PROMOTING INNOVATION IN SCIENCE AND MATHEMATICS

Application Instructions
Upcoming Deadline: September 29, 2023

START EARLY AND PLAN AHEAD!

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST on September 29, 2023. **The online application system shuts down automatically at the deadline and the SUBMIT button will not process a submission.**

- A completed proposal consists of data entry fields submitted through the online module and approval from the school's Principal.

- Applications **will require** a signature from the principal from the school where the award will occur. The principal will receive an email once their contact information is added to the proposal. The candidate should ideally follow-up with the principal and provide instructions. The principal must "sign off" by the application deadline of September 29, 2023, at 3:00 pm.

- **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the 3:00 pm deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified. Only full proposals submitted through the BWF online application website will be accepted.

GETTING STARTED ON THE PROPOSAL

Overview of Application Elements

To be completed online:
1. Proposal Information
2. Applicant Information
3. School Information
4. Principal Information
5. Project Plan
6. Budget

Be certain to add the principal to your online application early in the process. This will allow the principal ample time to review the proposal and compete the approval process.

REGISTERING ON PROPOSALCENTRAL

If the applicant/candidate does not have an account, the candidate must register on ProposalCentral by clicking the "Need an account?" button and creating a professional profile, including a unique user ID and password. Remember the login and password to access the application at a later time. Applications do not need to be completed in one setting.

If a professional profile has already been created, the candidate must verify the information for accuracy before submitting a completed application.

When creating the professional profile, candidates will be asked to add a primary institution. This is the school where the applicant currently holds a position. It is possible that the school already has a profile on the system. To search for the school:

- Input the school name (partial) and click display results

- Information from the institutional profile will automatically populate, including the institutional officer

If your school is not listed on ProposalCentral, please reach out to the ProposalCentral technical support staff at 1-800-875-2562 (8:30am to 5:00 pm ET M-F, except holidays) or pcsupport@altum.com to help with this process.

CREATING A NEW PROPOSAL

After creating the professional profile and linking it to the appropriate school, the next step is to begin the application using the following steps:

- Locate the Home tab within ProposalCentral and click the red "Create New Proposal button"

- Use the "Filter by Grantmaker" button to select the Burroughs Wellcome Fund

- Locate Promoting Innovation in Science and Mathematics and click the "Apply Now" button

- Verify that an application is being created for Promoting Innovation in Science and Mathematics

- Enter the project title and hit "Save"

- Complete the application now or save and revisit later

COMPLETING THE APPLICATION

All proposals must be completed through the ProposalCentral site. The following pages and proposal elements must be completed prior to submissions. All fields with a red asterisk in the system are required.

Title Page

Enter the project title to begin the application (limited to 150 characters). Click save to be able to return to the proposal later. Answer additional questions on the page.

Download Templates and Instructions

Here candidates can download the instructions for completing the application.

Applicant Information

In this section, information is pre-populated with information from your professional profile. The following information must be completed in the professional profile (and it will populate in the Applicant/PI section):

- **Institution:** This is the school where the candidate currently holds a position. It is possible that the school already has a profile on the system. If the school does not have a profile, contact technical support for assistance.

- **Contact Information:** Position Title, Department, Address, City, State, Zip, Country, Email, Work, Mobile

- **Degree Information:** Baccalaureate Degree, and Post Baccalaureate Degree (if applicable)

Applicant Demographics

On this page, please complete the demographic questions.

Enable Other Users to Access this Proposal

This section allows applicants to grant access to others that would like to have access to the proposal. An applicant may grant three levels of access: View only, Edit (cannot submit), and Administrator (edit and submit). Only registered ProposalCentral users can be given access to the system.

Principals will automatically be given administrator access to the proposal.

Applying School and Contacts (including Principal)

The school is where the proposed work will be performed during the award and the institution where the teacher holds an appointment. The school for the proposal may not be changed.

Applications will need to be approved by the principal. The principal should be added in this section. An email will be generated to the principal notifying that an application is in progress. The principal will need to certify your eligibility for the award, that the school approves the application submission, and that the school is eligible to receive the award.

It is the responsibility of the applicant to follow-up with the principal with instructions. The proposal may NOT be submitted without the signature of the principal. By adding the principal to the application, you are granting access to the application.

Project Plan

Answer the five questions on this page. They are as follows:

- **General Overview (limit 350 words):** Briefly outline the goals of the PRISM award. Include background information on the school and the students to be served (including grade level). Provide an overview of the materials, equipment, and supplies to be purchased and how these purchases will fulfill a need in the classroom and at the school.

- **Engaging and Innovative Curriculum or Lesson Plan (limit 250 words):** Describe how the requested materials, equipment, and supplies will be related to the implementation of a hands-on, engaging, and innovative curricula, lesson plan, or project for students. Give examples of how this curriculum will motivate student learning.

- **Impact of Award (limit 250 words):** Describe the impact the PRISM award will have on student outcome with the implementation of innovative teaching practices and curricula, as well as on your overall classroom, colleagues and school. Indicate how you plan to assess this impact.

- **Professional Development Funds (only if requested) (limit 300 words):** If professional development funds are being requested describe how the professional development activity will supplement the use of the materials, equipment, and supplies. Give a description of who will deliver this training.

- **Plan of Action (limit 250 words):** Describe the timeline for purchasing materials, equipment, and supplies and for implementation in the classroom. If professional development funds are being requested, integrate this into the plan of action.

Budget Period Detail

Enter budget for your project. Complete the budget form provided, outlining the materials, equipment, and supplies you will purchase and the cost for each. Keep in mind that BWF will not support basic technology equipment, such as computers, projectors, white boards, graphing calculators, etc. BWF will also not support the purchase of books related to the implementation of the project. BWF will not support field trips or visiting guest speakers. Any equipment purchased by the award recipient can be transferred to another North Carolina public school if the teacher relocates. Indirect expenses may not be charged against BWF grants.

Sign and Print

The applicant and principal are required to certify that the application is complete and true. The following is required prior to submission and the application deadline.

- **Applicant Signature** (required)
- **Principal** (required)

The Principal should be added to the application in the "Applying School and Contacts" section. This individual will automatically be given edit privileges to the proposal. The person is required to login to ProposalCentral, edit the proposal, visit the Sign and Print section, and add their signature prior to the application deadline.

Applications cannot be submitted without both signatures. Signatures must be obtained prior to the application deadline. Extensions will not be given.

Validate

Applicants must click the "Validate" link to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

SUBMISSION PROCESS

Once the application is complete, proceed with the following steps:

- Click "Validate" on the sidebar to see if any errors are identified. All information must be provided prior to application submission.

- If there are no missing items in the application, click on the SUBMIT link on the sidebar. Click the blue SUBMIT button. The application is NOT submitted until you complete this step.

- Applications submissions must occur prior to September 29, 2023 at 3:00 pm (EST). The submit button will disappear after that time. Applicants should receive a confirmation email once your application is submitted. If you do not receive this email, please reach out to BWF.

Proposals will not be accepted after 3:00 pm Eastern Time on September 29, 2023. Plan to submit your application well in advance of the grant deadline to allow adequate time for signatory official approval and to troubleshoot any issues. No exceptions will be granted for missing documents or signatures. Only grant proposals submitted through ProposalCentral will be accepted.

After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice. Do not include a cover letter or supplemental materials. If extra materials are included, the application will be rejected out of fairness to all applicants.

Questions?

You can find additional information on the Promoting Innovation in Science and Mathematics grants here.

Questions should be directed in advance to BWF program staff by contacting:

Alfred Mays, Chief Diversity Officer and Strategist, Senior Program Officer – Diversity and Education amays@bwfund.org

Samantha Moore, Program Assistant/Data Specialist smoore@bwfund.org

Technical questions regarding use of the ProposalCentral system should be directed to:

ProposalCentral Support
1-800-875-2562
(8:30am to 5:00 pm ET M-F, except holidays)
pcsupport@altum.com