorship skill acquisition</li> </ul> </li> </ul>



<b>Category 3: MHMA Mentorship Development Grant Evaluation Criteria</b> <i>(up to 2 awards, by application)</i>	
Criteria	Examples
<b>C. Applicant’s Potential to Utilize Mentorship Skills to be Acquired (50%)</b>	<ul style="list-style-type: none"> <li>• Applicant’s mentoring experiences and achievements to date</li> <li>• Applicant’s mentoring philosophy                             <ul style="list-style-type: none"> <li>- Ability and willingness to communicate what he/she knows</li> <li>- Approachability, availability, and the ability to listen</li> <li>- Inquisitiveness, focus on continued learning and improving</li> <li>- Objectivity and fairness</li> <li>- Compassion and genuineness</li> </ul> </li> <li>• Applicant’s future aspirations</li> <li>• The expected outcome of the proposed activities and their ability to improve the applicant’s long-term mentorship skills</li> </ul>

**APPLICATION DOCUMENTS**

1. An [application form](#) signed by the applicant.
2. Relevant documentation to support the budgeted activities (e.g., course description, conference program, etc.).
3. Applicant’s CV (max. 5 pages).

**MENTORSHIP DEVELOPMENT GRANT USE OF FUNDS AND REPORTING REQUIREMENTS**

Each award recipient must submit an *Activities and Outcomes Report* to the AllerGen Administrative Centre by March 1, 2025, confirming the objects of expenditure and total expenses.

The Report shall include the following items:

1. How the Mentorship Development Grant funding was used to develop your mentoring skills and capacity.
2. A table of actual expenses and description associated with the use of the Mentorship Development Grant.
3. How the outcomes of the Mentorship Development Grant have contributed to mentoring-related accomplishments and impacts.

In addition, MHMA Mentorship Development Grant Award recipients are invited to present the outcomes and impacts resulting from the Award to the MHMA Committee at its annual meeting.



## FORMATTING INSTRUCTIONS FOR ALL MHMA SUBMISSIONS

1. An electronic copy of the nomination or application form, with scanned copies of the other accompanying documents must be submitted in a single PDF file, with each element of the package bookmarked. The nomination or application form must be at the top of the package.
2. All statements in the application form should be formatted using 11pt Arial Font (minimum font size).
3. All submissions will be treated as confidential; however, excerpted content from selected/winning applications or nominations may be used for publicity purposes in AllerGen communication materials and at the MHMA Awards ceremony.

## DEADLINE FOR SUBMISSIONS – 2023-24 COMPETITION

The 2023-24 MHMA submissions are due to the AllerGen Administrative Centre on or before **Monday, December 11, 2023**.

Electronic copies are to be submitted to [info@allergen.ca](mailto:info@allergen.ca) with the email subject line as follows:

**MHMA Category – Nominee/Applicant's Name**

Example:

- MHMA Category 1: LIFETIME MENTORING ACHIEVEMENT AWARD - Jane Doe

Questions may be directed to the AllerGen Administrative Centre at  
[info@allergen.ca](mailto:info@allergen.ca)

