1. OIPH member submits Mentorship Program Intake Form and CV
2. Coordinator adds Mentor registrants to Program database
3. Coordinator forwards Mentee Intake Form and CV to OIPH Mentorship Portfolio Lead
4. OIPH Mentorship Portfolio Lead matches mentor and mentee based on key word search in database, from overlapping areas of research interests and other indicated criteria (2-3 potential matches are chosen)
5. OIPH Mentorship Portfolio Lead sends potential matches to coordinator and OIPH administrator
6. Coordinator informs the mentee of their potential matches and asks them to rank them in order of preference
7. OIPH mentee applicant ranks mentor matches in order of preference and sends back to coordinator
8. Coordinator contacts potential mentors in mentee’s order of preference until match is made or an alternative match is found
9. After mentor agrees to match, mentee and mentor are contacted by Coordinator to begin mentoring relationship