ADVANCE Proposal Preparation

Partnerships for Adaptation, Implementation and Dissemination (PAID)

NOTE: Official NSF proposal preparation rules and guidelines for this program are located in the following two documents and must be followed for submitting an ADVANCE proposal:

The ADVANCE program solicitation 09-504 (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf09504)

The January 2009 NSF *Proposal and Award Policies and Procedures Guide* (http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_1/index.jsp?org=NSF)

ADVANCE Program Goal

Goal: Increase the participation and advancement of women in academic science and engineering careers.

– Proposals to realize this goal should involve, and are sought from, both men and women.

– Proposals from underrepresented minorities and people with disabilities are strongly encouraged.

– Proposals that specifically address the participation and advancement of women from underrepresented minority groups and women with disabilities are also strongly encouraged.

Important Notes on ADVANCE

- ADVANCE focuses on ensuring that the women who are already earning advanced STEM degrees consider entering STEM academic careers and that those who have entered academic careers are retained, tenured and promoted into leadership roles.
    - ADVANCE does not support activities to increase the number of students going into science and engineering degree programs.
    - ADVANCE is not a scholarship/fellowship program.

- All fields funded by NSF are eligible *including* the social and behavioral sciences.
    - The clinical sciences (medical, dental, veterinarian, allied health) are not eligible.

- Other than relevant social science research, ADVANCE does not provide *direct* support to individual faculty, postdocs, or students for their science and engineering research and education programs. The research directorates at NSF offer research grant programs.

ADVANCE Program Funding Opportunities

1. Institutional Transformation (IT)

2. IT-Catalyst

3. Partnerships for Adaptation, Implementation, and Dissemination (PAID)

Webinars will be held on IT & IT-Catalyst proposal preparation in the spring and summer of 2009.

Institutional Transformation (IT)

- 5-year projects
- ~ $2 M to $4 M total (depends on scope)
- Comprehensive, institution-wide, projects to transform the university or college.
- All institutions of higher education are eligible.
- Letter of intent due date: **August 4, 2009**
- Proposal due date: **November 12, 2009**

- To review abstracts of IT awards:
  - http://www.nsf.gov/awardsearch/tab.do?dispatch=2
  - Enter "1738" into the "element code" box
  - Hit the search button

IT-Catalyst

- 2-year projects
- $100 K to $200 K total
- Planning and assessment activities that lead to institutional transformation activities with or without further funding.
- All institutions of higher education are eligible.
- Institutions that do not have the resources to undertake these activities without external funding are encouraged to apply.
- Letter of intent due date: **August 4, 2009**
- Proposal due date: **November 12, 2009**

- To review abstracts of IT-Catalyst awards:
  - http://www.nsf.gov/awardsearch/tab.do?dispatch=2
  - Enter "7690" into the "reference code" box
  - Hit the search button

6

Partnerships for Adaptation, Implementation and Dissemination (PAID)

- Project length and budget vary, depending on the project scope, complexity, and goals.
  - One-year up to five-year projects
  - Budget must be justified by the project scope and impact
- IHEs and other STEM organizations, such as professional societies and non-profits, are eligible to submit proposals.
- Letter of Intent due date: **January 20, 2009**
- Proposal due date: **February 24, 2009**

- To review abstracts of recent PAID awards:
  - http://www.nsf.gov/awardsearch/tab.do?dispatch=2
  - Enter "7568" into the "element code" box
  - Hit the search button

"Partnerships" in PAID

- Proposals may or may not include partnerships. For example a PAID project can:
  - Focus on all, a few, or one STEM departments/divisions at one institution or organization
  - Focus on all, a few, or one discipline across the country or region
  - Include two or more collaborating institutions and organizations

- Eligible partners:
  - STEM professional societies
  - STEM-related non-profit organizations
  - Institutions of Higher Education

- Partners can participate as:
  - Part of a collaborative proposal (this indicates significant partnerships)
  - Subawardees of a project

8

Range of Potential PAID Projects

Example PAID projects may include, but are not limited to:

- Workshop projects
- Development and study of tools and resources
- Leadership development and training projects
- Dissemination projects
- Social science research related to gender in STEM academic careers and institutional transformation
- Institutional transformation adaptation projects
- National or regional resource and dissemination centers

NOTE: The examples provided on the following slides are not meant to be prescriptive. PAID projects can be related to adaptation and implementation, dissemination, and social science research, but do not need to conform to these categories.

Contact the ADVANCE program office if you have questions about whether your project ideas are appropriate for PAID.

Example PAID Project: Adaptation and Implementation

- Adapting existing institutional transformation strategies to a different institution in order to achieve institutional transformational goals to improve faculty outcomes.

- These proposals are similar to an Institutional Transformation proposal with the core elements of:
  – Institutional context and data – need for project
  – Commitment and sustainability
  – Project description
    - The institutional transformation strategies that are proposed to be implemented. How you will adapt these strategies, tools and resources to your institution.
    - Your argument for why you believe that they have been effective previously and why you think they will be effective in meeting your institutional goals given your institutional mission and type.
    - What will be learned by adapting these strategies to your institution?
  – Evaluation and dissemination of the project
  – PAID projects can include a social science research component

What is the Difference Between IT and PAID Adaptation and Implementation?

IT	PAID
Focuses on the transformation of **one** institution of higher education.	Can focus on one institution, department, or discipline; it can involve multiple partners, and have national or regional scope.
Must learn from what has been done previously and propose **innovative** strategies to achieve institutional transformation and a social science study of the project as well as have a dissemination component.	Must learn from what has been done previously and work to adapt and/or disseminate these strategies; it may or may not include innovative activities and social science research.

Example PAID Project: Dissemination

- Disseminating materials, tools, research, and/or practices that have been demonstrated to be effective
  - Your argument for why you believe the information should be disseminated.
  - Who will the audience(s) be? What is the benefit of reaching this audience? How will you reach them and ensure that they participate?
  - What is your dissemination model?
  - Evaluation plans for the project.

- Dissemination is not simply the passive distribution of information to others, rather projects should actively ensure that the information is used or has a measurable impact

Example PAID Project: Social Science Research

- Social science research designed to advance understanding of gender in STEM academics and institutional transformation.
- Projects must be grounded in theory and must have all the components of a rigorous social science study
  - May be jointly reviewed with SBE research programs at NSF
- Potential areas of investigation include but are not limited to:
  - Innovation and organizational phenomena within institutions of higher education and other organizations, such as professional societies, that influence the STEM academic culture.
  - Social or psychological processes that impact women's success in STEM academia.
  - Ethics and values in science and technology relevant to gender in STEM academia.
  - Qualitative and/or quantitative synthesis and analysis of the ADVANCE portfolio.

Other PAID Projects

- Other types of projects are also appropriate, a few additional examples:
  - Workshops for department heads at Minority-Serving Institutions
  - Training for institutional leadership on gender equity strategies

- Contact the program office with potential project ideas if you are not sure if it is appropriate.

PAID Budget Matters

- Cost sharing is <u>NOT</u> required

- <u>NO</u> maximum budget; funding based on the project scope and projected impact
  - A variety of award sizes and project scopes is expected, ranging from small workshops proposals to multi-campus and/or organization initiatives to large regional projects

- Note that the budget and length of the project must be justified within the proposal.

Letter of Intent (LOI)

Required – in order to submit a PAID proposal you must submit a letter of intent.

Due Date: **January 20, 2009**

LOI Sections:
1.   Project Title
2.   Synopsis
     - Description of proposed project (2,500 characters maximum)
3.   Other Comments (2,500 characters maximum)
     - List of senior project personnel and proposed roles for each
     - List of partner institutions and organizations and description of involvement
4.   Contact Information for:
     - Point of Contact (and an alternate) for NSF inquiries
     - PI for the project

LOI Submission Guide

1. Log in to Fastlane
2. Go to Proposal Functions
3. Go to Letters of Intent
4. If ADVANCE solicitation not visible at bottom of screen, enter search information:
   - Solicitation ID: NSF 09-504
   - Solicitation Title: ADVANCE…
   - NSF Organization: Division of Human Resource Development
5. Click on Create (under LOI Action)
6. Enter your project title
7. Enter Synopsis (2,500 characters max)
8. Enter Other Comments (2,500 characters max)
9. Enter contact information for: Point(s) of Contact and PI
10. Click on Forward to SPO
    - NOTE: Sponsored Projects Office submission not required; clicking this button will submit your letter of intent to NSF

Successful PAID Proposals: Key Components

- An understanding of the problem to be addressed:
  - Clear description of the institutional, organizational, or disciplinary issues to be addressed (data and context).
  - Appropriate use of a conceptual framework for the activities of the project.

- Familiarity with and understanding of the products of ADVANCE awardees and the larger relevant literature.

- Activities that are consistent with the project goals, the institutional/organizational characteristics, the conceptual framework, and the data and context.

- A realistic timeline and budget.

Successful PAID Proposals: Key Components, cont'd

- Institutional or organizational leadership commitment to the project goals, and support for the activities and the personnel that will be involved.

- Involvement of a team of investigators with the appropriate expertise and positions within the institution or organization to successfully implement the project.

- The need for social science expertise on project team varies depending on PAID project, for example:
    - Encouraged in PAID adaptation and dissemination proposals
    - Required in social science research PAID proposals

Successful PAID Proposals: Key Components, cont'd

- Formative and summative evaluation plan which may include internal and external components as appropriate. Some resources on project evaluation:
  - Online Evaluation Resource Library (information and examples on project evaluation): http://oerl.sri.com/
  - The 2002 User-Friendly Handbook for Project Evaluation: http://www.nsf.gov/pubs/2002/nsf02057/start.htm
  - Using Program Evaluation to Ensure the Success of your ADVANCE Program (NMSU): http://www.nmsu.edu/~advprog/data%20&%20toolkit.htm

- Only letters of commitment can be submitted as supplementary documents in PAID proposals.

Common Pitfalls in PAID Proposals

- Incomplete description of the proposed activities.

- Inadequate literature review.

- Proposed project activities are not founded on the available social science literature.

- Underestimation of the time and human resources to set up and maintain the project.

- Project team that is not sufficiently broad for the kinds of activities and goals proposed.

Common Pitfalls in PAID Proposals, cont'd

- Proposal to develop materials and/or activities that have already been developed by others.

- Inadequate description of the roles and responsibilities of members of the leadership team and other personnel.

- Not addressing *both* NSF merit review criteria in the one page project summary **and** project description:
  - Intellectual Merit
  - Broader Impact

PAID Additional Review Criteria

For proposers not previously funded by ADVANCE:
- How well did the proposer demonstrate the effectiveness and/or lessons learned of the strategies and methods chosen to be adapted and/or disseminated?
- How well did the proposer establish the significance of adapting the strategies and methods to the proposed context(s)?
- How strong is the proposed plan for sustainability?

For proposers previously funded through ADVANCE:
- How well did the proposer demonstrate the effectiveness and/or lessons learned of the strategies and methods chosen to be adapted and/or disseminated particularly from the previous ADVANCE project?
- Does the proposed project build on the previous ADVANCE project in significantly different and important ways?
- How strong is the proposed plan for sustainability?

NOTE: These may not all be applicable to all PAID proposals – it will depend on project.

Grant Proposal Guide Changes

Beginning January 5, 2009

An example of an important change:

- Mentoring for Postdoctoral Researchers: proposals with funding for postdoctoral researchers must include a description of mentoring activities for postdocs. Mentoring activities may include:
  - Career counseling;
  - Training in preparation of grant proposals;
  - Publications and presentations;
  - Guidance on ways to improve teaching and mentoring skills;
  - Guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and
  - Training in responsible professional practices.

- Proposed mentoring activities will be evaluated as part of the merit review process.

- Proposals that do not include a separate section on mentoring activities within the Project Description will be returned without review.

*Always use the most recent NSF proposal preparation guidelines.

RESOURCES: Information on Past and Current ADVANCE IT Projects

• Individual IT project websites (link at bottom of page): www.nsf.gov/advance

• ADVANCE web portal: www.advance-portal.net

• Contacting a grantee to find out more about their project can also be effective.

Questions?

ADVANCE Program Contact Information
Program Directors:
   Jessie DeAro - jdearo@nsf.gov
   Kelly Mack   - kmack@nsf.gov

Integrative Activities Specialist:
   Pat Simms   - psimms@nsf.gov

Program Website http://www.nsf.gov/advance