



The SU ADVANCE External Mentors and Collaborators Program creates opportunity for women in Science, Technology, Engineering and Mathematics (STEM) disciplines by helping them connect with important colleagues within faculty members' disciplines or fields in ways that support their continued professional development, including the development of leadership skills, and, where appropriate, to enhance productivity in writing and publishing research results. The aim of the program is to foster career development of women faculty by supporting the creation of collaborative and mutually beneficial relationships with science and engineering leaders from other universities.

Mentors and collaborators will provide assistance, facilitate research efforts, and, where appropriate, be themselves examples of accomplished, senior women role models. Selected mentors/collaborators should be those who can extend, enhance, or enrich the awardee's knowledge or ability within a particular research domain, or enhance the awardees prominence and reputation within their shared discipline. The External Mentors Program is open to all tenure-track and tenured faculty women in STEM fields at Syracuse University. For tenured women faculty, this initiative is intended to help grantees through the promotion process and enhance leadership in their chosen career path.

The SU ADVANCE External Mentors and Collaborators Program provides funding for proposals that include the following activities:

- a clear articulation of a goal or goals to be achieved by engaging someone outside the university. For example, the relationship might enhance a faculty member's understanding of a particular research technique.
- a plan for the mentor/collaborator to visit SU to meet with the host/awardee and (time permitting) other faculty, and to engage in an activity that would be helpful to the awardee (e.g., visit labs, review data, or work on an article or grant proposal);
- a topic for a research seminar by the external colleague to the individual's department (or broader if desired);
- a plan for the external colleague to engage with the awardee over the course of one year. Plans should specify both a frequency and a method of communication (e.g., monthly Skype meetings).
- a visit by the awardee to the external colleague's lab or other professional site to further engage in activity that would be helpful to the awardee (e.g., training in instrumentation or laboratory technique, campus networking).
- plans for engaging academic writing coaching services and/or writing group support, if appropriate. Academic writing coaches must be approved by SU ADVANCE; for assistance in identifying an appropriate coach or service, please consult with the Executive Director.

The proposed use of funds must demonstrate a significant intention of providing career advancement opportunities for the SU faculty member who receives the award. Within three months of completion of the proposed activities, recipients must provide a brief report on their experience with the External Mentor Program, including information about progress toward the original stated goal, insights gained by engaging in both in person and at-a-distance consultation, and impact on the overall career. The SU ADVANCE evaluation staff (internal and/or external evaluators) will conduct a follow-up with the recipient one year after the report has been submitted.

*Note: The external mentor/collaborator cannot have been the graduate advisor or the postdoctoral advisor of the applicant.*

**FUNDING:** Typical awards range from \$3,500 – \$4,500 depending on the location of the mentor and length of proposed visits. Appropriate items to include in the overall budget include: 1) travel expenses (flight, hotel, ground transportation, meals, etc.); 2) honorarium for the collaborator to speak at SU during a proposed visit; 3) cost of writing support services (for example, should the proposed scope of work benefit from engaging a writing consultant, one can be compensated); and 4) specific project costs as relevant to the identified goal(s) of the collaboration (for example, offset to costs of both traveling to a mutually beneficial conference, etc.). The amount allocated for the last two items (writing support and project costs) cannot exceed \$1000.

**REQUIRED DELIVERABLES AND EXPECTATIONS:** All recipients will be asked to provide a report on their experience with the SU ADVANCE team and will also occasionally be asked to discuss their experiences with program representatives.

**DEADLINE:** Applications will be accepted until program funds are exhausted. If you plan to submit, please contact Marie Garland, Executive Director, SU ADVANCE, to ensure funds are still available and to discuss your proposal.

**PROPOSAL FORMAT:** To be considered, applicants must submit a completed application, which includes the following information:

- Cover Sheet:
  - Applicant’s name, title, department.
  - Proposed mentor’s name, title, department.
  - Time frame for completion of the activities (e.g. when the “year” starts and ends).
- Proposal: The description should not exceed one page (12-point font). Include a specified timeline (e.g., travel date approximations).
- Budget (clearly distinguish between travel, honorarium, and other incidental costs)
- Other: The request must be accompanied by a letter of support/commitment from the proposed mentor/collaborator. The mentor/collaborator must also indicate whether or not she/he is comfortable being listed on the SU ADVANCE website for serving in this role.

**QUESTIONS AND SUBMISSIONS:**

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315-443-0362

**REVIEW PROCESS:** A committee will review applications and select recipients. Funding of proposals depends heavily on:

- the potential for the proposed initiative to further the professional development of the SU STEM faculty woman;
- the potential for the project to enhance the research productivity, success, and advancement of the SU awardee;
- the probability of the proposed initiative establishing a long-term collaborative relationship between SU faculty and faculty at other institutions.