CAREER AWARDS FOR STEM TEACHERS

Application Instructions

Upcoming Application Deadline: September 29, 2024

START EARLY AND PLAN AHEAD!

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST on September 29, 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 and approval from the school's Principal and Superintendent.

- Applications **will require** a signature from the Principal and Superintendent from the school where the award will occur. The Principal and Superintendent will receive an email once their contact information is added to the proposal. The candidate should ideally follow-up with the Principal and Supetintendent and provide instructions. The Principal and Superintendent must "sign off" by the application deadline of September 29, 2024, 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

A. To be completed online:

1. Proposal Information
2. Applicant Information
3. School Information
4. Principal and Superintendent Information
5. Budget

B. To upload to the application as a PDF:

1. Candidate Resume (2-page limit)
2. Plan of Work (9-page limit)
3. Candidate's Lesson Plan (7-page limit)
4. Principal Letter of Nomination (2-page limit)
5. Superintendent Letter of Nomination (2-page limit)
6. Documentation of nonprofit status

Be certain to add the Principal and Superintendent to your online application early in the process. This will allow the Principal and Superintendent ample time to review the proposal and complete 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 Career Awards for STEM Teachers and click the "Apply Now" button

- Verify that an application is being created for Career Awards for STEM Teachers

- 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 and Superintendents will automatically be given administrator access to the proposal.

Applying School and Contacts:

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 and Superintendent. Both should be added in this section. An email will be generated to them notifying that an application is in progress. The Principal and Superintendent 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 and Superintendent with instructions. The proposal may NOT be submitted without the signature of the Principal and Superintendent. By adding them to the application, you are granting access to the application.

Budget Period Detail:

Enter budget for your project. Complete the budget form provided, clearly demonstrating what professional development the teacher will seek during the award. A listing of equipment and supplies along with a notation of their value and utility should be included and clearly defined. The Career Award grant does not cover indirect costs. Funds for advanced coursework are permitted by the Career Award. Any equipment purchased by the award recipient can be transferred to another North Carolina public school if the teacher relocates.

COMPLETING THE APPLICATION – CONTINUED

Proposal Summary and Attachments:

Applicants should provide:

1. Candidate Resume (two-page limit): Proposals should include a current resume for the teacher. Include certifications, licensure, professional experiences, education, key professional development experiences, presentations, and honors.

2. Plan of Work (nine-page limit, each component has a specific page limit): Candidates should present a Plan of Work to show how the CAST funds will be used. The plan should demonstrate how the teacher's knowledge in STEM will be expanded. Professional development for applicants must align with the North Carolina standard course of study for STEM curricula, be content-based programs that explore key topics in significant depth, and be relevant to the teacher's individual growth. The Plan of Work should be endorsed by the principal and superintendent and should:

1. **Teaching Philosophy** (one-page limit) – Describe the candidate's teaching philosophy and how the candidate has and will continue to:

   a. Provide conditions in the classroom in which students can learn and achieve

   b. Promote student interaction, problem solving and critical thinking inside and outside the classroom

2. **Goal/s** (two-page limit) – separating objectives listed as bullets under each goal. Include how the award will impact their classroom, colleagues, school, and school district.

3. **Professional Development Plan** (two-page limit) – Indicate how the candidate will continue development of content knowledge and pedagogical skills, and the impact of this plan on their learning, skills, teaching, and career development. The professional development plan should clearly outline activities for year one of the grant, and then more generally outline years two through five.

4. **Impacts** (one-page max) – Describe the intended impacts on students and other teachers in year one of the grant, and then more generally (including wider outreach) after five years.

5. **Evaluation/Metrics** (one-page max) – Describe how the candidate will evaluate the effectiveness of their plan, providing the types of metrics that will be used and compared to intended impacts.

6. **Equipment and Material** (one-page limit) – Describe what will be required for training and how they will impact the plan.

7. **Leadership** (one-page limit) – Demonstrate how the candidate will provide leadership and outreach in their school, district, or community.

3. Candidate's Lesson Plan (five-page limit for plan, two-page limit for student samples):

a. **The "Lesson Plan"** should provide an example of a short sequence of two-four sequential lessons that demonstrate exemplary and innovative teaching skills with students engaging in hands-on inquiry driven learning experiences and with new or exemplary approaches to lesson/group organization, problem solving, questioning and assessment. If there are strategies to expand or replicate your work in your school or district, please include these plans. Describe how the lesson plan had an impact on the student's academic performance, and how the candidate contributed to the curricula.

b. **Samples of student work:** These should include written and or drawn evidence and but may also include photographs and student testimonials. Special consideration will be given to the progression of student knowledge, growth, and performance.

4. Principal Sponsor Letter of Nomination (two-page limit): In the nomination letter, the principal must:

- Describe how the candidate's teaching methodology, such as the level of depth and rigor in the classroom, has impacted student performance.

- Describe how the principal will support the teacher's training plan, including information on how the teacher will be mentored at the school and the school's commitment to develop the teacher's skills.

COMPLETING THE APPLICATION – CONTINUED

- For high school and middle school principals, describe what STEM courses are taught by the teacher. For elementary school principals, describe how the teacher or curriculum specialist will spend time training other teachers.

- Explain how the teacher's skills and content knowledge will be utilized to increase student performance in STEM. Include information on how the school tracks performance data to help the teacher with instruction and how individualized student goals can be achieved.

- Explain how the principal supports successful STEM teaching at the school and supports a successful learning community at the school.

- Explain the potential of the candidate to enhance a successful STEM program at the school and beyond.

- Describe the school leadership's role in facilitating this process to impact school's teachers, students and resources.

- Explain how the principal will support the proposed budget and subsequent transactions made by the teacher.

- Letter should be submitted on letterhead with a signature.

5. Superintendent Sponsor Letter of Nomination
(two-page limit): In the nomination letter, the superintendent must:

- Demonstrate the district's commitment to developing the teacher's skills and outline how these skills will be utilized to benefit their school district, including such things as how the teacher will mentor/train other teachers or develop curricula materials.

- Describe what level of support will be given to the school and to the teacher to accomplish goals outlined in the teacher's training plan and the principal's letter of nomination.

- Describe the school district's vision for STEM instruction and how the teacher's skills can support that vision.

- Describe any STEM education reform efforts taking place within the district.

- Letter should be submitted on letterhead with a signature.

6. Documentation of Nonprofit Status:

The Burroughs Wellcome Fund must have documentation of the organization's nonprofit status on file. Public schools and school districts may provide a letter on school letterhead noting the nonprofit intent of the grant.

Sign and Print:

The applicant, Principal, and Superintendent 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)
- **Superintendent** (required)

The Principal and Superintendent should be added to the application in the "Applying School and Contacts" section. They will automatically be given edit privileges to the proposal. They are required to login to ProposalCentral, edit the proposal, visit the Sign and Print section, and add their signatures prior to the application deadline.

Applications cannot be submitted without all 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, 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 September 29, 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 Career Awards for STEM Teachers 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