One of the activities under the Initiative of *Preparing and Recruiting a Diverse Faculty* is the **PRO-NET** (PROactive recruitment and NETwork development) program. PRO-NET has three programs. The first is centered on *proactively recruiting* qualified women and underrepresented minorities, the second is to establish a **network** of established women, senior-faculty, that will serve as recruitment “ambassadors” for WSU.

**Beginning September 2013, ADVANCE at WSU launched a third PRO-NET program focused on increasing the awareness of issues affecting STEM women faculty, and that often affect other faculty as well. This program supports travel for distinguished speakers to come to WSU. The guidelines/RFP for this program are outlined below under section III. All WSU departments are eligible to apply.**

**I. Proactive Recruitment**  
(Only STEM departments are eligible.)

The objective of this activity is to proactively recruit women and underrepresented minorities within target hiring areas for WSU STEM disciplines and introduce them to WSU, the target department and the faculty. Through the efforts of WSU STEM-discipline departments and the PRO-NET Program Coordinator, candidates are identified. Candidates are be invited to campus to present a department seminar, meet with department faculty, and be introduced to WSU. It is anticipated that as positions within WSU become available, this activity will increase the diversity of the applicant pool.

**II. WSU ADVANCE Fellow: Network of “Ambassadors”**  
(Only STEM departments are eligible.)

The objective of this activity is to identify and develop a network of established women and underrepresented minorities (senior faculty) from other research intensive institutions who are invited to serve as WSU ADVANCE Fellows. As ADVANCE
Fellows, the expectation is that they will provide a presentation about their scholarship at WSU, meet with interested groups (i.e. The Association for Faculty Women (AFW)), learn about WSU, and return to their research institutions to serve as recruitment “ambassadors” for WSU with new STEM Ph.D. recipients, in particular women and underrepresented minorities. It is anticipated that this network will help to increase the diversity of the applicant pool, help identify potential candidates for the proactive recruitment program, and provide positive role models to the faculty at WSU. During their visit to WSU, ADVANCE Fellows will be recognized as distinguished speakers, their accomplishments will be publicly acknowledged, and they may also receive an honorarium.

III. Travel Funds for “Distinguished Speakers”

(All WSU departments are eligible.)

The objective of this program is to identify and invite distinguished speakers (STEM or non-STEM) to WSU to speak on issues important to STEM faculty women, and that often affect other faculty. Their seminar/presentation must be promoted to and open to all WSU faculty and held in an appropriately-sized venue to accommodate the open invitation. This extended outreach to and engagement of non-STEM faculty is very important as we institutionalize “best practices” resulting from ADVANCE programs.

Proposal Criteria:

**Funding:** Costs for all programs include primarily travel, lodging and per diem. Due to NSF restrictions, there are some costs that ADVANCE is unable to cover (more details are provided on the budget worksheet). Please provide details for estimated travel expenses on the budget worksheet. For ADVANCE Fellows and Distinguished Speakers, an honorarium request may be submitted. Lastly, it is expected that other sources of funds will be used in addition to ADVANCE funds for PRO-NET I and II, and those should be identified on the budget worksheet. Other contributions may be requested for PRO-NET III proposals, but are not required. The reimbursement claim is to be prepared by the host department and submitted to Preston Comstock (campus zip 6525), ADVANCE’s grant manager, for funding and approval by the director. ADVANCE will not be responsible for arranging travel accommodations.

**Required Deliverables and Expectations:** For PRO-NET I and II, a final report is due to the Program Coordinator within three months of the award date summarizing outcomes of the visit. For Proactive Recruitment candidates the reports should also include an evaluation of the scholar as a potential candidate-of-interest to recruit for a future position opening. For ADVANCE at WSU Fellow visits, the final report should
include follow-up action items and/or other suggested mechanisms for maintaining contact with the ADVANCE Fellow in the long-term.

Note: No final report is required for the Distinguished Speaker program.

**Deadline:** Applications are reviewed on a rolling basis and will be considered for funding in the order that they are received, and dependent upon the availability of funds.

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

- **Cover Sheet**
- **Proposal:** A description and justification of the project. The description should not exceed one page (double-spaced, 12-point font) and should include:
  1) the visiting scholar and what initiative they fall under (i.e. proactive recruitment or ADVANCE Fellow or Distinguished Speaker);
  2) a brief description of the visiting scholar's research experience and curriculum vitae, and how that experience fits in with the department and WSU in general;
  3) a proposed schedule of activities (seminar for the department, potential meetings with other faculty/collaborators, chair, dean, or other groups of interest on campus etc.); and
  4) a description of the potential for the award to initiate a long-term collaboration (for I or II only).
- **Budget** (Please note: If actual costs exceed the estimate the department will be responsible for those costs.)

**Questions and Proposal Submission:**

Barbara Lyon  
PRO-NET Program  
ADVANCE at WSU  
Food Science Building Room 261  
P.O. Box 646382  
b.lyon@wsu.edu  
509-335-9739

**Review Process and Funding Criteria:** The WSU ADVANCE Senior Administrative Group will make the award decisions. Your proposal(s) needs to:

**Proactive Recruitment**
- Indicate the probability of the visiting scholar to be identified as a potential candidate for an open faculty position either currently or in the future;
- Outline the potential for the proposed visit to further the academic development of a WSU target STEM department.
**WSU ADVANCE Fellow**

- Delineate visiting scholar’s national or international reputation;
- Outline the potential of the proposed visit establishing a long-term collaborative relationship between WSU and the visiting scholar and/or the visiting scholar’s academic institution (i.e. pipeline);
- Identify the potential for the ADVANCE fellow to be a positive role-model for WSU;
- Discuss how the proposed visit will further the academic development of a WSU target STEM department.

**WSU ADVANCE Distinguished Speaker**

- Delineate the reputation of the speaker as a well-established STEM woman, OR who speaks on issues important to STEM women.
- Outline how the department will widely promote the presentation. ADVANCE at WSU will assist by distributing your promotional materials to all STEM faculty women, STEM departments and other list serves.
- Offer videoconferencing to other campuses, if at all possible
- Coordinate the schedule with ADVANCE at WSU so as not to overlap with other PRO-NET speakers or ADVANCE events.
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:_________________________________________________________

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<th>Category/Description</th>
<th>Amount</th>
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<tbody>
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<td>Travel:</td>
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<td>Lodging:</td>
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<tr>
<td>Meal Per diem* (for visiting scholar only):</td>
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<td>Social events/receptions/group meals/other (Not NSF funded eligible):</td>
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<td>Honorarium (ADVANCE fellows only):</td>
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<td>Other (i.e. space reservations):</td>
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<td>Amount to be paid by the Department/Other Contributors (please specify)</td>
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<td>TOTAL AMOUNT REQUESTED</td>
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<td>TOTAL AMOUNT APPROVED</td>
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*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.