TRANSITIONS PROGRAM
FUNDING GUIDELINES

Although a university may have excellent leave policies, certain situations may require different solutions or supplemental support. The Transitions Program for tenure-track and tenured women faculty provides exactly this type of additional support.

Short term assistance is available through the Transitions Program for science, technology, engineering and mathematics (STEM) faculty (regardless of gender) who are in the midst of major life transitions, such as

- short term assistance with personal medical needs
- short term assistance with family illness
- and other situations

Support may be offered for up to two semesters for the faculty member while moving through such a transition. Examples of support that the program provides include providing funds for a Research Assistant to assist with managing lab work; a Teaching Assistant to assist with teaching…

The Transitions Program complements tenure clock extension. Please see the Faculty Policies and Procedure handbook for WSU policies and programs that assist with work-life balance, including leave policies, eldercare, and childcare http://faculty.wsu.edu/resources.html#ffp. Further information about childcare and eldercare options are discussed at the WSU Work/Life website. Department Chairs and faculty in ADVANCE at WSU target STEM departments are encouraged to apply for transitional support grants if they are experiencing a transition.

It is strongly recommended that applicants seek a contribution from their department and/or college and that it be reflected in the proposal. If applicants are unable to get a contribution from their chair and/or dean, please include the reasons why a contribution is not available in the proposal.

Eligibility: Any tenure track or tenured faculty 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 VCAP)
- Mathematics (MATH)
- Mechanical and Materials Engineering (MME)
- Physics (PHY) and Astronomy
- Plant Pathology
- Psychology
- School of Biological Sciences (SBS)
- School of the Environment (Pullman and Vancouver)
- School of Molecular Biosciences
- Sociology
- Veterinary Microbiology & Pathology

**Restrictions:** None.

**Funding:** Unrestricted.

**Required Deliverables and Expectations:** All recipients will be asked to provide a report on their experience with the EXCELInSE Transitions Grant program.

**Deadline:** Applications are reviewed on a rolling basis.

**Proposal Format:** In order to be considered, applicants must submit a completed application, which includes the following information:

- Cover Sheet
- Proposal: A detailed description and justification of the project. The description should not exceed one page (double-spaced, 12-point font) and should include:
  1) the need for transitional assistance,
  2) the type of assistance requested, and
  3) a time-line for completion.
- Budget
- Other: None
Questions and Proposal Submission:

Laura Lavine, Ph.D
ADVANCE at WSU Transitions Program
Food Science Building, Rm 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. In evaluating proposals, consideration will be given to sustain or further the academic development of a WSU STEM target department tenure-track or tenured women faculty.
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:______________________________

ADVANCE@wsu.edu  Page 4  NSF Award #0810927  Updated 02.02.2015
**Program Budget Sheet**

<table>
<thead>
<tr>
<th>Category/Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses (e.g., office supplies):</td>
<td></td>
</tr>
<tr>
<td>Travel:</td>
<td></td>
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<tr>
<td>Salary:</td>
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<td>Faculty:</td>
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<tr>
<td>Staff:</td>
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<tr>
<td>Graduate Student:</td>
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<td>Salary:</td>
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<td>Fees:</td>
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<tr>
<td>Tuition:</td>
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<td>Hourly Staff:</td>
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<tr>
<td>Fringe Benefits (include FB rate used for calculations):</td>
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<tr>
<td>Other (e.g., honorarium):</td>
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<tr>
<td>Minus Department and/or College Contribution</td>
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</tr>
<tr>
<td>Source of funds</td>
<td></td>
</tr>
<tr>
<td>TOTAL AMOUNT REQUESTED FROM ADVANCE</td>
<td></td>
</tr>
</tbody>
</table>

*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.*