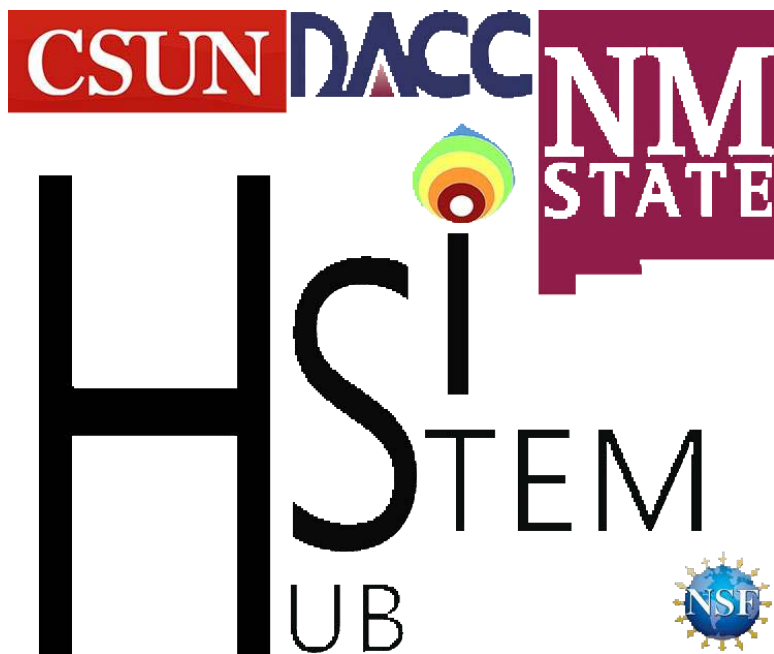


JUMPSTART GRANTSMANSHIP WORKSHOP MIAMI DADE COLLEGE

APRIL 6-7, 2020



**NSF HSI STEM RESOURCE HUB - JUMPSTART GRANTSMANSHIP
WORKSHOP
MIAMI DADE COLLEGE
MIAMI, FL • APRIL 6-7, 2020**

Description: Our 2020 Jumpstart 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 for applicants who are (1) faculty within their first 10 years of academic appointment, (2) from 2-year and 4-year HSIs that have been awarded limited prior NSF support, and (3) those who seek to collaborate on applications from these institutions.

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

Workshop Leaders: Delia Valles-Rosales (NMSU), Martha Desmond (NMSU)

Transportation: The nearest airports are Miami International Airport (MIA, 7.6 mi) and Fort Lauderdale-Hollywood International Airport (FLL, 24.8 mi).

Hotels:

Holiday Inn Port of Miami-Downtown

(one block from workshop venue)

340 Biscayne Blvd

Miami, FL 33132

<https://www.ihg.com/holidayinn/hotels/us/en/miami/miabb/hoteldetail>

Location: Miami Dade College, Wolfson Campus

Downtown Miami, 300 NE Second Ave, Miami FL, 33132

- Campus Map: <https://www.mdc.edu/wolfson/img/Wolfson-Campus-Map.pdf>

All workshop events will be held at: **Room TBA**

Driving directions

Driving directions to Miami Dade College, Wolfson Campus can be found at the following link:

- <https://www.mdc.edu/wolfson/campus-information/directions.aspx>

Parking Visitors are allowed to park in the garage located on 500 NE Second Ave.:

Location	Hours of Operation
Parking Garage	Monday - Friday: 6 a.m. - 11 p.m. Saturday: 6 a.m. - 7 p.m. Sunday: Closed
Parking Lot 3	Monday - Friday: 6:30 a.m. - 11 p.m. Saturday: Closed Sunday: Closed
Parking Lots 1 & 2 (This is the only parking for bicycles and motorcycles)	Monday - Friday: 7 a.m. - 7 p.m. Saturday: Closed Sunday: Closed

Registration fee. There is no registration fee for this event.

Nourishment. We will provide Lunch and coffee/snacks in the morning and afternoon for each workshop.

Get to know Miami. There are many attractions in Miami. For ideas on things to do, please see the following links:

- <https://theculturetrip.com/north-america/usa/florida/miami/things-to-do/>

Participant Stipends. A completed W-9 and NMSU Payment Request Form must be mailed to the address below within 30-days of the last day of the workshop. A self-addressed, stamped envelope is included with your workshop materials.

- **W-9:** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Attached to this file.
 - **Completing your W-9**

1. Fill in the top portion of the form

2. Complete Part I

3. Sign Part II

- **NMSU Payment Request Form:** Attached to this file.

- **Completing the Payment Request Form**

1. Sections 1, 3 and 4 are completed for you.

2. Complete Section 2

3. Sign Section 3 before

Note: Section 5 and 6 will be completed at NMSU during processing- Do not fill in Sections 5 and 6.

Payment will begin processing upon receipt of these forms at:

ATTN: HSI STEM Resource Hub
Dona Ana Community College
MSC 3DA
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003

Acknowledgement: This workshop is supported by Miami Dade College, and the National Science Foundation (Awards 1832338/NMSU; 1832345/CSUN). Any opinions, findings, and conclusions or recommendations expressed during the workshop are those of the presenter and do not necessarily reflect the views of the Miami Dade College, the National Science Foundation, Cal State Northridge, or New Mexico State University.

NSF HSI STEM RESOURCE HUB WORKSHOP CODE OF CONDUCT

January 2020

All attendees at our workshops are expected to adhere to the following code of conduct. We expect cooperation from all attendees to help ensure a safe environment for everyone.

EXPECTATIONS

Our workshop is committed to providing a harassment-free workshop experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof), or technology choices. Sexual language and imagery are not appropriate for any workshop venue, including talks, workshops, parties, Twitter and other online media. Workshop attendees violating these rules may be sanctioned or expelled from the workshop at the discretion of the workshop organizers.

- Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, technology choices, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.
- Attendees (participants, speakers, facilitators, staff) asked to stop any harassing behavior are expected to comply immediately.
- Attendees should not use sexualized images, activities, or other material.
- If an attendee engages in harassing behavior, the workshop organizers may take any action they deem appropriate, including warning the offender or expulsion from the workshop.
- If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a workshop organizer or staff member immediately.
- Workshop organizers will help attendees contact security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the workshop. We value your attendance.

- We expect attendees to follow these rules at workshop and workshop venues and workshop-related social events.

This workshop is supported by the National Science Foundation under Awards 1832338 and 1832345. Any opinions, findings, and conclusions or recommendations expressed during the workshop are those of the presenter and do not necessarily reflect the views of the National Science Foundation or New Mexico State University.

Text Adapted from <https://confcodeofconduct.com/>.

Original source and credit: <http://2012.jsconf.us/#/about> & [The Ada Initiative](#)

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ADDITIONAL DOCUMENTS IN YOUR INFORMATION PACKET

1. W-9
2. NMSU Payment Request Form
3. Agenda
4. List of Attendees