



## Check List for “Moving-Up” proposals to ATE

### Part I: Content

Does the proposal

1. Discuss results of prior NSF support and include information about numbers of students impacted (e.g., taking classes, graduating, being employed, in internships etc.)?
2. Include information about both successes and lessons learned that will be addressed in the new work?
3. Have business and industry support with clear documentation about business and industry people to be involved and their roles in the project?
4. Describe a local and regional need for workers with the skills and knowledge this project will provide?
5. Include commitments from other partners such as secondary schools and other community colleges if they are involved and describe their roles in the project?
6. (If secondary schools are involved), describe how their involvement will serve as a pipeline to the college technician programs?
7. If offering professional development or other events for participants external to your college, include a plan for recruiting those participants?
8. Structure this larger and more complex proposal so it is clear who is responsible for “getting the work done” and what resources are needed?
9. Include a work plan that involves and compensates faculty for project work rather than only hiring other people to do most of the work?
10. Include a budget request and budget justification that are appropriate for the work that will be done?
11. Leverage the work of other ATE (or other projects) and include references to that work and describe how the new project will differ and add to body of knowledge?

Moving Up High Impact Practice Session, NSF ATE PI Conference, Friday, October 26, 2018

*Mentor-Connect: Leadership Development and Outreach for ATE*, Elaine L. Craft, PI

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12. Include professional development activities for faculty that will be needed to accomplish the project?
13. Have college administrative support that is documented?
14. Include a detailed and project-specific evaluation plan and name of credible evaluator who will evaluate the project or clear qualifications for an evaluator to be hired for the project?

## **Part II: Details**

1. Have someone read the proposal for spelling and grammar. [Many of today's word processors think that they know what word you mean to use which may not be what you mean at all.]
2. In the Project Summary don't use "curly" apostrophes or quotation marks (or find out how to use the straight one). FastLane converts those characters into question marks that make the Project Summary look messy. The Project Summary is keyed directly into FastLane (no file upload possible). Note: you can avoid this issue with the Project Description by uploading as a PDF file.
3. Follow current PAPPG rules so that the proposal does not get returned without review. Some reasons ATE proposals have been returned without review:
  - a. Font size or margins are too small (hint: better to have a larger font size than minimum allowed to make it easier for reviewers to read).
  - b. Proposal does not include some required sections (e.g., Proposals must now include clearly-labeled sections that describe the intellectual merit and broader impacts in addition to having those sections in the Project Summary).
  - c. Specific intellectual merit and broader impact sections are missing from the Project Summary.
  - d. The evaluation plan is uploaded as a supplemental document rather than as part of the proposal's Project Description.
  - e. Proposal description exceeds 15 pages and/or Project Summary exceeds one page.
  - f. Supplemental Documents section is too long (exceeds maximum number of pages).
  - g. "Support" letters are provided rather than "commitment" letters.
  - h. Proposed project does not fit within the ATE program.

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