



Instructions and Checklist Partners in Science 2.0 Grant Application

PRIOR TO PREPARING THE PARTNERS IN SCIENCE 2.0 APPLICATION CAREFULLY READ INSTRUCTIONS ON HOW TO PROCEED

1. Should you have any questions related to this program or application, contact Kim Newman for advice (kimn@murdocktrust.org or 360-694-8415).
2. **The Lead Principal Investigator (PI) will register through the Fluxx grants portal to initiate the grant application using the link provided in the request for proposal email.**
3. The registrant will provide the organization's name (Research Institution) and contact information (for the PI, grants administrator, and research institution president). Your submitted registration will prompt Murdock Staff to create a Partners in Science 2.0 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.
4. Log in to the Fluxx grants portal (<https://murdocktrust.fluxx.io>). Click on Full Application Requests and select the Partners in Science 2.0 application **draft**. The online sections include the following:
 - a. Project Summary (Tell us about the project for which you are requesting Trust support.)
 - b. Amount Requested (Over three years. Amount Requested and Total Project Cost will be the same amount.)
5. Download the Partners 2.0 Narrative (Section A), found under Project Documents. All information should be completed as requested in the space provided.
6. Continue the Partners in Science 2.0 proposal by adding pages behind the provided Partners 2.0 Narrative document. Up to 18 pages may be added, numbering them starting with page 2 and continuing to a maximum of page 19. Sections B-G should be completed on these added pages. Information to guide you in addressing these sections is found in this document under Instructions for Completing the Partners in Science 2.0 Application.
7. Upload the completed application in the form of a PDF file using the Proposal Narrative upload button (plus sign) under Required Project Documents.
8. Upload all other supporting documents in the Project Documents section:
 - a. Required: **Biographical sketches** (NIH or NSF style) for the PI associated with each project identified for Cohort 1.
 - b. Required: **Letter of support from the Vice President for Research/ Provost/ Dean**

- c. Optional: **Letter(s) of support from schools and/or school districts** that have agreed to participate in the program.
 - d. Optional: If appropriate, **Letter(s) of support from organizations or individuals** that are deemed critical to the program.
9. Under Organization Documents, if you were a recent grantee, these documents will autofill. (If any of your legal documents need to be updated, please contact your program director.)
10. Submit your Partners in Science 2.0 application. All contacts may edit and save the application, but only the grants administrator will be able to submit the application.

INSTRUCTIONS FOR COMPLETING THE PARTNERS IN SCIENCE 2.0 APPLICATION

Section A.

After completing the online sections in Fluxx, download the Partners 2.0 Narrative document (Section A) found under Project Documents. Respond to the following project element prompts within the spaces provided: Research location(s), the Number of partnerships over the three years, and Lead PI (proposal lead). Continue the research proposal by adding pages behind the Partners in Science 2.0 Narrative document. Up to 18 additional pages (numbering them 2,3, etc., up to a maximum of page 19) may be added using the format specified below (Sections B-G). Use a font no smaller than 10 pt. in preparing the application.

Section B.

Teacher recruitment and selection parameters

Please specify a recruitment plan with as much specificity as possible. The types and/or names of schools and school districts from which teachers will be recruited. Sites that plan to include a combination of pre- and in-service teachers need to discuss how the group will be managed to be appropriate and relevant to all and to allow for all the participants to be fully engaged. Participants should be able to commute to a given site easily each day and not need funds for housing and meals. However, in order to recruit teachers from very rural areas, it may be necessary to include in the budget funding for housing while considering a hybrid approach to research (for example—four weeks in person and four weeks virtual).

Identify the qualities of a successful Partner such as educational background, full-time middle school or high school science teacher, education in the applicable science, and so on.

Section C.

Site Team

A site team includes the lead PI and all the researchers that will be directly working with each Partner (teacher) for each potential cohort. Please list all site team members, including the Lead PI, for each project.

Separately attach a biographical sketch (NIH or NSF format) for the PI associated with each project for Cohort 1. (One PDF file containing all biographical sketches for PIs in Cohort 1.)

Section D.

Site Cohort Integration

Involvement in science journals and relevant meetings are part of the learning process and connection with the

scientific community. What activities will the research institution offer and plan to support the Partners as a cohort as they transition their identities from teacher to teacher-researchers?

Section E.

Intended Outcomes and Longer-Term Impact

Suggest direct or indirect ways this partnership might strengthen the high school and mentor’s research or science programs. To the extent possible, suggest the direction that future interactions or collaborations [i.e. visiting the classroom, inviting students to the lab after the two summers of research are completed] might take.

Section F.

Research Opportunities

For Cohort 1 (to start Year 1): Outline each research opportunity for each potential partnership. Include a brief description of the research project, the question or hypothesis to be addressed, the importance of the research question, and an overview of the 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 7- to 8-week sessions. Assuming the research is successful, in what journal(s) will the PI seek publication?

For Cohorts 2 and 3 (to start Years 2 and 3): Identify potential Mentors, including a brief description of their research and a potential question to be addressed.

In March of the following year(s), respectively, to receive funds for Year 2 (Cohort 2) and Year 3 (Cohort 3), an annual report will be required. The report will include an opportunity to discuss learnings from the previous year, the plans for the following summer of research (Section F), and the biographical sketches (NIH or NSF style) for each mentoring PI.

Section G.

Proposed Budget

Below is a **sample budget** to be used as a guideline. Assume for each year, all approved expenses for that cohort will be paid by the Trust. In other words, Year 1 expenses will include the two-year cycle for Cohort 1. Please pay attention to the eligible and ineligible costs notes below.

Note: The per-teacher cost must not exceed \$37,500 for the two summers. Adjustments to the budget may be necessary to fit within this parameter.

Proposed Budget			
	Year 1	Year 2	Year 3
New Partnerships	4	4	4
Teacher Stipends (for two summers)	\$46,000	\$46,000	\$46,000
Mentor Stipends	\$48,000	\$48,000	\$48,000
Travel to the January and August conferences	\$4,000	\$4,000	\$4,000
Lab Supplies	\$12,000	\$12,000	\$12,000
Supplemental Grant	\$15,000	\$15,000	\$15,000
Peer-reviewed publication (up-to \$8,000 over three years).	\$2,500	\$2,500	\$2,500
Other (specify)			
Project-related indirect costs (up-to 20 percent)	\$22,500	\$22,500	\$22,500
Totals	\$150,000	\$150,000	\$150,000
Total Award Requested			\$450,000

Note: For the **sample budget** (above), the total grant award is \$450,000 and includes a one-year no-cost extension in Year 3, in order for the Year 3 cohort to complete the two-year cycle.

Eligible Costs:

- In-service summer stipends, up to \$6,500 per teacher per summer, for eight weeks of full-time participation. Pre-service summer stipends, up to \$5,000 per student per summer, for eight weeks of full-time participation.
- Faculty summer stipends, up to \$7,500 for up to eight weeks of full-time participation in the research. For shorter periods, the stipend should be prorated. If stipend support is also being paid from other sources, a prorated reduction in this proposal is also appropriate.
- Travel costs: roundtrip travel to Vancouver, WA, for the two required conferences. The mentor is invited to the January conference. In the sample, the funds are for local travel. Depending upon your location, expenses may be higher due to air travel.
- Lab Supplies: up to \$1,500/partnership/summer
- Supplemental grant: this grant aims to provide funding to support the implementation of an inquiry-based project for in-service teachers. After two summers of research, the teacher is encouraged to request support to purchase equipment to enable the implementation of an inquiry-based unit or project in the classroom.
 - The Partners 2.0 grant proposal should describe a process on how to encourage, evaluate, and award the supplemental funds. Direct application to the two summers of research is not necessary; however, the applicant should demonstrate how the process of science will be used. Up to \$7,500/teacher, but no less than \$5,000.
- Other: special and unusual expenses, not listed above, that are essential in the performance of the research.
- Up to 20 percent of the budget each year may be proposed by the coordinating institution to support the salary for an administrative assistant directly.

Ineligible costs:

- Faculty and student academic year stipends, postdoctoral stipends, and graduate student stipends.
- Teacher tuition costs.
- Books and journals.
- Travel expenses to scientific meetings.

UPLOAD THE FOLLOWING DOCUMENTS, UNDER PROJECT DOCUMENTS SECTION

A complete application must be submitted by December 1 and include three uploaded files (PDF files) listed below.

Required:

- **Proposal narrative**—including Section A (Partners 2.0 Narrative document) through Sections B-G.
- **Biographical sketches** (NIH or NSF style) for the PI associated with each project identified for Cohort 1.
- **Letter of support from the Vice President for Research/ Provost/ Dean**

Optional:

- **Letter(s) of support from schools and/or school districts** that have agreed to participate in the program.
- If appropriate, **Letter(s) of support from organizations or individuals** that are deemed critical to the program.