

## 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 Jill Tatum for advice ([jillt@murdocktrust.org](mailto:jillt@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 the appropriate link (on the Trust website) to register in the Fluxx grants portal. The registrant will provide Organization (Research Institution) Information, Contact (Principal Investigator) Information, and Additional Contacts information (Grants Administrator, Research Institution President, and High School Teacher). (Login and password will be provided upon registration.)
- The complete Partners in Science application includes the following: Organization Information and Contact Information (provided at registration); Mentor/Principal Investigator Information; Partner/High School Teacher Information; HS Teacher Candidate Statement – Education Information; HS Teacher Candidate Statement – Save the Date; Letter of Recommendation from the high school teacher’s principal or department head (specifically address 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 (100 words or less), intelligible to the non-expert; spell out contractions, acronyms, and chemical symbols.)

- **SUMMER RESEARCH PLAN**

Describe the research project [question to be addressed or hypothesis to be tested], its importance and appropriateness, and outline the specific research project or sub-project that the high school teacher will be doing. Be sure to address the activity of the teacher in each of the two 8- to 10-week summer sessions. Assuming that 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.*)

- **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.

- **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.

- **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 [\*].

**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 / UNIVERISTY 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.
- **DESCRIBE YOUR SCHOOL AND SCIENCE DEPARTMENT PROGRAM**  
Include size of school, number of science teachers, curriculum innovations, use of science inquiry, number of science students, fraction who go on to college, fraction who major in the sciences in college, and student socioeconomic background.
- **WHERE DID YOU LEARN ABOUT "Partners in Science Program?"**
- **DISCUSS ANY PREVIOUS EXPERIENCE, EDUCATION, OR INTERSTES . . .**  
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.
- **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?
- **HOW MIGHT YOU MEASURE THE IMPACT OF YOUR PARTICIPATOIN IN THIS PROGRAM . . .**  
How might you measure the impact of your participate in this program on your students' success in science and increased interest in science careers?

## CONTINUE BY DOWNLOADING FORMS UNDER PROJECT DOCUMENTS

### HIGH SCHOOL TEACHER

**Download and complete the HS Teacher Candidate Statement – Education Information**

**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**

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

For 501(c)(3):

**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).

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