



## Instructions and Checklist Partners in Science Program High School - College/University Research Partnerships

### PRIOR TO PREPARING THE PARTNERS IN SCIENCE APPLICATION CAREFULLY READ INSTRUCTIONS ON HOW TO PROCEED

- Should you have any questions related to this program, contact Kim Newman for advice ([kimn@murdocktrust.org](mailto:kimn@murdocktrust.org) or 360-694-8415).
- To initiate the submission of a grant application, the Principal Investigator (qualified faculty member/research scientist - mentor) OR the High School Science Teacher (partner) will use this link (<https://murdocktrust.fluxx.io/apply/partners>) to register in the Fluxx grants portal. The registrant will provide Organization (Research Institution), Contact (Principal Investigator), and Additional Contacts information (Grants Administrator, Research Institution President, and High School Teacher). Your submitted registration will prompt Murdock Staff to create a Partners application draft for your use. Login and password will be provided for new users. If you are a previous applicant/grantee, you already have a login and password. Go to the grants portal ([https://murdocktrust.fluxx.io/user\\_sessions/new](https://murdocktrust.fluxx.io/user_sessions/new)) and look for your new Partners application draft.
- The Principal Investigator and High School Teacher will complete their portions of the application. The complete Partners in Science application includes the following: Organization and Contact information (provided at registration); Mentor/Principal Investigator Information; Partner/High School Teacher Information; HS Teacher Candidate Statement – Education Information (please attach a resume); HS Teacher Candidate Statement – Save the Date; Letter of Recommendation from the high school teacher’s principal or department head (specifically addressing the teacher and his/her interactions with the students); Mentor’s CV (NIH or NSF style); and IRS documents for the (Research Institution) Organization.
- Everyone registered for this application will be able to work together in developing it, but the research institution’s grant administrator will ultimately be responsible to submit the proposal.

### INSTRUCTIONS FOR COMPLETING THE PARTNERS IN SCIENCE APPLICATION

Login to the Fluxx grants portal. Click on Full Application Requests and select the Partners in Science application **draft**. There are portions for the Principal Investigator (mentor) to complete and portions for the High School Teacher (partner) to complete. (Only one person can be logged in at one time.)

### COMPLETE THE PARTNERSHIP APPLICATION IN THE SPACE PROVIDED ONLINE.

**PRINCIPAL INVESTIGATOR to complete the (Partnership App) Mentor/Principal Investigator Information**

- **PARTNERSHIP INFORMATION**

List the High School Information (HS name, City, State, Zip)

- **PROJECT TITLE**

(must not exceed 150 characters)

- **PROJECT ABSTRACT**

A brief description of the research project (intelligible to the non-expert; spell out contractions, acronyms, and chemical symbols.) (limit of 300 characters or less)

- **SUMMER RESEARCH PLAN**

Describe the research project:

- Question or hypothesis to be addressed
- Importance of research question to be addressed
- Overview of experimental design for both summers (including data collection methods and analysis)

Be sure to address the activity of the teacher in each of the two 8-week summer sessions. Assuming the research is successful, in what journal(s) will you seek publication? *(Please note: The focus on this project is intended to provide the teacher with experience as a researcher. Therefore, supervision of students and curriculum development are discouraged and outside the scope of this program.)* (limit of 6000 characters)

- **TEACHER INTERACTION**

Please give details about the size and makeup of the research group with whom the high school teacher will interact. With whom will the teacher work most closely? To the extent possible, suggest the direction that future interactions or collaborations [i.e. visiting HS class, inviting students to lab after the two summers of research are completed] might take. (limit of 1000 characters)

- **PARTNERSHIP BENEFITS**

Suggest direct or indirect ways that the high school and mentor’s research or college science programs might be strengthened by this partnership. (limit of 1000 characters)

- **BUDGET**

Awards are in the amount of \$15,000 apportioned over two years. The budget breakdown will be:

<u>Partners Budget</u>	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>
High school teacher stipend	\$5,000	\$5,000
Discretionary funds	\$1,000	\$1,000
Travel funds (annual conference)	\$1,000	\$1,000
Academic-year enrichment	\$500	\$500
<b>Total</b>	<b>\$7,500</b>	<b>\$7,500</b>

It is Trust policy in this program, as in others, to disallow the use of Trust monies for “overhead” or “indirect” costs. The discretionary funds can be used for items directly needed in the research (supplies, equipment, or travel) or to enhance the teaching of the high school teacher partner. Travel funds are designated for the high school teacher (and the mentor if funds permit) to attend the annual Partners in Science January Conference. Each high school teacher will also have \$500 budgeted for academic-year enrichment. This may include, but is not limited to, books, software, professional

memberships and journals, classes, and workshop and conference fees. (These conference fees are over and above those for the annual Partners in Science January Conference.)

- **CURRENT (AND PENDING) FUNDING**

List ALL of the PI's funding, not simply for this project. Give title, agency, amount, and dates. Identify pending applications with an asterisk [\*]. (limit of 1000 characters)

### **HIGH SCHOOL TEACHER to complete the (Partnership App) Partner/High School Teacher Information**

- **HS TEACHER CONTACT INFORMATION**

If you have any updates to your contact information, please use the People link on the left-hand menu of the Fluxx grants portal.

- **HIGH SCHOOL NAME**

List HS Name, HS Address, HS EIN, Public or Non-Public, HS Phone/ Webpage, HS Principal's name and email, Superintendent's name and email, and School District

- **COLLEGE / UNIVERSITY MENTOR AND RESEARCH SITE**

If not within commuting distance from home, explain how you will manage to work full time at the research site during the two summers. (limit of 1000 characters)

- **DESCRIBE YOUR SCHOOL AND SCIENCE DEPARTMENT PROGRAM**

Include size of school, number of science teachers, student ethnicity, graduation rate, percentage of students who proceed to college, percentage of students economically disadvantaged. (limit of 750 characters)

- **WHERE DID YOU LEARN ABOUT "Partners in Science Program?"** (limit of 1000 characters)

- **DISCUSS ANY PREVIOUS EXPERIENCE, EDUCATION, OR INTERESTS . . .**

Discuss any previous experience, education, or interests that make you a particularly good candidate for a research partnership. Include areas of science that you find particularly interesting. (limit of 750 characters)

- **HOW DO YOU ANTICIPATE THAT THE SUMMER RESEARCH EXPERIENCE . . .**

How do you anticipate that the summer research experience will enhance your understanding of science and the research process and improve your teaching? How will you evaluate this summer experience? How might you use this experience and the connections you will make to encourage more of your students to consider careers in science? (limit of 750 characters)

- **HOW MIGHT YOU MEASURE THE IMPACT OF YOUR PARTICIPATION IN THIS PROGRAM . . .**

How might you measure the impact of your participation in this program on your students' success in science and increased interest in science careers? (Include how you will gather and analyze this information.) (limit of 750 characters)

## CONTINUE BY DOWNLOADING FORMS UNDER PROJECT DOCUMENTS

### HIGH SCHOOL TEACHER

**Download and complete the HS Teacher Candidate Statement – Education Information** (please attach your resume)

**Download and complete the HS Teacher Candidate Statement – Save the Date** (if grant is awarded, your attendance is required at these program events. Also, if the grant is *awarded*, the school will provide the one- to two-day substitute to support your attendance at each of the two national January conferences. You and your High School Principal must sign this Save the Following Dates document.

## CONTINUE BY UPLOADING FORMS UNDER PROJECT DOCUMENTS

### HIGH SCHOOL TEACHER

**Complete and upload the HS Teacher Candidate Statement – Education Information**

**Complete and upload the HS Teacher Candidate Statement – Save the Date** (with needed signatures)

**Upload the Letter of Recommendation** (from the High School Teacher’s Principal or Department Head [specifically addressing the teacher and his/her interactions with the students])

### PRINCIPAL INVESTIGATOR

**Upload the Principal Investigator’s (mentor) CV (NIH or NSF style)**

## CONTINUE BY UPLOADING FORMS UNDER ORGANIZATION DOCUMENTS

(If the Organization Documents did not auto-populate from a previous request to the Trust, you must complete this section.)

After selecting your (Research Institution) Organization Type, provide the appropriate documents.

For 501(c)(3) entity:

**CEO Certification**—certifying that your institution’s IRS rulings are still correct—specifically referring to both the 501(c)(3) tax exempt ruling and the 509(a) or 170(b) public charity ruling—and explicitly stating the following: “no modifications are planned or pending.”

**IRS ruling documents**—IRS document showing your 501(c)(3) tax exemption ruling and your 509(a) or 170(b) public charity ruling for the current legal name (often, but not always, these rulings appear in the same IRS document).

For Government Entity:

**Government Entity Letter** (sample found on website under Grant Opportunities, Application Planning Resources, IRS Documentation)

Note: For institutions making multiple applications, each complete proposal must be submitted separately.