

ADVANCE == AT WSU ==

EXTERNAL MENTOR PROGRAM-Pilot Extension FUNDING GUIDELINES

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

The ADVANCE at WSU External Mentor Program-Pilot Extension is an initiative designed to create opportunities for faculty women in the 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 who have previously been supported by an External Mentor award. That is, only faculty with prior External Mentor funding are eligible to participate in the Pilot Extension program.**

The goal of the Pilot Extension is to provide External Mentor award recipients (*in collaboration with their mentors*) the support needed to carry out pilot investigations and obtain preliminary data required for external funding applications.

As such, pilot data collection projects supported by the Pilot Extension awards will be carried out jointly with the previously engaged external mentor, and will be significant enough in scope to provide meaningful preliminary data. An important program requirement is that external grant applications must be submitted including input from the previously engaged external mentor (i.e., the mentor is not required to be included as a PI or a co-PI/Investigator, however, they should participate minimally as a project consultant), utilizing these preliminary data.

Applications submitted for the Pilot Extension awards must include: (1) a description of the intended pilot data collection project, with sufficient detail to ascertain its significance/innovation; (2) a plan for securing external funding, including specific funding sources/mechanisms and deadlines.

The proposed use of funds must demonstrate a significant intention to provide 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 the grant activities completion, recipients must submit a brief report on their experience with the External Mentor Program. Additionally, the External Mentor Program Coordinator will 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
- Mathematics (MATH)
- Mechanical and Materials Engineering (MME)
- Physics (PHY) and Astronomy
- Plant Pathology
- Political Science
- Psychology
- School of Biological Sciences (SBS)
- School the Environment
- School of Molecular Biosciences
- Sociology
- Veterinary Microbiology & Pathology

Restrictions: The applicant must have successfully participated in the ADVANCE at WSU External Mentor Program and the activities proposed in this application will be carried out with the previously engaged external mentor.

Funding: Awards will generally be no more than \$10,000, with higher levels of funding (up to \$15,000) considered if matching funds from department or college sources are committed.

Required Deliverables and Expectations: Recipients will be required to:

- submit an external grant application within one year of award completion,
- submit a report on their experience with the External Mentor-Pilot Extension Grant program and
- be willing 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 pilot data collection activities with enough detail to determine proof of concept (e.g., background, method, expected results);
 - 3) external funding source(s)/mechanism(s) to which grant proposal(s) supported by ADVANCE at WSU EM-Pilot Extension awards will be submitted with an explanation for how the preliminary data from the EM-Pilot Extension award will increase the competitiveness of the proposal
 - 4) a proposed timeline for the data collection activities and grant submission (including deadlines)
- Budget (use attached form)
- Other: **The request must be accompanied by a letter of support from the proposed mentor, which details the mentor's involvement in the proposed activities.**

Questions and Proposal Submission:

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 ADVANCE at WSU External Mentor Program
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 (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 probability that the proposed initiative will translate into external funding
- the potential for further professional development of the WSU faculty member, with preference for proposals that illustrate ongoing engagement of the external mentor;
- the probability of the proposed initiative resulting in a long-term collaborative relationship between WSU and the external mentor; and
- the potential for the project to enhance the research/scholarly productivity and success of the WSU faculty member.
- IRB/IACUC approval for the proposed project is required before the funds will be released.

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Coversheet

Applicant Name: _____

Position/Title: _____

Department name: _____ Zip: _____

Email: _____ Phone: _____

Funding requested from the following program:

- ☐ Transitions
- ☐ External Mentor
- ☐ External Mentor Pilot Extension
- ☐ 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, goods and services):			
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.*