

ADVANCE — AT WSU —

EXTERNAL MENTOR PROGRAM FUNDING GUIDELINES

<http://advance.wsu.edu/ExternalMentors>

The ADVANCE at WSU External Mentor Program is an initiative for enhancing the awareness of and creating opportunities for women in Science, Technology, Engineering and Mathematics (STEM) disciplines and for under-represented minority (URM) male and female faculty in any discipline at WSU. **The aim of the program is to foster the career development of women and URM faculty by supporting the development of mentoring relationships with off-campus leaders, with special emphasis placed on mentorship that supports and/or communicates awareness of barriers that exist for women in STEM disciplines and for URM faculty.** These mentors will provide training and mentorship, facilitate collaborative research efforts, and, ideally provide examples of strong, senior role models. The External Mentor Program is open to all tenure-track and tenured faculty women in STEM fields (see department list below) and all tenure-track and tenured under-represented minority faculty (both men and women) in any discipline. For tenured faculty, this initiative is intended to help grantees through the promotion process, encourage more women and URM faculty to seek administrative responsibilities, and enhance leadership succession planning.

The ADVANCE at WSU External Mentor Program provides funding for proposals that ideally include, but do not necessarily require, all of the following activities:

- a mentor visit to WSU to meet with the mentee and engage in an activity that would be helpful to the mentee (e.g., view labs, review data or writing);
- a research seminar by the mentor to the individual's department (or broader if desired);
- regularly scheduled time designated for the mentor to spend with the mentee (either at WSU, on their own campus, or via electronic communication [e.g., monthly Skype meetings]);
- a mentee visit to the mentor's lab or other professional site to further engage in activity that would be helpful to the mentee (e.g., lab visit, training in instrumentation or laboratory technique, campus networking).

The proposed use of funds must demonstrate a significant intention of providing career advancement opportunities for the WSU faculty member served and assist in reducing barriers for (an) under-represented individual(s) – defined by NSF as women, African Americans, Native Americans and Hispanic Americans. Within one year of completion of grant activities, grant recipients must provide a brief report on their experience with the External Mentor Program. An honorarium of \$750.00 will be provided to the mentor upon successful completion of all activities and submission of the final report. The ADVANCE at WSU External Mentor Program Coordinator will also conduct a one-year follow up with each grant recipient.

Eligibility: Any tenure track or tenured faculty woman in one of the following departments may submit a request:

- Animal Sciences
- Anthropology
- Biological Systems Engineering (BSE)
- Chemical Engineering and Bioengineering (CBE)
- Chemistry (CHEM)
- Civil and Environmental Engineering (CEE)
- Crop and Soil Sciences
- Economic Sciences
- Electrical Engineering and Computer Science (EECS)
- Engineering and Computer Science (EnCS; Vancouver)
- Entomology
- Food Science
- Global Animal Health
- Horticulture
- Human Development
- Institute of Biological Chemistry (IBC)
- Integrative Physiology and Neuroscience (formerly known as VCAPP)
- Mathematics (MATH)
- Mechanical and Materials Engineering (MME)
- Physics (PHY) and Astronomy
- Plant Pathology
- Political Science
- Psychology
- School of Biological Sciences (SBS)
- School the Environment (Pullman and Vancouver)
- School of Molecular Biosciences
- Sociology
- Veterinary Microbiology & Pathology

Restrictions: The external mentor cannot have been the graduate advisor or the post-doctoral advisor of the applicant.

Funding: Typical awards range from \$3,500 to \$5,000, depending on the location of the mentor and length of visits for the mentee/mentor.

Required Deliverables and Expectations: All recipients will be asked to provide a report on their experience with the External Mentor Grant program, and will also occasionally be asked to discuss their experiences with program representatives.

Deadline: Applications will be accepted until October 16, 2016. A call for proposals with a spring deadline will be posted in 2017.

Proposal Format: To be considered, applicants must submit a completed application, which includes the following information:

- Cover Sheet (use attached form)
- Proposal: The description should not exceed one page (12-point font) and should include:
 - 1) the external mentor's name, title and institution;
 - 2) a description of the potential for the award to initiate a long-term collaboration;
 - 3) a seminar topic that will be shared by the mentor with the mentee's department or college; and
 - 4) a tentative timeline
- Budget (use attached form)
- Other: **The request must be accompanied by a letter of support from the proposed mentor, which details the mentor's qualifications for mentorship/collaboration with the WSU faculty member.**

Questions and Proposal Submission:

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Pullman, WA 99164-6382
gartstma@wsu.edu
(509) 335-9739

Review Process and Funding Criteria: A Selection Committee will review applications and select recipients. Ranking of proposals will weigh heavily on:

- the potential for the proposed initiative to further the professional development of the WSU faculty member, with specific preference for proposals that highlight or focus on successful scientists/professionals/academics in their respective disciplines;
- the probability of the proposed initiative establishing a long-term collaborative relationship between WSU and the visiting scholar/mentor's academic institution; and
- the potential for the project to enhance the research and scholarly productivity and success of the WSU mentee.

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Coversheet

Applicant Name: _____

Position/Title: _____

Department name: _____ Zip: _____

Email: _____ Phone: _____

Funding requested from the following program:

- ☐ Transitions
- ☐ External Mentor
- ☐ PRO-NET
- ☐ Social Science Research

Check list for proposal:

- ☐ Coversheet/Signature page
- ☐ Proposal
- ☐ Budget

Proposal Title (if applicable): _____

Project Start Date: _____ Project End Date: _____

PI Signature/date: _____

Amount Requested: _____ Name of Fiscal Agent: _____

Department Chair Signature/date: _____

Dean Signature/date: _____

Received by (ADVANCE representative)/date: _____

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Applicant Name: _____

Proposal Title: _____

Program Budget Sheet			
Category/Description		Amount	
Operating Expenses (e.g., office supplies):			
Travel:			
Equipment:			
Salary:	Faculty:		
	Staff:		
	Graduate Student:	Salary:	
		Fees:	
		Tuition:	
	Hourly Staff:		
Fringe Benefits (include FB rate used for calculations):			
Other (e.g., Honorarium):			
TOTAL AMOUNT REQUESTED			

**Funding limitations: Reimbursable up to the allowable government rate. Also note that any anticipated food or refreshment costs outside of travel per diem (i.e. receptions, meals) need to be vetted in advance of your proposal submission due to NSF restrictions. Please email advance@wsu.edu with any questions. Thank you.*