The ADVANCE at WSU External Mentor Program is an NSF ADVANCE-supported initiative for enhancing awareness of and creating opportunity for women in Science, Technology, Engineering and Mathematics (STEM) disciplines. The aim of the program is to foster career development of women faculty by supporting the development of mentoring relationships with off-campus science and engineering leaders, with special emphasis placed on mentorship that supports and/or communicates awareness of barriers that exist for women in STEM disciplines. These mentors will provide training and mentorship, facilitate collaborative research efforts, and, ideally but not required, provide examples of strong, senior women role models. The External Mentor Program is open to all tenure-track and tenured faculty women in STEM fields (see department list below). For tenured women faculty, this initiative is intended to help grantees through the promotion process, encourage more women 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 the 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
- 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
- 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 $2,500 to $4,000, depending on 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 EXCELinSE External Mentor Grant program, and will also occasionally be asked to discuss their experiences with program representatives.
Deadline: Applications will be accepted until program funds are exhausted. If you plan to submit, you must contact R. Craft to make sure that funds are still available, and to discuss your proposal.

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:

Laura Lavine, Ph.D.
ADVANCE at WSU External Mentor Program
Food Science Building, Room 261
P.O. Box 646382
Pullman, WA 99164-6382
lavine@wsu.edu
(509) 335-7907

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 a WSU STEM faculty woman, with specific preference for proposals that highlight or focus on successful scientists/engineers from under-represented groups;
- 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 productivity and success of the WSU mentee.
Coversheet

Applicant Name: ______________________________________________________________

Position/Title: ________________________________________________________________

Department name: ___________________________ Zip: __________________

Email: ___________________________ Phone: ______________________

Funding requested from the following program:

☐ Transitions
☐ External Mentor
☐ Hiring Augmentation Assistance
☐ PRO-NET
☐ Dual Partnership
☐ Social Science Research
☐ Department Development

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:___________________________________
Applicant Name: ________________________________________________________

Proposal Title:_________________________________________________________

Applicant Name: ________________________________________________________

Proposal Title:_________________________________________________________

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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.