

# ADVANCE == AT WSU ==

## EXTERNAL MENTOR PROGRAM FUNDING GUIDELINES

<https://advance.wsu.edu/internal-grant-application/>

**Overview:** The aim of the ADVANCE at WSU External Mentor program is to foster the career development by supporting the development of mentoring relationships with off-campus leaders. These mentors will provide training and mentorship, facilitate collaborative research efforts, and, ideally provide examples of strong, senior role models. For tenured faculty, this initiative is intended to help grantees through the promotion process, encourage more women and diverse faculty 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).

**Amount of Funding:** Typically \$1,500-\$3,000 range (\$5,000 awards considered, depending on travel expenses); honorarium of \$750 provided to the mentor upon successful completion of all activities and submission of the final report.

**Eligibility:** WSU tenured or tenure-track women faculty members are eligible, with prioritization given to women from STEM departments and/or academic units wherein women faculty are otherwise under-represented. Additionally, all faculty members (men and women) from underrepresented groups as defined by the National Science Foundation (African Americans, Native Americans and Hispanic Americans) are eligible.

**Proposal Format:** The proposed use of funds must demonstrate considerable potential for providing career advancement opportunities and intent to serve/assist in reducing barriers.

In order to be considered, applicants must submit a completed application, <https://advance.wsu.edu/internal-grant-application/>. The application 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 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;
- Letter of Support: The request must be accompanied by a letter of support from the proposed mentor, which details the mentor's involvement in the proposed activities.
  - Detailed budget (completed online)

The ADVANCE at WSU requirement that all External Mentor applicants seek a contribution from their department and/or college, at least matching funds requested from ADVANCE at WSU (i.e., at least 50% of the overall amount needed to support a faculty member through the External Mentor experience), has been suspended for the 2020-2021 academic year due to COVID-19 and related effects/circumstances.

**Restrictions:** The external mentor cannot have been the graduate advisor or the post-doctoral advisor of the applicant.

**Required Deliverables and Expectations:** All recipients will be asked to provide a report on their experience with the ADVANCE at WSU External Mentor Program. Specifically, within one year of completing grant activities, External Mentor award recipients must provide this brief report to the Director of ADVANCE at WSU. All recipients will be periodically asked to participate in program evaluation efforts, responding to brief utilization/satisfaction surveys and providing career advancement information (e.g., may be asked to provide current CVs).

**Review Process and Funding Criteria:** A Selection Committee will review applications and make recommendations for funding to the Director of ADVANCE at WSU. Proposals will be evaluated on the potential for further professional development of the WSU faculty member, with preference for proposals that illustrate ongoing engagement of the external mentor; the probability of the proposed initiative resulting in a long-term collaborative relationship between WSU and the external mentor; and the potential for the project to enhance the research/scholarly productivity and success of the WSU faculty member. Support of applications is subject to availability of funds.

**Deadline:** Fall applications will be accepted until November 20, 2020.

**Questions and proposal submission:**

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Apply here: <https://advance.wsu.edu/internal-grant-application/>