



A Leadership Development and Outreach Initiative for ATE

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This material is based upon work supported by the National Science Foundation Grant No. 1204463 and 1501183. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

2017-18 Mentor-Connect Technical Assistance and Mentoring Support

Mentorship Application Instructions

Application Deadline: Thursday, October 13, 2017

Notification of Selection: Friday, November 10, 2017

The Mentor-Connect project, developed with the support of the National Science Foundation (NSF), is pleased to announce a technical assistance workshop and faculty development opportunity to help colleges benefit from NSF's Advanced Technological Education (ATE) program. The project is designed to provide mentoring, instruction, and resources to assist colleges with grant writing as well as with project management and leadership development. The goal of the program is to develop or strengthen technician education programs in the science, technology, engineering and mathematics (STEM) fields.

Mentor-Connect invites applicants from community and technical colleges that are interested in preparing a competitive NSF proposal in the "Small Grants for Those New to ATE" funding track by the October 2018 submission deadline. To be eligible for assistance, a college must be new to NSF grant funding or not have received a grant in the past 7 years.

Only one application per college can be submitted in response to this Call for Applications.

Colleges selected for Mentor-Connect will be expected to attend two in-person workshops: The first in Fort Lauderdale, FL, in February 2018 and the second in summer 2018, for which faculty travel support is provided. Colleges are also expected to work with an assigned mentor from the January workshop through the October 2018 ATE proposal submission date. Mentors have extensive experience in STEM disciplines, preparing NSF grant proposals, and managing ATE awards and will be on-hand to provide guidance and feedback throughout the grant development process.

Steps for applying for and engaging in this opportunity are outlined below:

- ✓ **Step 1: Prepare to Apply**
- ✓ **Step 2: Complete the Application**
- ✓ **Step 3: Submit the Application**

STEP 1: PREPARE TO APPLY

Prior to completing this application, college applicants should:

- **Read the applicable ATE Program Solicitation:** www.nsf.gov/ate.
- **Complete a Self-Assessment:** The “readiness” self-assessment is designed to gauge your knowledge of the requirements associated with preparing a NSF ATE proposal. (Appendix A)
- **Learn from an Orientation Webinar:** A **September 13, 2017 (1:00 – 2:30 p.m. Eastern)** webinar provides a detailed introduction to the NSF ATE program and to the Mentor-Connect NSF ATE grant preparation and technical assistance opportunity for two-year college STEM educators who prepare technicians in the advanced technologies that drive our nation’s economy. In preparation for considering and applying for the Mentor-Connect opportunity, college teams must either participate in this live webinar (real-time participation is preferred to be able to ask questions) or potential applicants are required to view the recorded webinar prior to submitting this application. To register for the webinar or to view archived webinars, please VISIT OUR WEBSITE at www.mentor-connect.org
- **Assemble a Faculty Team:** Determine who should apply and assemble a two-member faculty team.
 - Teams are required to include two faculty members that teach in the STEM disciplines and prepare technicians in the advanced technology fields that drive the U.S. economy. Preferred minimum credentials: a Master’s degree or equivalent (e.g. Licensed Professional Engineer) in a STEM discipline. Work experience in industry is also valued. Full-time faculty and those working in credit-bearing programs are preferred. Note that either faculty team participant should be willing and eligible to serve as a Principal Investigator (PI) for the NSF ATE grant to be prepared and submitted through this process. The PI is the person with whom the NSF communicates prior to and after a grant proposal is funded. While responsibilities may be assigned to others, the PI is the person most responsible for communications with the NSF as well as project implementation, outcomes, and reporting. Determination of PI and Co-PI positions for the proposal may be made later in the proposal development process. Initially, either faculty participant should be considered a potential PI. As the project and proposal take shape, who should serve as PI will become clear.

It is permissible for faculty team members who wish to work together on this project to be employed at different institutions; however, in doing so, faculty travel support from Mentor-Connect will be split between the two institutions. **Note:** At least one team member must be from an institution that awards associate degrees in a technician education field. Graduates of the associate degree program should be prepared primarily for employment rather than college transfer.

- Review Faculty Travel Requirements and Support Information
 - A two-member faculty team is required to attend two Mentor-Connect Technical Assistance Workshops. The first will be held on January 31-February 2, 2018 (winter), at GALLERY one Fort Lauderdale, FL. The meeting will begin at noon on January 31 and end at noon on February 2. The hotel rate is \$199 /night plus 11% tax. (Please **do not** make hotel reservations until notified of selection to participate.) The second workshop will be in July 2018 (summer) for a span of three days. Details will be presented at the winter workshop in Fort Lauderdale.
 - The Mentor-Connect project offers each participating college up to \$2,400 in travel support for each event for a faculty team of two to attend the winter and summer workshops. The college/ institution will be expected to reimburse travel expenses, in keeping with local policies and procedures, to faculty members who participate in the workshop.
Recap: the college reimburses faculty and then the Mentor-Connect Project reimburses the college.
 - Meals offered: winter workshop: includes three lunches (on January 31, February 1, and 2), and two breakfasts (on February 1 and 2). Summer workshop: includes breakfast and lunch plus meals offered during HI-TEC conference activities. Dinners are the responsibility of the attendee.
 - Note: Should one of the two participating team members be from another institution, reimbursement eligibility will be reduced to \$1,200 for a single participant from the applicant institution.
 - All reimbursements must be requested within 60 days following the workshop.

- Consider Optional Grant Writer/SRO Participation:
 - At the expense of the participant college, up to two grant writer(s) and/ or sponsored research officer (SRO) are invited to participate in the winter 2018 Mentor-Connect Technical Assistance Workshop **ONLY with** the college's two-person faculty team. In lieu of a grant writer, another college administrator with a vested interest in the success of the faculty team in this endeavor may accompany a team from his or her institution. Expenses for this third (and/ or) fourth participant will entail a \$395 registration fee payable to the Mentor-Connect project, plus travel expenses to Fort Lauderdale, FL.
 - Grant writers/administrators are invited to attend with the college faculty team and benefit from the instruction and grant development opportunities of the workshop. There is also opportunity for grant writers to form their own network to assist in planning and proposal development strategies.
 - For planning purposes, the hotel group rate for the Mentor-Connect workshop is \$199/night plus 11% tax. As part of the registration fee, the workshop will provide materials, three lunches (January 31, February 1 and 2), and two breakfasts (February 1 and 2). Dinners are the responsibility of the attendee.

STEP 2: COMPLETE THE TWO PART APPLICATION PACKAGE

- Complete the electronic portion (part 1 of 2) of the application. The team should assemble the following information:
 - General Information
 - Faculty Information: A personal statement of interest (150 words or less) from each faculty team member that addresses why you wish to participate in this activity and how you perceive it may benefit your professional and leadership development.
 - College statement of interest (300 words or less): Statement describes the business or industry cluster(s) or technical field your team will target and the challenge(s) in technician education you wish to address in your proposal.
 - Optional: Grant Writer/ Administrator information (1-2 personnel)
- Complete authorization form (part 2 of 2):
 - Include a signed affidavit from a college administrator who has the authority to approve:
 - Faculty participation in, and reimbursement of travel expenses for, the January 31-February 2 and summer Mentor-Connect Technical Assistance Workshops.
 - Submission of a grant proposal to NSF in October 2018.

STEP 3: SUBMIT THE APPLICATION PACKAGE

NOTE: Available online beginning July 1, 2017 and closing October 13, 2017

- The application should be submitted electronically and part 2 emailed to Mentor-Connect@fdtc.edu or faxed to 843-676-8548
- **Deadline: 5:00 p.m. EST October 13, 2017**