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| **2019 HSI STEM Hub Mini-grant Submission** |

**New page**

**1. Cover Page**

This page will determine your eligibility for submission to the mini-grant competition. This program focuses on developing early career faculty (in the academy for less than ten years), who have never been awarded an NSF grant, for competitive submission to the NSF HSI Program. As such program submission of mini-grants is restricted to those meeting eligibility requirements.

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**\* 1. My institution is an HSI and I am submitting the certification paperwork from  the Department of Education**

Yes

No

**\* 2. I understand that human and animal research are not supported by this minigrant. My electronic signature confirms that the proposed project does not include any form of human or animal research.**



**\* 3. Type of Submission  
Reference: https://www.nsf.gov/funding/pgm\_summ.jsp?pims\_id=505512 for definitions of Track 1 and Track 2.**

Track 1: Building Capacity

Track 2: HSI New to NSF

**\* 4. The College/University I work for is designated as an HSI by the Department of Education:**

Yes

No

**\* 5. Name of College/University where I currently work:**



**\* 6. Faculty Rank:**

Instructor

Assistant Professor

Associate Professor

Full Professor

Distinguished Professor

**\* 7. I have served as a faculty member/instructor: (Note the Lead Principal investigator (PI) must be employed by the eligible institution that will submit the proposal to NSF.)**

less than 1 year

1-3 years

4-5 years

6-10 years

10 + years

**\* 8. Names of co-PIs, position, department/unit**

co-PI 

co-PI 

co-PI 

co-PI 

**\* 9. At least one PI or Co-PI is within the first ten years of their academic appointment.**

Yes

No

**\* 10. I have attended a Jumpstart Workshop for grantsmanship lead by the HSI STEM Hub:**

Yes

No

If yes, enter location and date. 

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**\* 11. I have submitted a grant to NSF in the past:**

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**2. Budget Award and Compliance Page**

This page will be used to identify who the Hub will interact with at your institution to complete the transfer of funds and award. Please work closely with your department head to complete accurate information for this section.

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**\* 1. Name of PI**



**\* 2. Budget total (including indirect cost, rounded to nearest dollar, ex $10,017)**



**3. Administrative Contact (for receiving agreement)**

Name 

Title 

Email Address

Phone Number

**\* 4. Award Details  
  
Location. Please list all sites where you will work on the grant such as home and collaborator institutions. Include travel to NM to the Grant Workshop  
  
Vendor status.  Awards will be made using a professional services contract to the PI institution (preferred) or the PI/co-PIs.  Please confirm your institution can serve as a vendor and if not, provide plans to become one if awarded a minigrant.**



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**3. Project Summary**

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**\* 1. Upload your project summary as a PDF.**

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**4. Project Narrative**

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**\* 1. Upload your project narrative as a PDF.**

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**5. Bibliography**

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**1. Upload your bibliography in PDF. Use Chicago, APA or** **ANSI/NISO (Pubmed) format for citations.**

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**6. Budget and Justification**

Funded at up to $12,500 total costs, minigrants are awarded to project leaders  who need time to develop  a research project, build partnerships, identify and work with an evaluator, prepare an IRB, and write the proposal.

**Allowable Costs**

Salary for PIs/co-PIs within first 10 year of first instructor/faculty appointment.

Travel for training and collaboration activities using the government CONUS rates.    
  
Applicants should budget for travel of one team member to two minigrant training workshops to be held in Las Cruces, NM.

**Non-allowable Activities**

Research with human participants and animals is not allowable on this award. However, awardees should use the award to  prepare mandatory IRB and IACUC documents for proposal submission to NSF

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**\* 1. Upload your budget here. Use the template titled, "Research & Related Budget" found at: https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1**

Grants will be awarded for six months and are not renewable. Institutions that receive an award in 2020 are not eligible in subsequent years.

**\* 2. Upload your budget justification here. Justification must be written for every section of the budget with headings that correspond to the Budget Heading.**

Budget section A must correspond to Justification section A. Not all sections will have an explanation. Some may remain blank.

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**7. Biosketch**

A biosketch is required for the PI and all Co-PIs on the project. Co-PIs are optional for the project.  A biosketch must be submitted for each Co-PI included on the project.

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**1. Upload a Biosketch for PI here.**

2 page maximum. A template for preparing your biosketch can be found at: https://research.fas.harvard.edu/resources/nsf\_biosketch\_template Choose File

No file chosen

**\* 2. Upload Co-PI Biosketch here.**

2-page maximum. Template for preparing your biosketch can be found at: https://research.fas.harvard.edu/resources/nsf\_biosketch\_template Choose File

No file chosen

**3. Upload Co-PI Biosketch here. (Optional)**

2-page maximum. Template for preparing your biosketch can be found at: https://research.fas.harvard.edu/resources/nsf\_biosketch\_template Choose File

No file chosen

**4. Upload Co-PI Biosketch here.(Optional)**

2-page maximum. Template for preparing your biosketch can be found at: https://research.fas.harvard.edu/resources/nsf\_biosketch\_template Choose File

No file chosen

**5. Upload Co-PI Biosketch here.(Optional)**

2-page maximum. Template for preparing your biosketch can be found at: https://research.fas.harvard.edu/resources/nsf\_biosketch\_template Choose File

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**8. HSI Certification**

The signed HSI Certification is required for submission of this proposal.

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**\* 1. Upload signed HSI Certification form.**

The template for signature can be found at: https://nsf.gov/ehr/Pubs/HSICertForm.pdf Choose

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**9. Support Letter**

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**1. Upload PDF of Institutional Support Letter. No more than two pages.  
  
The letter must be from the Dean, Provost or other equivalent Senior Administrator.   
  
Track 1 (Required): Include a statement project has been selected for submission Sept 2019.   
  
Track 1 or 2: Describe the institutions ongoing efforts or aspirations to improve student success in STEM and delineate how the institution will support PI’s and team’s efforts as the team prepares a proposal to the NSF’s HSI STEM Initiative for the 2020 deadline.**

**Required** for Track 1.

Recommended for Track 2.

**\* 2. Upload PDF of a table of all NSF support awarded to your institution from 2015 to the present.**

These can be supplied by your grants office or retrieved from NSF Awards at: https://www.nsf.gov/awardsearch Choose File

**3. Upload PDF of Partner Support Letter(s) (Optional). No more than 1 page.**

Applications will be strengthened by inclusion of letters demonstrating the support of collaborators such as Senior/Key Personnel , Other Significant Contributors, industry, government lab or community partners, etc. to be included in the grant proposal.

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**10. Institutional Analysis**

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**1. Upload a PDF of your Institutional Analysis Summary. 1 Page.  
  
Summarize your STEM student degree enrollment and completion data for the past 5 years, disaggregated by major, gender and ethnicity.   
  
Provide data on STEM faculty/staff diversity disaggregated by major, gender and ethnicity.**

**2. Upload a PDF describing your STEM Student Support Units (Recommended). 1 page.  
  
Summarize key programs that support STEM student success and promote inclusions and diversity.**