**Mentoring Meeting Email Invitation Template**

The following email should be sent at the beginning of the ninth (9th)quarter or sixth (6th) semester of service to an academic-year pre-six NSF, or the twelfth (12th) quarter of service to a fiscal-year pre-six NSF:

Subject: Mentoring Meeting

Per Article \_\_\_ (tentatively 31)\_\_ of the IX contract, please contact \_\_(name of individual and contact information)\_\_\_ to schedule your mentoring meeting. He/She is looking forward to conducting your mentoring meeting.