CALL FOR APPLICATIONS

COHORT 2

KickStarter Program for Community College Hispanic Serving Institutions

Improving recruitment and retention of Hispanic students at Community College Hispanic Serving Institutions (HSIs) in STEM-related fields by enhancing their participation in NSF-funded initiatives

APPLICATION DEADLINES
Email Interest to Participate: June 2, 2016
Full Application Due Date: June 23, 2016; 5pm PDT

Science Foundation Arizona (SFAz) is issuing this Call for Applications to Community College HSIs from California, Arizona, New Mexico, Texas, and Florida to participate as part of KickStarter Cohort 2 in a, comprehensive, two-year technical assistance program to prepare and position them to compete successfully for federal funds focused on student recruitment and retention in STEM fields.

WHO CAN APPLY?

1. Applicants must be designated (with at least 25% Hispanic student enrollment) Hispanic Serving Institutions (HSIs) within California, Arizona, New Mexico, Texas, or Florida.

2. The HSI must be a Community College.

3. Applicants must have active or recent (within last 5 years) Title-V funding and the awarded Title V project must be focused on: (a) recruiting and retaining students in STEM, (b) updating and streamlining STEM courses and degree/certification attainment and/or (c) expanding federal funding competitiveness.

4. Applicants must have previously submitted proposal(s) in the last 5 years to NSF, or another federal agency, and been declined.

5. Institutions are NOT ELIGIBLE to apply if they are, or have been, the lead institution of an NSF grant within the past 5 years (exception is NSF S-STEM/STEP awards before 2015).

Terms of Reference: While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Arizona (SFAz). SFAz Terms and Conditions (http://www.sfaz.org/grant-opportunities/) shall govern the administration of SFAz grants and awards to the exclusion of this and any other oral, written, or recorded statement.
INTRODUCTION

The KickStarter Program, led by SFAz, is a technical assistance program that prepares and positions Community College HSIs to compete successfully for federal funds with focus on student recruitment and retention in STEM fields. The process begins immediately with the KickStarter application that includes NSF principles to guide and support applicants on their paths to developing competitive proposals to NSF. For STEM planning purposes, the program uses the SFAz STEM Pathways Model and Guide (refer to STEM Pathways Guide) to assist community colleges in developing their strategies to increase recruitment and retention of students in STEM career and transfer pathway programs. The SFAz STEM Pathways Model is a strategic framework that provides community colleges with an easy-to-use roadmap for researching, planning and implementing STEM Pathway programs. Proposals to NSF that are built upon college-wide STEM plans designed to improve student recruitment and retention are more likely to show greater potential for sustainability, suggesting a wiser investment of NSF funding, and therefore are more likely to be competitive and funded. Assistance is provided for developing these proposals to NSF. This program is made possible with support from National Science Foundation (NSF). Please refer to Award Abstract #1450661.

ABOUT SCIENCE FOUNDATION ARIZONA

Science Foundation Arizona (SFAz) is a 501(c)(3) non-profit organization initiated in 2006 by Arizona’s leading industry groups with support from the state government. Science Foundation Arizona serves as a catalyst for knowledge-based jobs and economic diversity through oversight of research, development and education grants to public education and other non-profit research performing institutions. SFAz has invested in developing STEM Pathway programs with Arizona’s community colleges and, with the production of the STEM Pathways Guide, assists colleges in their STEM planning. For more information, visit www.sfaz.org.

KICKSTARTER PROGRAM OVERVIEW

PROGRAM GOAL

To improve the federal funding participation and competitiveness of participating institutions in NSF-funded STEM initiatives by providing a wide range of technical assistance services.

PROGRAM OBJECTIVES

To address the needs of each participating institution in a customized fashion, involving administration, faculty and staff, and community partners: feeder schools, regional universities, workforce employers, researchers, and other investigators who have been previously funded in similar studies. SFAz’s Technical Assistance Team will assist the institution to utilize the STEM Pathways Guide to develop their pathways strategies, identify areas in their pathways plan that
need attention, and prioritize the programs that are most ready for funding. The SFAz Technical Assistance Team will guide the institution in developing proposals to federal agencies whose funding objectives can be met by these programs. Proposal requests for funding to support the priorities of a strategic STEM Pathways plan will demonstrate a quality investment for the funder and compete more favorably with the review panels.

**Objective 1:** Increase the number of Community College HSIs who compete successfully as lead grantees on NSF projects

*SFAz’s External Review Panel will evaluate KickStarter applications and select the institutions to participate with the SFAz Technical Assistance Team based on the extent to which they meet the selection criteria. Selected institutions agree to work with KickStarter to produce a minimum of two competitive proposals to NSF (per college) during the award period, of which KickStarter’s goal is that at least one be awarded per college.*

**Objective 2:** Strengthen the institution’s STEM infrastructure via NSF Award(s) (i.e., their capacity to increase recruitment and retention success rates among Hispanic students)

*Many organizations that fail to receive or effectively implement federal funded projects do so because they have not built an internal infrastructure (i.e., capacity) to plan and/or carry-out the proposed project. Following their Readiness Framework and guided by the SFAz Technical Assistance Team, institutions will engage in activities such as: STEM program identification, facilitation, evaluation and technical support; data improvements; extended partnership building; and industry-supported internships for students and/or teachers.*

**Objective 3:** Engage institutions with a broader range of partners in K-12, industry, four-year institutions, and researchers to help sustain STEM programs and improve community college HSIs’ federal program competitiveness

*The project will leverage SFAz’s existing, robust networks to develop a collection of KickStarter networks. These associations will serve to jump-start KickStarter institutions and can become idea factories for future projects and proposals. As institutions move through the KickStarter project, they will help each other become grounded in and grow these networked platforms. The Arizona STEM Network, led by SFAz, is an online collaboration between businesses, educators, government and philanthropy and will be used as a networking platform for community college HSIs ([http://stem.sfaz.org](http://stem.sfaz.org)).*

**PROGRAM OUTCOMES**

As a result of successful selection and participation in the KickStarter program, participating institutions will:

1. Submit a minimum of two proposals to NSF or other appropriate Federal agency during
the 2-year program period, with a goal that at least one proposal is funded;

2. Improve their STEM Pathway strategies and capacity to identify, collect, access and analyze information, thereby improving the institution’s ability to provide evidence of effectiveness in future proposals;

3. Establish key partnerships that help increase the potential for more Hispanic students in the STEM Pathways pipeline; and

4. Develop and implement their funded projects, conceive new projects, and find new partners to further expand their STEM-based initiatives.

PROGRAM SELECTION CRITERIA

Applications will be reviewed using the following Selection Criteria:

1. The extent to which the college’s state of “readiness” is sufficient to conceive, justify and execute a complicated project like those funded by NSF within the award period.

2. The level of college leadership prepared to support the proposed project.

3. The college’s description of the strengths and/or shortcomings of its internal infrastructure in seeking external STEM-related resources.

4. The extent to which the college’s recent experiences and accomplishments with STEM-related programs expresses up-to-date knowledge and practices regarding STEM-related strategies.

5. The extent to which the college’s current network of STEM-related partnerships is helping to sustain STEM programs and improve federal program competitiveness.

6. The likelihood that this college will produce a minimum of two competitive STEM-related proposals to NSF or other appropriate Federal agency during the 2-year award period.

PROGRAM APPROACH

The Kickstarter program is a multi-layered process in which SFAz’s Technical Assistance Team will work in tandem with the Institution’s Internal STEM Team, supporting the institution’s progress through (a) Self-evaluation, (b) STEM Pathways strategic planning, (c) Partnership building, (d) Proposal conceptualization and development and (e) Project implementation.

Establish Internal STEM Team

Participating institutions must designate an Internal STEM Team of three to six critical decision-makers at the institution and key staff at multi-levels who will be invested in the plan, be responsible for grant development, and manage project execution onsite. Using a broad definition of STEM, the Internal STEM Team must include full-time faculty from the Academic
KickStarter Program for Community College HSIs
Call for Applications
Due June 23, 2016 at 5pm PDT

Department and from the Career and Technical Education (CTE) or Workforce Education Department. To ensure institution-wide commitment to its success, institutional senior staff (i.e., the President, Academic and Administrative VPs, Governing Boards, and State overseers, as appropriate) must be informed of, and engaged in, the KickStarter Program.

There should be two Principal Investigators representing the institution. One should be a full-time STEM faculty member and the other may be an administrator, or other individual with a comparable position, employed by the institution. Applications must be submitted and authorized by the appropriate and recognized institutional authority responsible for external grants and funding at the institution.

Principal Investigators (PIs) from the selected KickStarter institutions will convene for an initial, 2½-day project meeting with SFAz’s Technical Assistance Team in Washington, DC., (travel will be funded by the KickStarter program). At this meeting, we will review the program plan, introduce viable tools and resources, meet NSF Program Officers and introduce them to the institutions’ STEM Pathways initiatives, and begin fostering a shared community.

Establish STEM Pathways Strategy
SFAz’s Technical Assistance Team is represented by community college and STEM education experts who have an understanding of Hispanic culture and language, and have extensive experience with community college HSIs. SFAz’s Technical Assistance Team will utilize the STEM Pathways Guide to work with the institution’s Internal Team by (a) Guiding them through a STEM self assessment to identify and prioritize their STEM interests or needs, (b) Introducing existing programs to consider adopting or adapting, (c) Facilitating development of a STEM Pathways Strategic Plan, including mission/vision, management plan and desired outcomes, (d) Identifying and strategically planning a proposal to be developed, (e) Designing a project implementation plan, and (f) Aggregating data and looking for trends.

Develop Competitive Proposals
SFAz’s Technical Assistance Team will work with the Institutions’ Internal STEM Team (including Grant Development Staff) to (a) Review funding opportunities, (b) Identify strengths/weaknesses of previously submitted proposals, (c) Strategize and conceptualize potential projects and partnerships, (d) Guide the institution’s proposal development process by providing assistance every step of the way, including suggesting partners, researchers and evaluators, (e) Provide advice in proposal writing, editing, critiquing and submission, (f) Interface with potential funders, and (g) Summarize panel findings to address flaws, thereby better preparing the institution for its next submission.

For more information about the KickStarter program and Science Foundation Arizona, please go to www.sfaz.org/kickstarter.
APPLICATION CONTENT

FORMAT

- Font: Arial, Times New Roman, Calibri, Cambria, or Tahoma
- Point Size: 12-point
- Margins: 1” all around
- Maximum number of pages: 8 pages, single space not including cover page and attachments

COVER SHEET: Download and complete the one-page Cover Sheet using the attached template at the end of the document as a guideline (not included in 8-pg limit).

NARRATIVE

1. Introduction (1-1/2 pages)
   a. Present an overview of your institution.
   b. Describe the top two or three STEM-related priorities identified from your institution’s Strategic Plan.
   c. List and identify the internal STEM Team Members that will be representing your institution on this project.

2. Describe your proposal development capabilities and infrastructure. (1/2 page)

3. Describe your STEM-related strategies and approaches, including available institutional information, websites, data, accomplishments, and progress, for each of the following areas, as appropriate (5 pages):
   a. Providing effective outreach, recruitment into STEM Pathways.
   b. Addressing the student academic preparation for STEM programs.
   c. Providing support systems best suited for retaining STEM students.
   d. Promoting project-based models of instruction for teaching and learning.
   e. Building and strengthening STEM transfer and career pathways and articulation agreements.
   f. Partnering with the K-12 school sector and Universities to strengthen the entire K-20 STEM pipeline.
   g. Establishing a partnership and alliance structure with STEM-related business & industry, universities, K-12, and other sectors.
   h. Establishing professional communities to address specific STEM education challenges.
4. Provide insight to your rationale for requesting participation in the KickStarter Program by addressing the following three questions (1 page):
   
a. What motivated your institution to apply for this opportunity for technical assistance?

b. In what ways will your institution benefit from your participation in this program?

   c. What is your desired outcome from your participation in this program?

ATTACHMENTS TO INCLUDE WITH APPLICATION (not included in 8-pg limit)

1. **Resume (Biographical Sketch) for each Principle Investigator (PI):** A biographical sketch (limited to two pages) is required for each PI. Please use the NSF Biographical Sketch format. [http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_print.pdf](http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_print.pdf)

2. **Previous NSF Grant Submissions:** Attach a copy of the declination letter(s) for each NSF-project your institution has applied for since 2011. Attach the one-page summary statements or abstracts of the proposed work.

3. **Previous Other Federal Grant Submissions:** Attach a copy of the award letter(s) or declination letter(s) for other federal government agency projects your institution has applied for since 2011. Attach the one-page summary statements or abstracts of the proposed work.

4. **Title V Abstract:** Attach the Title V award number and abstract submitted to the Department of Education (DOE).
SUBMISSION INFORMATION

Only one application will be accepted per institution.

LETTER OF INTEREST

*Due June 2, 2016*

Email Letter of Interest to kickstarter@sfas.org

Submit letter from the same applying institution’s email address that will be used to submit a full application (don’t use Yahoo, Gmail, or Hotmail) with the following information:

>This email serves as notification that {Insert institution’s name} is interested in participating in the KickStarter Program. We intend to submit a full application by June 23, 2016, 5pm PDT, for the KickStarter Program for Community College HSIs, with the two PIs being {Insert PI Name and Title} and {Insert PI Name and Title}. We meet the eligibility requirements of the Call for Applications (Pg.1 “Who can apply?”). Sincerely, {Insert Name & Title, email address, and Phone number where Science Foundation Arizona may reach you to address any questions you may have}*

FULL APPLICATION (REQUIRED)

*Due June 23, 2016 by 5pm (PDT)*

Email Full Application to kickstarter@sfas.org

Electronic submissions are required in Microsoft Word .doc/.docx file format or Adobe .pdf file format.

SFAZ REVIEW AND SELECTION PROCESS

Applications that SFAz receives by the deadline will be reviewed by an expert Review Panel and confirmed by the SFAz Board. Institutions selected to participate in the KickStarter program will be announced early August 2016.

SFAZ CONTACTS & APPLICATION SUBMISSION

Submission inquiries should be made to Stephanie Torigian, Grants Coordinator:

Phone: 602-682-2800

Email: storigian@sfas.org

Programmatic and Content Inquiries should be made to:

Caroline VanIngen-Dunn, Director, Community College STEM Pathways

Phone: 602-682-2882

Email: kickstarter@sfas.org
## APPLICATION COVER SHEET
### KICKSTARTER PROGRAM

1a. NAME OF COMMUNITY COLLEGE HSI: 

1b. ADDRESS, CITY, STATE, ZIP: 

1c. EMPLOYER ID NUMBER (EIN): 

2a. PRINCIPAL INVESTIGATOR (FACULTY) 
   NAME: 
   TITLE: 
   DEPARTMENT: 
   EMAIL: 
   PHONE: 

2b. CO-PRINCIPAL INVESTIGATOR (ADMINISTRATOR, GRANTS, FACULTY) 
   NAME: 
   TITLE: 
   DEPARTMENT: 
   EMAIL: 
   PHONE: 

3a. TITLE-V FUNDING ID: 

3b. TITLE-V AWARD PERIOD: 

3c. # TOTAL STUDENT ENROLLMENT: 

3d. % HISPANIC POPULATION: 

3e. % STUDENT RETENTION: 

3f. # NSF GRANT APPLICATIONS (5 YRS): 

3g. # NSF GRANTS AWARDED (5YRS): 

3h. # NSF PROPOSALS DECLINED (5 YRS): 

3i. # OTHER FEDERAL GRANTS AWARDED (5 YRS): 

3j. # OTHER FEDERAL GRANTS DECLINED (5 YRS): 

4a. CURRENT ACCREDITATION BODY OF CC: 

4b. LAST ACCREDITATION CYCLE DATE: 

4c. NEXT ACCREDITATION CYCLE DATE: 

4d. ACCREDITATION BY (CIRCLE ONE): 
   DISTRICT or INDIVIDUAL COLLEGE 

5. OFFICIAL FISCAL AGENT SIGNING FOR APPLICANT ORGANIZATION** 

Fiscal Agent’s Name & Title: 

Organization: 

Address: 

Telephone: 

Fax: 

Email: 

5a. I certify that the statements herein are true, complete and accurate to the best of my knowledge. I confirm acceptance of and agreement with the SFAZ Terms and Conditions of Grants & Contracts including that this applicant organization affirms and ensures the applicant principle investigator(s) meets SFAZ eligibility requirements and the project is in full compliance with the SFAZ Terms & Conditions. 

SIGNATURE OF OFFICIAL NAMED IN 5: 

DATE: 

**Institution’s financial representative/department

(To download a Word format version of the Proposal Cover Sheet [click here])