



Working Agenda Cal Poly Pomona HSI STEM HUB

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.

Hub Team Organizers: Karen Garcia, Jorge Iniguez, V. Bleu Knight, Elba Serrano, Monica Torres, & MariaElena Zavala

Invited Speakers: Talitha Washington, Paul Beardsley, Sudarshan Kurwadkar, Virginia White, Charlene Manzueta, & Sadiq Shah

Participants: **CSU Fullerton:** Nilay Patel, Sean Walker, Bill Hoese & Merri Lynn Casem; **CSU Northridge:** Maria Elena de Bellard; **Cal Poly Pomona:** Anne Cawley; **CSU Sacramento:** Jennifer Lundmark & Julie Fogarty; **CSU San Bernardino:** Mike Chao; **Pasadena City College:** Jorge Iniguez, Martha House, & Miriam Hartman; **Los Angeles Valley College:** Caroline Sabol, Scarlet Sarkissian & Luz Shin; **Moorpark College:** Jazmir Hernandez; **South Mountain Community College:** Melody Lewis & Sara Kinsey; **Humboldt State University:** Nievita Bueno Watts; **Sonoma State University:** Omayra Ortega

Location: Cal Poly Pomona, the Kellogg Center

Recommended Hotels: The Kellogg Center

Sponsoring Institution: CSUN

Learning Objectives. This 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) Research and identify institutional STEM student success gaps and successes
- 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

Thursday, July 18, 2019

Time	Learning objective(s)	Activity	Host/Speakers	Preworkshop activity High Priority
3pm	9	Check into hotel		
4-6pm		Welcome/Icebreaker 30 min Workshop Goals 20 min NSF HSI goals 20 min	MariaElena Zavala, Monica Torres, & V. Bleu Knight MariaElena Zavala NSF PO Talitha Washington	
6-7:15 pm	1,9	Dinner tables of 6 or 8 at the Conference Center Dining Hall		
7:15 – 9 pm	9	Participant or Group Slide presentations introducing institution, including needs from hub (3 minutes) Awardees Panel: Advice to those who are preparing an HSI STEM Student Success Proposal: If I only knew then what know now!!	Monica Torres Paul Beardsley, Sudarshan Kurwadkar, Virginia White	<ul style="list-style-type: none"> • Prep presentation (please use the template that was sent to you)

Friday, July 18, 2019

Time	Learning objective(s)	Activity	Host/Speakers	Preworkshop activity High Priority
8-9	9	Breakfast at the Conference Center		
9-10:15	1, 8	<p>Finding and Responding to an NSF Call: Solicitation & Proposal template review; Timelines to prepare Program Solicitation NSF 19-540 https://www.nsf.gov/pubs/2019/nsf19540/nsf19540.htm#toc (40mins)</p> <p>Mock review (20mins)</p> <p>Reporting out (15mins)</p>	<p>MariaElena Zavala Talitha Washington</p> <p>Paul Beardsley, Sudarshan Kurwadk, Virginia White</p> <p>MariaElena Zavala or Talitha Washington</p>	<ul style="list-style-type: none"> • Read the solicitation and prepare questions • Read and score template proposal • Bring 3 ideas on notecards <p>We will all work as one large panel with the funded PIs serving as the first, second or third reviewer.</p> <p>From the tables report out your questions about the process.</p>
10:15-10:30	9	Coffee Break		
10:30-12:00	2,3,4,7	<p>Proposal Supporting Docs Navigating Fastlane (20 min) Budgets (15 min) Data Management Plan (10 min) Biosketches (10 min) Abstracts/Summary (10 min) Letters of support (10 min)</p>	<p>Charlene Manzueta</p> <p>Bleu Knight Jorge Iniquez MariaElena Zavala</p>	<ul style="list-style-type: none"> • Establish Fastlane account • Prepare NSF biosketch <p>Review UCSF template website</p>
12-1	9,5	<p>Working Lunch/ Psycho/Social Support: Mental health (15 mins)</p> <p>Collaborations? How to set them up. (20 mins)</p>	<p>Karen Garcia</p> <p>Paul Beardsley, Sudarshan Kurwadkar, Virginia White</p>	

1-1:15	9	Break		
1:15-2:15	1,5,6	Grant Premise: Institutional Gap Analysis New Pedagogy Framing Student Success Working with your Evaluator (20mins)	Monica Torres Christine Velez	<ul style="list-style-type: none"> • Institutional Student Outcomes – successes and gaps Evaluator documents
2:15-3:00	7	Talking to your Administration, Compliance (35mins) Is your paper work in? (10mins)	Sadiq Shah Bleu Knight	
3-3:15	9	Break		
3:15-4	1,6,9	Q&A, Final Remarks, Needs Assessment	Monica Torres, MariaElena Zavala	

www. HSISTEMHUB.ORG

NSF Awards 1832338 and 1832345

"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." https://www.nsf.gov/pubs/gpg/nsf04_23/6.jsp

