



Leadership
Development and
Outreach Initiative
for ATE

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2019-20 Mentor-Connect Technical Assistance and Mentoring Support

Mentorship Application Instructions

Application Deadline: Friday, October 11, 2019

Notification of Selection: Monday, November 8, 2019

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 category by the October 2020 submission deadline. To be eligible for assistance, a college must be new to NSF ATE grant funding or not have received a grant in the past 7 years.

Only one application per college is allowed in response to this Call for Applications.

Colleges selected for Mentor-Connect will be expected to attend two, in-person workshops: The first workshop is in New Orleans, LA January 29 - 31, 2020 and the second in Portland, OR, July 28, 2020. Faculty travel support is provided for both workshops. Colleges are also expected to work with an assigned mentor from the winter workshop through the October 2020 ATE proposal submission date. Mentors have extensive experience in STEM disciplines, preparing NSF grant proposals, and managing ATE awards. Mentors 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**

Mentor-Connect: A Leadership Development and Outreach Initiative for ATE
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STEP 1: PREPARE TO APPLY

Prior to completing this application, college applicants should:

- Read the applicable ATE Program Solicitation:
https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf18571
- Complete a Self-Assessment: The “readiness” self-assessment is designed to gauge your knowledge of the solicitation associated with preparing a NSF ATE proposal. (The document is on the website www.mentor-connect.org under “Get A Mentor.”)
- Learn from an Orientation Webinar: The **September 12, 2019 (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 view archived webinars, please VISIT OUR WEBSITE at www.mentor-connect.org. The registration link will be available for the September 12, 2019 date in the near future at www.mentor-connect.org. * **Please note that some information changes each year on the webinars so it is important to view the 2019 webinar.**
- 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 29 - 31, 2020 (winter) in New Orleans, LA. The meeting will begin at noon on January 29 and end at noon on January 31. The second workshop will be held July 28, 2020 in Portland, OR (summer) in conjunction with High Impact Technology Exchange Conference (HI TEC). The summer workshop will be scheduled for Tuesday, July 28, 2020 before the HI TEC conference begins which will run from Wednesday-Friday, July 29-31. Details will be presented at the winter workshop.
 - The Mentor-Connect project offers each participating college up to \$2,400 in travel support for both events 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. W-9 from the college will be required.
 - Meals offered: winter workshop- includes lunch on January 29 and 30 and breakfast on January 30 and 31. Summer workshop: includes breakfast and lunch plus meals offered during HI-TEC conference activities (included in conference registration fee that is provided by Mentor-Connect). 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:
 - Grant writers/administrators are invited to attend workshops with the college faculty team and benefit from the instruction and grant development opportunities of the workshops. There is also opportunity for grant writers to form their own network to assist in planning and proposal development strategies.
 - 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 Mentor-Connect Technical Assistance Workshops 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 TBD (approx. \$400/per person) registration fee payable to the Mentor-Connect project, plus travel expenses to the 2020 winter workshop in New Orleans, LA and 2020 summer workshop in Portland, OR
 - **Note: Mentor-Connect data show significantly higher proposal success rates when college grant writers and administrators participate in the mentorship.**

STEP 2: COMPLETE THE TWO PART APPLICATION PACKAGE

- Complete the electronic form 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) Describe (1) your personal and professional interest in participating in Mentor-Connect to learn grant writing and leadership skills; and, (2) how an NSF ATE-funded project will help you to improve your technician education programs and student success in those programs.
 - College statement of interest (500 words or less): Describe the project idea that you want to develop into a NSF ATE grant proposal with Mentor-Connect help. Indicate as clearly as possible, without the use of grant boilerplate language or too much detail on the college itself, the STEM technician education area your project will address and how. Specifically, the statement should address the following questions:
 1. What workforce need in your service area will this project address? What validation or evidence do you have of this workforce need?
 2. What specifically do you plan to do to address this need?
 3. What do you expect to accomplish with an NSF ATE grant (desired outcomes)?
 4. Please list any current or potential collaborators in your proposed project such as industry partners, educational organizations, and others.
 5. How will your project improve STEM technician education and improve student success?
 - 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:
 1. Faculty participation in, and reimbursement of travel expenses for the winter and summer Mentor-Connect Technical Assistance Workshops.
 2. Submission of a grant proposal to NSF in October 2019.
 - Email completed form to Mentor-Connect@fdtc.edu.

STEP 3: SUBMIT THE APPLICATION PACKAGE

NOTE: Available online beginning July 1, 2019 and closing October 11, 2019

- The application (part 1) should be submitted electronically and signed affidavit (part 2) emailed to Mentor-Connect@fdtc.edu
- **Deadline: 5:00 p.m. EST October 11, 2019**