



Career Advancement Program

The Kansas State University Career Advancement Program (CAP) for Associate Professors in engineering and science is designed to enhance research expertise and stature, networking opportunities, and development of leadership skills. The National Science Foundation ADVANCE Institutional Transformation Project at K-State provides funding for this program.

The program is modeled after the successful KSU Mentoring Fellowships for women and minority tenure-track faculty in the sciences and engineering, established in 1994 and currently funded by the KSU Office of the Provost. The KSU Mentoring Program has had a strong positive impact on extramural funding success and retention of women faculty members at K-State, and we anticipate that this program will be equally effective.

Request for Proposals

- Funding Availability:** The CAP will make three awards up to \$10,000. Approximately \$30,000 is available in this grant period.
- Program Description:** Tenured women who hold the rank of Associate Professor can apply for awards to advance their career in conjunction with a designated mentor. Mentors will facilitate the transition of tenured women faculty into senior-level and leadership positions and provide professional development advice. Each mentee can choose to have more than one mentor and can select her mentor(s) from Kansas State University or other appropriate academic or professional institutions. The mentor will advise the mentee on topics critical to her career stage, *e.g.*, promotion to full professor, advancement into named chairs or distinguished professorships, assumption of administrative responsibilities, or advancement in administrative rank. The award money can be used for a variety of purposes such as: extended travel to research sites, research assistance, attendance at short courses or meetings that enhance professional development, or seed money for research. Each recipient will provide a report at the end of the award year describing outcomes.
- Eligibility:** Applications are limited to tenured women faculty with appointments in engineering and science disciplines. Please refer to the attached list of eligible participants to learn if you may apply.

Application Materials

1. Cover Page

- Name and position title
- Departmental address
- Phone number
- Email address
- Applicant's rank and time in rank
- Name and affiliation of each mentor

2. Project Description (2-3 pages)

The project description should be informative and understandable to a scientifically literate, but non-specialist, reader and should contain the following:

- Project goals
- Importance of the project to the professional development of the applicant. A description of how the activities proposed will have a positive impact on the professional advancement of the applicant must be included.
- A detailed description of the role of each mentor and the relationship between the applicant and each mentor.

3. Previous Research Support and Leadership Experience

The applicant should include appropriate information on past research support and/or leadership awards and experience. This may include any or all of the following:

- A list of the research support for the past five years. Include the funding agency, names of other principal investigators, amount of support, start and end dates of support. Also include this same information about proposals applied for, but not funded.
- A list of professional development opportunities applied for and received. Include the name of the program attended, dates of the program, and the funding source.
- A list of significant leadership positions held in the last five years.

4. Budget

- A detailed budget, including a budget justification, should be provided.

5. Additional Items

- Two page curriculum vitae from the applicant and each mentor.
- A detailed letter of commitment from each mentor.

Application deadline: October 23, 2008

Evaluation Process and Criteria:

Proposals will be reviewed by the K-State ADVANCE Project Steering Committee on the basis of the following criteria:

- Merit of the research, scholarly, or leadership activity to be supported by the award
- Appropriateness and design of the applicant/mentor relationship
- Impact of the project and specific budget request on the professional advancement of the applicant

The CAP award must be used within the period from October 1 2008 to September 30 2009. The last date for submission of the final report is September 30, 2009.

Submit nine (9) copies of the completed application to:

Rebecca Wood
ADVANCE Project Coordinator
25A Seaton Hall
Manhattan, KS, 66506
785-532-6088, advance@ksu.edu

Please direct any questions concerning this program to Rebecca Wood (rwood@ksu.edu).