



# Lacuna Fund Mentorship Guide

**For Mentors**

**June 2024**

## TABLE OF CONTENTS

<b>Introduction</b>	<b>3</b>
The Mentorship Program	3
Mentors Roles and Duties	3
Deliverables for the Mentors	4
<b>Terms and Conditions</b>	<b>4</b>
Ethics Code of Conduct	4
<b>Contact Information</b>	<b>5</b>

## Introduction

[Lacuna Fund](#) supports the creation, expansion, and maintenance of equitable training and evaluation datasets that enable machine learning tools to better tackle urgent problems in low- and middle-income contexts globally. The purpose of this call for proposals is to support efforts to develop open and accessible datasets for machine learning applications related to tackling and understanding Antimicrobial Resistance (AMR) in low- and middle-income countries (LMICs) in Africa, South and Southeast Asia, and Latin America.

The African Centre for Technology Studies (ACTS) will provide support as part of the consortium members as well as providing mentorship to the applicants and to selected teams. Mentors will be expected to guide mentees as they prepare their proposals. Once projects are selected, successful project teams will continue to engage their mentor throughout project implementation.

## The Mentorship Program

The mentorship will be provided into two Phases:

### **Phase One: Applications and Selection**

The aim is to ensure that applicant gain skills of preparing quality applications

### **Mentors will be tasked with the responsibilities below:**

1. Providing Mentorship and guiding the applicants to understand the aim of the call
2. Building relationships with the mentees and understanding their weakness and strength
3. Assisting Mentees by proofreading proposals on an as needs basis
4. Guiding mentees on any group roles and conflicts which might arise
5. Attending the sessions or discussions of the proposal group or meet separately with lead investigators.
6. Discussing relevant work in the proposal area to ensure the proposal is contextualized.

### **Deliverables of the mentors**

1. Provide proof of meetings held with Mentees including minutes of every meeting, and photos where possible.
2. Submit to the ACTS Mentorship program team Leader monthly reports on the group meetings engagements and outputs
3. Share any programmatic feedback from the meetings with the Acts Mentorship program team Leader.
4. Share any challenges faced by the Mentees in particular gender challenges if any
5. Share any matters of concern with the ACTS Mentorship program team Leader.
6. Provide a report on their experience as Mentors at the end of the programme

## **Phase Two: Mentorship for project Implementation**

The aim is to provide support to the selected groups and ensure that the right procedures are followed for data collection, publication and reporting. The support also spans to ensure that no team is stuck at any stage during Implementation.

### **Mentors will be tasked with the responsibilities below:**

1. Attend the sessions or discussions of the mentees group or meet separately with lead investigators.
2. Develop a work schedule, Project milestones and timelines for the group
3. Provide guidance on the development of the project, including data collection, use of existing datasets, and licensing.
4. Evaluate the group progress and regularly report to the ACTS Mentorship program team Leader.

### **Deliverables of the mentors**

1. Share any matters of concern with the ACTS Mentorship program team Leader.
2. Submit to the ACTS Mentorship program team Leader monthly reports on the group meetings engagements and outputs
3. Give feedback after the mentorship program to help improve the process.

### **Ethics Code of Conduct Statement:**

Mentors and mentees are expected to comply with the following Ethical guiding principles under ACTS.

- a. Cause no harm: ACTS research shall not knowingly inflict harm to researchers, research participants or the beneficiaries of the research outputs.
- b. Free, prior and informed consent: all research participants will be notified on the objectives, format, methods and impacts of research activities (negative or positive) and should be free to withdraw their consent to the research activities at any time.
- c. Confidentiality: ACTS researchers shall ensure that participants/respondent's confidentiality is maintained
- d. Safety: Utmost care shall be taken to ensure the safety of researchers and/or research participants
- e. No coercion: No inducement or other forms of coercion shall be used to gain participation of any person in the research activities.
- f. Involvement of children (under 18years): Where children are involved signed consent will have to be issued by a parent/guardian. Parents/guardians shall be free to withdraw the participation of the minors at any given time.
- g. Gender: ACTS research shall seek to promote gender equity and equality
- h. Inclusivity: ACTS research shall seek to ensure inclusion for instance of persons with disability, women and other socially disadvantaged individuals.

## Launching the call for mentorship

- Immediately the call for application will be sent out, a link will be provided where teams can apply for mentorship.
- The deadline for the application for mentorship should be one week to the close of applications
- Two forms will be designed, for Phase one and Phase Two.  
The call for applications for Phase 2 will be sent out immediately teams have been selected

## Contact Information

Please see the contact information of the ACTS AI4D Mentorship program below:

**1. Prof. Tom Peter Migun Ogada, Executive Director**

Email: [t.ogada@acts-net.org](mailto:t.ogada@acts-net.org)

**2. Dr. Winston Ojenge, Senior Research Director**

Email: [w.ojenge@acts-net.org](mailto:w.ojenge@acts-net.org)

**3. Dr. Elizabeth Mutua, Consultant**

Email: [EMutua@acts-net.org](mailto:EMutua@acts-net.org)