

# ADVANCE

## == AT WSU ==

### EXTERNAL MENTOR-PILOT EXTENSION PROGRAM FUNDING GUIDELINES

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

**Overview:** The ADVANCE at WSU External Mentor-Pilot Extension program is an initiative designed to create opportunities and foster career development for otherwise eligible faculty who have previously been supported by an External Mentor award. That is, only faculty with prior External Mentor funding are eligible to participate in the Pilot Extension program. The goal of the Pilot Extension is to provide External Mentor award recipients (*in collaboration with their mentors*) the support needed to carry out pilot investigations and obtain preliminary data required for external funding applications.

As such, pilot data collection projects supported by the Pilot Extension awards will be carried out jointly with the previously engaged external mentor, and will be significant enough in scope to provide meaningful preliminary data. An important program requirement is that external grant applications must be submitted including input from the previously engaged external mentor (i.e., the mentor is not required to be included as a PI or a co-PI/Investigator, however, they should participate minimally as a project consultant), utilizing these preliminary data.

**Amount of Funding:** Typically \$5,000, with higher levels of funding (up to \$10,000) considered.

**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:** Applications submitted for the Pilot Extension awards must include: (1) a description of the intended pilot data collection project, with sufficient detail to ascertain its significance/innovation; (2) a plan for securing external funding, including specific funding sources/mechanisms and deadlines. The proposed use of funds must demonstrate considerable potential for providing career advancement opportunities and 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 pilot data collection activities with enough detail to determine proof of concept (e.g., background, method, expected results);

- 3) external funding source(s)/mechanism(s) to which grant proposal(s) supported by ADVANCE at WSU EM-Pilot Extension awards will be submitted with an explanation for how the preliminary data from the EM-Pilot Extension award will increase the competitiveness of the proposal;
- 4) a proposed timeline for the data collection activities and grant submission (including deadlines).

- 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-Pilot Extension program 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-Pilot Extension program experience), has been suspended for the 2021-2022 academic year due to COVID-19 and related effects/circumstances.

**Required Deliverables and Expectations:** All recipients will be asked to provide a report on their experience with the ADVANCE at WSU External Mentor-Pilot Extension Program. Specifically, within one year of completing grant activities, External Mentor-Pilot Extension 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). Recipients of the External Mentor-Pilot Extension award are expected to submit an external grant application within one year of award completion.

**Restrictions:** The applicant must have successfully participated in the ADVANCE at WSU External Mentor Program and the activities proposed in this application will be carried out with the previously engaged external mentor.

**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 probability that the proposed initiative will translate into external funding; 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 grantee. IRB/IACUC approval for the proposed project is required before the funds will be released. Support of applications is subject to availability of funds.

**Deadline:** Fall applications will be accepted until March 18, 2022.

**Questions and proposal submission:**

Masha Gartstein  
Director, ADVANCE at WSU  
gartstma@wsu.edu  
(509) 335-9739

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