

Guidelines G²LM|LIC Mentoring Programme

Idea of the Mentoring Programme:

One aim of the IZA/FCDO G²LM|LIC Programme is to build research capacity of scholars based in low-income countries (LIC). The mentoring programme is part of the G²LM|LIC capacity building strategy and targets young researchers based in LIC doing research in **applied microeconomics, preferably working on gender and labour topics**. It includes guidance on one of their papers through a one-to-one mentorship to prepare a high-quality manuscript to submit to scientific conferences as well as to a peer-reviewed journal. The support coming from experienced researchers includes advice on how to polish a paper, how to prepare a presentation of the paper, how to submit to journals, how to deal with feedback from referee reports etc. The target of the programme are full papers, not proposals or research ideas.

General information:

- Optimally, the mentoring relationship lasts until the paper is published in a refereed journal, but we are aware that this can take a very long time. Given the long publication processes in economics and aiming to give as much as freedom for paper (re-)writing as possible, we do not impose any “deadlines” to the mentorship. It would be great if the mentorship goes on at least until the paper is published in a working paper series and submitted to a journal.
- There is now the option of publishing the paper in the [G²LM|LIC working paper](#) (WP) series. The paper will be screened (not refereed) and the opinion of the mentor will be considered. The final decision of publication in the WP series rests upon the G²LM|LIC team.
- There will be online workshops and potentially other opportunities for presentation and networking (such as an [event](#) in London in March 2024) throughout the year with information being distributed to all running mentorships.
- There will be regular “check-ins” from the G²LM|LIC Team on how the mentoring is going.

Code of Conduct:

- We expect that all mentors and mentees adhere to the [IZA Code of Conduct](#), treating each other with respect, being constructive and patient.
- This includes replying to emails, being reliable and saying “Thank you”.
- We expect that information exchanged during mentoring is treated confidentially by all parties involved.
- The idea is to build a trustworthy relationship where everyone feels comfortable and heard.
- Please let us know via g2lm-mentoring@iza.org if you have any questions or concerns.

Information for mentees:

- Our target group are junior researchers based at a university or research institution in Africa or South Asia. These include: 1) PhD students, 2) researchers who have less than five years of work/research experience past the PhD, 3) researchers without a PhD degree who have less than 10 years of work/research experience past their university degree.
- You need to have a paper draft (full unpublished paper in English) in **applied microeconomics** (preferably working on gender and labour topics) to be eligible to register as a mentee. We cannot accept research proposals or research ideas.
- Please register on our online portal: <https://eap.iza.org/g2lm-lic-mentoring>
- In a first step, you are screened regarding your eligibility, based on factors such as your location, paper draft and topic, seniority etc.
- Once your paper is activated, all mentors who chose the same topic areas upon registration will be informed via email about your paper upload.
- If your paper is selected by a mentor, you will be informed via email. (The selection is determined by an interested mentor. Thus, collaboration is not guaranteed.)
- In a next step, please get in touch with your mentor. Please agree together on the best way to communicate (email, Zoom etc.).
- Even though it is not mandatory, we encourage to have at least one videocall meeting to be able to get to know each other at least somehow “in person”, preferably rather early in the process.
- Listen to your mentor’s suggestions, but be aware that you do not need to make any changes to your paper that you do not feel comfortable or do not agree with. Ask if you do not understand a comment from your mentor.
- You may ask the mentor about other professional advice, but please accept if the mentor would rather not talk about other things than the paper.
- Make sure to always reply to emails in a reasonable time frame (more or less about a week, unless you are on vacation). If you need more time for a more thorough answer, send a short reply saying you will follow up as soon as you get the chance.
- If you officially decided (together optimally) that your mentorship relationship on this paper has come to an end, please inform us via g2lm-mentoring@iza.org. If you unitarily feel like your mentoring does not seem to go forward, please inform us as well.

Information for mentors:

- Researchers based at a university or research institution who have a PhD degree and experience in publishing papers in **applied microeconomics, preferably in development economics**, are invited to register as mentors.
- Mentoring takes time. Please only register if you can make time for it. There is no pre-determined schedule the mentoring is supposed to adhere to, but every mentoring relationship involves some kind of time commitment.
- Please register on our online portal: <https://eap.iza.org/g2lm-lic-mentoring>
- In a first step, you are screened regarding your eligibility, based on factors such as your seniority, your research fields and your publication experience.

- Once your account is activated, you will receive emails about new paper uploads on the portal that match your chosen topic areas.
- Once you chose a paper, you will be contacted by the mentee. Please agree together on the best way to communicate (email, Zoom etc.).
- Even though it is not mandatory, we encourage to have at least one videocall meeting to be able to get to know each other at least somehow “in person”, preferably rather early in the process.
- Be patient if you may need to explain your suggestions more than once. Accept if the mentee does not feel comfortable including every suggestion of yours in her or his paper.
- Make sure to always reply to emails in a reasonable time frame (more or less about a week, unless you are on vacation). If you need more time for a more thorough answer, send a short reply saying you will follow up as soon as you get the chance.
- Even though the focus of the mentoring relationship lies on the mentee’s development, you may gain a lot out of the mentoring experience yourself. This can include the positive experience of helping and supporting others, improving your management and leadership skills, and preparing for/improving communication with your own PhD students or junior faculty.
- You may be asked by the mentee about other professional advice not related to the paper. You are, of course, very welcome to provide him or her with that advice, but do not feel obliged to when you do not want to.
- If you officially decided (together optimally) that your mentorship relationship on this paper has come to an end, please inform us via g2lm-mentoring@iza.org. If you unitarily feel like your mentoring does not seem to go forward, please inform us as well.
- Finally: Thank you so much for your support!

These guidelines are partly inspired by:

<https://uwm.edu/faculty-mentor/guidelines-for-mentors/>

https://www.undp.org/sites/g/files/zskgke326/files/2022-08/JPOSC_Career_Mentoring_Guide.pdf