

**Timeline and Process for:
Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM)
(Individuals or Organizations)
(Pending Verification, Previous Deadline was June 17, 2016)**

General Information

PAESMEM recognizes individuals for their mentoring of persons from underrepresented racial and ethnic groups, women, persons with disabilities, and persons from disadvantaged socioeconomic backgrounds. Nominations for the PAESMEM award may be submitted by any individual U.S. citizen or permanent resident or affiliated organization conducting science, technology, engineering and mathematics (STEM or STEM-related) mentoring activities in formal and/or informal settings. Nominations must demonstrate exemplary, measurable mentoring over a sustained 5 year period at a minimum. The awards are cash awards or grants in the amount of \$10,000 each. The award will be accompanied by a commemorative Presidential certificate.

NSF Solicitation: <http://www.nsf.gov/pubs/2016/nsf16534/nsf16534.htm>

Eligible nominators: Self nominations are accepted from individuals or organizations

All nominations must be submitted through www.fastlane.nsf.gov

Required letters of support: At least 2, up to 5

Criteria for Eligibility

Nominees for the "Individual" PAESMEM award must be U.S. citizens or permanent residents in industry, academia, primary and secondary education, military, non-profit organizations, foundations, and government. Some exceptions apply for federal employees. Individual nominees must have at least five years of sustained, exceptional mentoring with demonstrated impact on individuals historically underrepresented in STEM. Groups that are historically underrepresented in STEM include women, persons with disabilities, racial and ethnic minorities (African-Americans, Native Americans, Hispanic Americans, Alaska Natives, Native Hawaiians and other Pacific Islanders). Individuals from disadvantaged socioeconomic backgrounds as well as early career scientists are eligible mentees.

Required Application Materials (Proposals prepared according to the NSF GPG)

Note: See NSF Solicitation for details (e.g., proposal discusses mentoring philosophy and accomplishments rather than proposed research)

- Cover Sheet
- Project Summary (summarizes mentoring work and accomplishments)
- Project Description (describes mentoring philosophy and accomplishments)
- Biographical Sketch
- References Cited
- At least 2 (up to 5) letters of support (can be from mentees and colleagues), which are submitted as supplemental information in fastlane.gov

Timeline: (PAESMEM)

September 1: Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing the PAESMEM Award (along with other external awards, e.g., NMTI/NMS) and deadline.

January 15: OVPR resends announcement of PASEMEM award to all faculty and department chairs.

February 19: Department chairpersons notify OVPR of intended nomination, including (a) nominee's name, department, contact information (b) nominator's name and contact information (self-nominations are fine). Nominations are submitted online through Infoready (<https://ttu.infoready4.com>)

February 26: Nominee or nominator contacts possible letter writers to ask if they are willing to write strong supporting letters; in this request, applicant includes CV and one-page summary of mentoring accomplishments. For those candidate writers who agree, nominator sends links to NSF program solicitation and criteria, instructions for submission of letter, and a request to notify nominee when letter is submitted; writers are asked to submit letter 1 week before agency deadline. Nominee should track these letters until submitted, with reminders to the writers 3 weeks and 2 weeks before the deadline.

March 4: Nominee prepares all proposal materials.

March 18: Nominee registers **as an individual** (not organization) at fastlane.gov. Institutional authorization is not needed; application is not submitted by the Office of Research Services (ORS). Refer to program solicitation for detailed instructions on how to register as an individual, and for link to registration form (on main Fastlane Page under Registration Information). Fax the form to 703 292 9003 (email takes longer; if necessary, contact nrobinso@nsf.gov). Use an email other than your TTU email when registering.

May 27: Nominee reminds letter writers to the nominator by **June 3**.

June 3: All reference letters are due to nominator. Nominator tracks submissions until complete. If needed, nominator sends letter writers reminders to submit letters by **June 10**.

June 10: The nominee submits the application materials to the agency through fastlane.

June 17, Agency deadline: All materials have been submitted to the agency. Applicant sends an electronic or paper copy of the application to ORS. ORS enters information into Cayuse to create a permanent institutional record of the application.