

NSF HSI STEM Resource Hub

DACC Jumpstart Workshop

Las Cruces NM June 20-21, 2019

Description: Our 2019 Jumpstart summer workshops provide basic insight and instruction on how to compete for NSF funding. The workshop prepares attendees to submit applications to the NSF HSI Initiative call NSF 19-540

The content will focus on preparing grants for the new NSF HSI Initiative that seeks to increase grant support for STEM Education in Hispanic Serving Institutions (due date September 18, annually). During the event, participants will have a rare opportunity to seek advice from successful grant applicants, to direct questions to experienced and knowledgeable grant awardees, and to closely analyze a sample proposal to learn which pitfalls to avoid.

Intended Audience: The workshop is open to anyone interested in applying for the NSF HSI Initiative call NSF 19-540. Preference is applicants who are (1) from 2 year and 4 year HSIs with limited prior NSF support (2) faculty within their first 10 years of academic appointment, and (3) those who seek to collaborate on applications with these institutions.

Workshop Organizers/Moderators: Sonya Cooper, Martha Desmond, Delia Valles-Rosales, Bleu Knight, Jon Juarez, Elba Serrano, Edmundo Medina

Speakers/Facilitators: Susan Wood, Luis Vasquez, Talitha Washington, Luis Cifuentes, Sarah MacCallum, Joann Dupree, Christine Velez (proxy), Diana Troups-Douglas, Judy Bosland, Neil Harvey, Donovan Bailey, Raena Cota

Transportation: The nearest airport is ELP, about 45 minutes away from DACC. Rental cars can be obtained at the airport with advance booking through several companies. Alternatively, ground transport from the airport to your hotel can be booked through the Las Cruces Shuttle (http://www.lascrucesshuttle.com/index_files/FaresAndSchedules.htm). Uber and Lyft are good for local trips within Las Cruces.

Hotels within close proximity to the university include **The Ramada; Holiday Inn Express; Quality Inn & Suites; Comfort Inn & Suites; Hilton Garden Inn; Sleep Inn University.**

Venue: The Doña Ana Community College is a thriving community college which offers 41 different degree programs and more than 50 certificate programs. We serve the needs of local business by preparing students for careers in different technologies and professions. We also assist businesses through our Customized Training Program and our Small Business Development Center. Our academic programs are exceptional and prepare students for careers or entry into many different universities in the area, including New Mexico State University.

Location. Dona Ana Community College, Espina Campus, Las Cruces, NM

- **The room for all workshop events other than the dinner mixer will be DACC in Alex Sanchez Hall 79.**
- A **map** of the Espina campus can be found at the following link: <https://dacc.nmsu.edu/publications/wp-content/uploads/sites/11/2017/03/Espina-Campus-Locator-Map-11-2016.pdf> and free parking passes are available <https://park.nmsu.edu/visitor/>
- **Driving directions** to the university can be found through Google maps using the following address: 3400 S. Espina St Las Cruces NM 88003

Nourishment

- We will provide coffee in the morning and afternoon for both days of the workshop.
- On Thursday evening there will be a **dinner mixer in the Common Area of Alex Sanchez Hall by the snack bar.**
- On Friday, we will provide a continental breakfast and lunch.

PARTICIPANTS

Adrian Sierra	Dona Ana Community College	asierra AT dacc.nmsu.edu
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Connie Gomez	San Jacinto College	connie.gomez AT sjcd.edu
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Joseph P. Zebrowski	New Mexico Highlands University	jpzebrowski AT nmhu.edu
Judith Flores Carmona	New Mexico State University – Las Cruces	judithfc AT nmsu.edu
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Michaela Burkardt	New Mexico State University - Las Cruces	miburkar AT nmsu.edu
Otto Khera	Western New Mexico University	otto.khera AT wnmw.edu
Sarah Corey-Rivas	New Mexico Highlands University	sjcorey AT nmhu.edu
Taffeta Elliott	New Mexico Tech	taffeta.elliott AT nmt.edu
Victor French	UNM-Valencia	vfrench AT unmc.edu

Get to know the Southwest

Anyone staying through the weekend to explore the area may find several places of interest. There are beautiful hikes in the Organ Mountains (<https://www.organmountains.org/>) and the beauty of White Sands National Monument is stunning (<https://www.nps.gov/whsa/index.htm>). For any outdoor activities in the region remember to take a hat, sunscreen, and plenty of water. Las Cruces also has an amazing Farmer's market Saturday mornings from 8 am – 1pm (<https://www.farmersandcraftsmarketoflascruces.com/>)

AGENDA

Learning Objectives. The Jumpstart workshop will provide participants with an understanding of components needed to prepare a successful proposal to the NSF HSI Initiative. Attendees will

- 1) Learn how to develop a proposal that is responsive to a specific call
- 2) Understand how to navigate FASTLANE and upload required proposal forms
- 3) Prepare and justify a budget
- 4) Craft an NSF biosketch that highlights professional achievements in support of grant goals
- 5) Perform institutional gap analysis & frame student success
- 6) Learn how to use evaluation and assessment to design and meet proposal objectives
- 7) Identify institutional capacity and administrative resources in support of the project
- 8) Apply NSF review criteria to evaluation of a sample proposal
- 9) Identify a network of potential collaborators from HSI and other institutions

TIME	LEARNING OBJ(S)	ACTIVITY	MODERATOR/SPEAKERS	PREWORKSHOP ACTIVITY
Thursday				
3 – 4 pm	9	REGISTRATION/RECEPTION Hotel Check-in	NSF HSI STEM Resource Hub Team	
4-6 pm	1, 9	SESSION 1 WORKSHOP LAUNCH <ul style="list-style-type: none"> • Welcome • Workshop Goals • The NSF HSI Initiative • Introduction to grantsmanship and agenda overview • Workshop logistics 	Moderator: Dr. Sonya Cooper, <i>Regents Professor & Interim Dean</i> , New Mexico State University Co-Moderator: Dr. Martha Desmond, <i>Regents Professor</i> , New Mexico State University <ul style="list-style-type: none"> • Dr. Susan Andrus Wood, <i>Interim Vice President for Academic Affairs</i>, Dona Ana Community College • Dr. Luis Vazquez, <i>Regents Professor & Vice President for Research</i>, New Mexico State University • Dr. Talitha Washington, <i>Program Officer HSI Initiative</i>, National Science Foundation • Dr. Elba E. Serrano, <i>Regents Professor</i>, New Mexico State University • Dr. V. Bleu Knight, <i>Interim Program Manager</i>, Dona Ana Community College 	<ul style="list-style-type: none"> • PAPPG • Solicitation NSF 19-540

TIME	LEARNING OBJ(S)	ACTIVITY	MODERATOR/SPEAKERS	PREWORKSHOP ACTIVITY
6-7:15 pm	9	NETWORKING DINNER ➤ Mixer	Moderator: Dr. Delia Valles-Rosales, <i>Associate Professor</i> , New Mexico State University Co-Moderator: Dr. V. Bleu Knight, <i>Interim Program Manager</i> , New Mexico State University	
7:15 – 9 pm	9	SESSION 2 NETWORKING SESSION ➤ Activity- Participant/Group Slide presentations (3 minutes each)	Moderator: Dr. Sonya Cooper, <i>Regents Professor & Interim Dean</i> , New Mexico State University Co-Moderator: Dr. Martha Desmond, <i>Regents Professor</i> , New Mexico State University	• Presentation slide
Friday				
7:30 – 8:30	9	Continental Breakfast DACC		
8:30 – 10:15	1, 8	SESSION 3 FINDING AND RESPONDING TO AN NSF CALL: Proposal Guidelines: The Program Solicitation & the PAPPG Writing the NSF Project Description ➤ Activity- Apply NSF Criteria to review a STEM Proposal for Merit and Impact - Group guided discussion and report back	Moderator Dr. Elba E. Serrano, <i>Regents Professor</i> , New Mexico State University Co-Moderator: Dr. Sonya Cooper, <i>Regents Professor</i> , New Mexico State University • Dr. Talitha Washington, <i>Program Officer</i> , National Science Foundation	• NSF 19-540 • https://www.nsf.gov/pubs/2019/nsf19540/nsf19540.htm#toc • PAPPG • Exemplar Proposal review
10:15-10:30	9	Coffee Break		
10:30-12:00	2,3,4,7	SESSION 4 PANEL: PROPOSAL DEVELOPMENT/ESSENTIAL REQUIRED COMPONENTS. Working with your Office of Grants and Contracts ➤ Activity: Navigating Fastlane/Demo: Budgets Data Management Plan ➤ Activity: Group Discussion Biosketches: How to Showcase achievements that match proposal goals ➤ Activity: Discuss Biosketch examples and participant biosketch peer review	Moderator: Dr. Elba E. Serrano, <i>Regents Professor</i> , New Mexico State University Co-Moderator: Dr. Delia Valles-Rosales, <i>Associate Professor</i> , New Mexico State University • Ms. Sarah MacCallum, <i>Grants and Contracts Administrator</i> , New Mexico State University • Dr. Diana V. Dugas, <i>CyberInfrastructure Architect</i> , New Mexico State University • Mr. Jon Juarez, <i>Regents Professor-Master Teacher & Department Head</i> , Dona Ana Community College	• Establish Fastlane account • Prepare NSF biosketch

TIME	LEARNING OBJ(S)	ACTIVITY	MODERATOR/SPEAKERS	PREWORKSHOP ACTIVITY
12-1	9	Lunch/ How to serve as an NSF Program officer/ NSF organizational structure	Moderator, Dr. Delia Valles-Rosales, <i>Associate Professor</i> , New Mexico State University	• Network map and member profiles
1-1:15	9	break		
1:15-2:15	1,5,6	SESSION 5 PANEL: PROPOSAL DEVELOPMENT/CRAFTING THE ARGUMENT FOR A STEM EDUCATION PROPOSAL Institutional Gap Analysis/FERPA Framing Student Success: Milestones and Benchmarks Working with your Evaluator ➤ <i>Activity: Group guided discussion and debriefing</i>	Moderator, Dr. Delia Valles-Rosales, <i>Associate Professor</i> , New Mexico State University Co-Moderator: Dr. Elba E. Serrano, <i>Regents Professor</i> , New Mexico State University <ul style="list-style-type: none"> • Ms. Judy Bosland, <i>Assistant Vice President for Institutional Analysis (retired)</i>, New Mexico State University • Dr. Luis Vazquez, <i>Regents Professor & Vice President for Research</i>, New Mexico State University • Dr. Sonya Cooper, <i>Interim Dean</i>, New Mexico State University [representing Christine Velez, <i>Senior Evaluator</i>, The Evaluation Center] 	• Institutional Student Outcomes – successes and gaps
2:15-3:00	7	SESSION 6 PANEL: INSTITUTIONAL CAPACITY Talking to your Administration Talking to your Support Staff Compliance (Technical) Compliance: IRB Collaborator Support Letters Leadership Plans ➤ <i>Activity: Group guided discussion and debriefing</i>	Moderator: Dr. Elba E. Serrano, <i>Regents Professor</i> , New Mexico State University Co-Moderator, Dr. Delia Valles-Rosales, <i>Associate Professor</i> , New Mexico State University <ul style="list-style-type: none"> • Dr. Sonya Cooper, <i>Regents Professor & Interim Dean</i>, New Mexico State University • Dr. JoAnn Dupree, <i>Biosafety Manager</i>, New Mexico State University • Dr. Luis Vazquez, <i>Regents Professor & Vice President for Research</i>, New Mexico State University 	• POC for institution
3-3:15	9	Break		

TIME	LEARNING OBJ(S)	ACTIVITY	MODERATOR/SPEAKERS	PREWORKSHOP ACTIVITY
3:15-4:30	1,9	SESSION 7 AGENDA REVIEW AND CAPSTONE ACTIVITY Agenda Review Grantsmanship Resources The Project Summary/Abstract ➤ <i>Activity: Capstone Proposal Design</i>	Moderator: Dr. Elba E. Serrano, <i>Regents Professor</i> , New Mexico State university Co-Moderator: Dr. Sonya Cooper, <i>Interim Dean</i> , New Mexico State University	<ul style="list-style-type: none"> • Hub Network
4:30-5	1,6	SESSION 8 CLOSING SESSION Moving forward: Opportunities and what's next ➤ Open discussion "Housekeeping" Adjourn	Dr. Sonya Cooper, <i>Interim Dean</i> , New Mexico State University Co-Moderator, Dr. Delia Valles-Rosales, <i>Associate Professor</i> , New Mexico State University <ul style="list-style-type: none"> • Dr. Luis Cifuentes, Vice President for Research and Dean of the Graduate School, New Mexico State University 	