

# ADVANCE == AT WSU ==

## EXTERNAL MENTOR PROGRAM

The External Mentor Program provides career-development opportunities for research-active faculty to work with an expert in their discipline to address barriers to the involvement of women and historically underrepresented faculty in all disciplines. ADVANCE at WSU relies upon the [NSF definition](#) of underrepresented groups.

## EXTERNAL MENTOR PROGRAM FUNDING GUIDELINES

**Overview:** The ADVANCE at WSU External Mentor program aims to foster the career development of women and historically underrepresented faculty engaged in research by providing opportunities to build relationships with off-campus leaders. These mentors will provide training and mentorship, facilitate collaborative research efforts, and provide examples of strong senior role models. The External Mentor Grant aims to create pathways toward promotion and/or tenure by connecting them with a mentor in their discipline who will collaborate with the mentee on activities that are likely to result in career advancement. More, the External Mentor Grant will allow early-career faculty to begin to build a strong professional network. For mid-career or senior faculty, this initiative is intended to help grantees through the promotion process and to encourage more women and diverse faculty to seek administrative responsibilities and leadership positions at WSU.

The mentor-mentee relationship should represent a **new** opportunity for connection and collaboration. The external mentor cannot have been the graduate advisor or the post-doctoral advisor of the applicant or someone with whom the mentee has an ongoing relationship.

The ADVANCE at WSU External Mentor Program provides funding for proposals must include the following:

1. At least one in-person meeting between mentor and mentee. This *could* include:
  - a mentor visit to WSU to meet with the mentee and engage in an activity helpful to the mentee (e.g., view labs, review data or writing)
  - a mentee visit to the mentor's institution to further engage in activity helpful to the mentee (e.g., campus networking, lab visit, training in instrumentation or laboratory technique)
  - a trip in which mentor and mentee meet together at a site related to the proposed activity
2. A plan for regular meetings between mentor and mentee (either in person or via electronic communication)

Applicants are encouraged to consider the following activities as part of the funding proposal:

- a meeting between the external mentor and the mentee's formal mentoring committee and/or department leadership
- a seminar by the mentor to the individual's department (or broader if desired);
- a seminar by the mentee to the mentor's department

- a research or writing retreat
- presentation of research at a professional conference

**Amount of Funding:** \$2500-5,000; \$750 of the total will be provided to the mentor upon successful completion of all activities and submission of the final report.

**Eligibility:** WSU research active women faculty members are eligible to apply, with priority given to women from STEM departments and/or academic units wherein women faculty are otherwise under-represented. Additionally, *all* research-active faculty members from historically underrepresented groups as [defined by the NSF](#)—regardless of gender identity—are eligible to apply.

**Proposal Format:** The proposed use of funds must demonstrate significant potential for providing career advancement opportunities and assist in reducing barriers to the mentee’s advancement. To be considered, applicants must submit a [complete application](#). The application includes the following:

- [ADVANCE at WSU Proposal Submission Form](#)
- **Proposal:** A detailed description and justification of the project. The description should not exceed two pages (single-spaced, 12-point font) and should include:
  - 1) A description of the project or proposed collaborative activity;
  - 2) plans for travel for at least one in-person meeting;
  - 3) the external mentor’s name, title, and institution
  - 4) a justification that explains the suitability of the mentor;
  - 5) an explanation of the potential for the award to initiate a long-term collaboration;
  - 6) a tentative schedule or plan for regular meetings between mentor and mentee
- **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.
- **A copy of the applicant’s C.V.**
- **Detailed budget**

**Expectations:** Recipients will provide a report to the Director of ADVANCE at WSU outlining their experience with the ADVANCE at WSU External Mentor Program within one year of completing grant activities. All recipients will be asked to participate in program evaluation, responding to brief utilization/satisfaction surveys and providing career advancement information.

**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 a preference for proposals that illustrate the potential for the project to enhance the research/scholarly productivity and success of the WSU faculty member; potential for ongoing engagement with the external mentor; and the probability of the proposed initiative resulting in a long-term collaborative relationship between WSU and the external mentor.

**Deadline:** Applications are reviewed on a rolling basis. However, support of applications is subject to the availability of funds. Applicants are strongly encouraged to apply early. Fall applications received before October 13, 2023 will be given priority.

Applicants may direct questions to Jennifer Thigpen, Director, ADVANCE at WSU [jthigpen@wsu.edu](mailto:jthigpen@wsu.edu)