



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
- 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 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 EXCEL*in*SE 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:

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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: _____



Applicant Name: _____

Proposal Title: _____

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

**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.*