

STUDENT STEM ENRICHMENT PROGRAM

Application Instructions

Deadline: June 11, 2024

KEY DATES

Notice of award	November 2024
Award start date	December 1, 2024
Award end date	August 30, 2027

START EARLY AND PLAN AHEAD!

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST on June 11, 2024. **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 plus a series of PDF attachments and approval from the institution/organization's signing official.
- Applications **will require** a signature from the institutional signing official from the institution/organization where the award will occur. The signatory official will receive an email once their contact information is added to the proposal. The candidate should ideally follow-up with the signing official and provide instructions. The signing official must "sign off" by the application deadline of June 11, 2024, at 3:00 pm.
- All attachments must be uploaded as Adobe Portable Document Format (PDF) files.
- **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the 3 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

A. To be completed online:

1. Proposal Information
2. Applicant Information
3. Institution/Organization Information
4. Partner Information (if applicable)
5. Signing Official Information
6. Program Description (1800 character limit)
7. Budget and Budget Justification

B. To upload to the application as a PDF:

1. Executive Summary (1-page limit)
2. Project Narrative (6-page limit)
3. Recruitment (1-page limit)

4. Evaluation (1-page limit)
5. Staff Capacity (1-page limit)
6. Organizational Capacity (1-page limit)
7. Replication, dissemination, and collaboration with other programs (1-page limit)
8. Sustainability and Linkages (1-page limit)
Only required for applications requesting a second round of funding for the same program.
9. CV of Primary Applicant and up to 2 staff
10. Letters of Support (no more than 3 letters)
11. US IRS Letter of Determination showing non-profit status

Be certain to add the signing official to your online application early in the process. This will allow the signing official 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/organization.

This is the institution/organization where the applicant currently holds a position. It is possible that the institution/organization already has a profile on the system. To search for the institution/organization:

- Input the institution/organization name (partial) and click display results
- Information from the institutional profile will automatically populate, including the institutional officer

If your institution/organization is not listed on ProposalCentral, please reach out to the ProposalCentral technical support staff to help with this process.

CREATING A NEW PROPOSAL

After creating the professional profile and linking it to the appropriate institution/organization, 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 Student STEM Enrichment Program and click the “Apply Now” button
- Verify that an application is being created for the Student STEM Enrichment Program
- 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 section):

- **Institution/Organization:** This is the institution/organization where the candidate currently holds a position. It is possible that the institution already has a profile on the system. If the institution/organization 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)
- **Upload a current CV**

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 such as the collaborators/partners. 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.

Signing officials will automatically be given administrator access to the proposal.

Nominating Institution and Contacts (including Signatory Official):

The institution/organization is where the proposed work will be performed during the award and the institution/organization where the Program Director holds an appointment. The institution/organization for the proposal may not be changed.

Applications will need to be approved by an official responsible for sponsored programs, generally from the institution/organization grants and contract's office, office of research, or sponsored program's office at a degree-granting institution; at other non-profits in the US and Canada, this is typically the executive director. The institutional or signing official should be added in this section. An email will be generated to the institutional officer/signing official notifying that an application is in progress. The institutional/signing official will need to certify your eligibility for the award, that the institution/organization approves the application submission, and that the institution/organization is eligible to receive the award.

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

Partners:

Up to three partners may be added to the proposal. Add the partner's contact information with the role of "Partner."

Program Description:

Describe your proposed work and its intended impact. 1800 character limit.

Budget Period Detail:

Enter budget for your project. Indirect expenses may not be charged against BWF grants.

Budget Summary:

At the bottom of the Budget Summary page, provide justification for each expense and category.

COMPLETING THE APPLICATION – CONTINUED

Proposal Summary and Attachments:

Applicants should provide:

- **Executive Summary (1-page limit):** Describe the project, including its overall objectives.
- **Project Narrative (6-page limit):** Describe the project and its goals. Clearly explain the types of activities in which the students will be engaged. Each student participant should receive more than 10 contact hours over the course of participation in the program. It is key that the description include the following essential elements of program design as a part of the narrative. Applicants are cautioned that complete narratives are expected and NOT a description in list form.
- **Recruitment (1-page limit):** Describe how students will be identified and recruited into the program. Applicants should use a diverse set of criteria and include a plan for targeting specific groups of students, including traditional methods, such as test scores, and nontraditional methods proposed by the applying organization to identify students for participation.
- **Evaluation (1-page limit):** Present a plan for evaluating the program's accomplishment of objectives. Describe how the project will be evaluated for impact on students' competence in science, their enthusiasm for science, and their interest in science careers. Include who will do the evaluation and how it will be supported. Describe the particular methods to be used, sources of information (e.g., students, teachers, parents), test instruments, schedule of data collection activities, and how interim data will be used in a formative way to guide mid-course corrections.
- **Staff Capacity (1-page limit):** Describe the type and level of interaction between the project staff and the students, focusing in particular on the appropriateness of the number of staff compared with the number of students, types of activities provided, and experience with students' age group. Estimate the total number of hours of direct contact between the staff and students.
- **Organizational Capacity (1-page limit):** Describe the organization's commitment to the project. Include information on major facilities to be used, including significant equipment, supplies, and resources that will be available to students. In cases of partnerships, the project narrative should describe in detail the personnel, facilities, equipment, and other resources that will be provided by each partner.
- **Replication, dissemination, and collaboration with other programs (1-page limit):** Describe whether and how the project can be replicated by other organizations. Describe any plans to disseminate the project's methods and materials to users in other settings or efforts. Describe your plans to link participants with other science-related activities, including school and community science-related events. Include information on the selected events and how students will be informed on the opportunities. If a first-time applicant, describe your vision to sustain your work beyond BWF funding. Applicants re-applying for a previously funded program must demonstrate strategies for sustaining the program beyond BWF funding by including a sustainability plan.
- **Sustainability and Linkages (1-page limit):** Describe how sustainability is being taken into consideration if this is a first application submission for an SSEP award. Describe efforts that planners will consider in identifying additional funding support beyond the Burroughs Wellcome Fund. Please note that this section is only required if you are applying for continued support beyond an original award.
- **CV of Primary Applicant and up to 2 Staff**
- **Letters of Support (no more than 3 letters):** In cases of partnerships, letters of agreement must be provided from up to three outside groups or individuals who will participate. The letters must be specific about funds, personnel, facilities, equipment, and other resources to be provided. General nondescriptive support letters will not be viewed favorably. BWF strongly encourages applicants to provide letters containing the partnering organization's letterhead. Letters MUST be submitted with the application by the application deadline.
- **US IRS Letter of Determination showing non-profit status**

COMPLETING THE APPLICATION – CONTINUED

Sign and Print:

The applicant and signing official 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)
- **Institutional Signing Official Signature** (required)

The institutional signing official should be added to the application in the “Nominating Institution 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 June 11, 2024 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 June 11, 2024. 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 Student STEM Enrichment Program 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 Associate
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