



## EXTERNAL MENTOR PILOT EXTENSION PROGRAM

The External Mentor Pilot Extension Program provides career-development opportunities for prior External Mentor Program participants to continue to work with their mentor with the support needed to carry out pilot investigations and obtain preliminary data required for external funding applications.

**Overview:** The ADVANCE at WSU External Mentor-Pilot Extension program is an initiative designed to create opportunities and foster career development for otherwise eligible faculty who have previously been supported by an External Mentor award. That is, only faculty with prior External Mentor funding are eligible to participate in the Pilot Extension program. The goal of the Pilot Extension is to provide External Mentor award recipients (*in collaboration with their mentors*) the support needed to carry out pilot investigations and obtain preliminary data required for external funding applications.

As such, pilot data collection projects supported by the Pilot Extension awards will be carried out jointly with the previously engaged external mentor and will be significant enough in scope to provide meaningful preliminary data. An important program requirement is that external grant applications must be submitted including input from the previously engaged external mentor (i.e., the mentor is not required to be included as a PI or a co-PI/Investigator; however, they should participate minimally as a project consultant), utilizing these preliminary data.

**Amount of Funding:** \$5,000; with higher levels of funding considered.

**Eligibility:** WSU research active women faculty members who have already completed the External Mentor program are eligible to apply, with priority given to women from STEM departments and/or academic units wherein women faculty are otherwise under-represented. Additionally, *all* research-active faculty members from historically underrepresented groups as [defined by the NSF](#)—regardless of gender identity—are eligible to apply.

The ADVANCE at WSU External Mentor - Pilot Extension Program proposals must include the following:

- (1) a description of the intended pilot data collection project, with sufficient detail to ascertain its significance/innovation;
- (2) a plan for securing external funding, including specific funding sources/mechanisms and deadlines. The proposed use of funds must demonstrate considerable potential for providing career advancement opportunities and to serve/assist in reducing barriers.
- (3) evidence of the potential to provide career advancement opportunities and assist in reducing barriers to the mentee's advancement.

**Proposal Format:** To be considered, applicants must submit a complete application which includes:

- [\*\*ADVANCE at WSU Proposal Submission Form\*\*](#)
- **Proposal:** A detailed description and justification of the project. The description should not exceed two pages (single-spaced, 12-point font) and should include:
  - 1) the external mentor's name, title, and institution
  - 2) a description of the pilot data collection activities with enough detail to determine proof of concept (e.g., background, method, expected results);
  - 3) a plan for securing external funding, including specific funding sources/mechanisms and deadlines. The proposed use of funds must demonstrate considerable potential for providing career advancement opportunities and to serve/assist in reducing barriers.
  - 4) a proposed timeline for the data collection activities and grant submission (including deadlines)
- **Letter of Support:** The request must be accompanied by a letter of support from the proposed mentor which details the mentor's involvement in the proposed activities.
- **A copy of the applicant's C.V.**
- **Detailed budget**

**Expectations:** Recipients will provide a report to the Director of ADVANCE at WSU outlining their experience with the ADVANCE at WSU External Mentor-Pilot Extension Program within one year of completing grant activities. All recipients will be asked to participate in program evaluation, responding to brief utilization/satisfaction surveys and providing career advancement information.

**Restrictions:** The applicant must have successfully participated in the ADVANCE at WSU External Mentor Program and the activities proposed in this application will be carried out with the previously engaged external mentor.

**Review Process and Funding Criteria:** A Selection Committee will review applications and make recommendations for funding to the Director of ADVANCE at WSU. Proposals will be evaluated on the potential for further professional development of the WSU faculty member, with a preference for proposals that illustrate the potential for the project to enhance the research/scholarly productivity and success of the WSU faculty member; potential for ongoing engagement with the external mentor; and the probability of the proposed initiative resulting in a long-term collaborative relationship between WSU and the external mentor.

**Deadline:** Applications are reviewed on a rolling basis. However, support of applications is subject to the availability of funds. Applicants are strongly encouraged to apply early.

Applicants may direct questions to:

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