

## 2014 Mini-Grant Program Overview

The NISE Network is pleased to make available a limited number of small, one-time awards to partner institutions that apply and meet application requirements. The purpose of these mini-grant awards is to support initiatives by NISE Net partners to engage their local public audiences in nanoscale science, engineering, and technology topics.

Mini-grant initiatives should represent an increase or expansion in the nano programming an organization currently offers. Requests can be made for an award of **up to \$3,000 dollars** to fund a small project or be put towards a larger endeavor. Only one application per institution per year, please.

Please note organizations cannot be awarded a mini-grant in consecutive years. Organizations awarded during the last mini-grant cycle (December 1, 2012-August 31, 2013) are ineligible for the current 2014 program. Organizations awarded before the 2013 cycle, or those who have applied during a previous cycle and were NOT awarded a mini-grant, may still apply for a 2014 award. We anticipate awarding forty (40) mini-grants in 2014. Mini-grant projects must be completed between December 1, 2013 and August 31, 2014.

Applications are due **November 1, 2013**.

If you have any questions about whether your project meets the eligibility requirements and award criteria, please contact your regional hub leader.

### ELIGIBILITY

#### Eligible activities include:

1. New efforts to integrate nano into existing programming
2. New efforts to reach new audiences with nano programming (including traditionally under-served or under-represented audiences),
3. New partnerships between museums and nano researchers, community-based organizations, or diversity serving organizations

#### Eligible institutions:

- The mini-grant program is designed for NISE Network informal science education institutions (such as museums and research center outreach programs) within the United States.
- Institutions located outside the United States and K-12 schools are not eligible for this program.

#### Examples of eligible projects:

1. **New efforts to integrate nano into existing programming, e.g.:**
  - Integrating nano content into existing programming you regularly offer at your institution that you plan to sustain, such as adding nano content into chemistry demonstrations you already offer.

- Revising your existing summer camp curriculum or after school program activities to incorporate nano activities and concepts.
- Expanding regular outreach work with K-12 educators, such as reworking an existing physics teacher workshop to include nano content.
- Hosting a training workshop or short series of training sessions at your institution to increase the capacity of your staff and volunteers to deliver nano programming to the public (NISE Net training materials are available here: [http://www.nisenet.org/catalog/tools-guides/training\\_materials](http://www.nisenet.org/catalog/tools-guides/training_materials))
- Purchasing or constructing a cart to store NanoDays kit activities to facilitate regular use by staff and volunteers on the museum floor **year-round**.
- Enhancing your visitors' experience by adding visual equipment, labels and signage, or facilitating mobile technology featuring content already developed by the NISE Network (NISE Net materials available here: [http://www.nisenet.org/catalog/exhibits/nano\\_museum\\_labels\\_graphic\\_signs\\_nanodays\\_2013](http://www.nisenet.org/catalog/exhibits/nano_museum_labels_graphic_signs_nanodays_2013) [http://www.nisenet.org/catalog/media/diy\\_nano](http://www.nisenet.org/catalog/media/diy_nano))
- Modifying existing exhibit signage to include nano science content and nanotechnology connections, using NISE Net resources (e.g. adding gecko and butterfly nanoscience content into an existing nature gallery, using the following resources: [http://www.nisenet.org/viz\\_lab/image-collection](http://www.nisenet.org/viz_lab/image-collection) and [http://www.nisenet.org/catalog/programs/biomimicry\\_synthetic\\_gecko\\_tape\\_through\\_nanomolding](http://www.nisenet.org/catalog/programs/biomimicry_synthetic_gecko_tape_through_nanomolding) and: [http://www.nisenet.org/catalog/exhibits/changing\\_colors](http://www.nisenet.org/catalog/exhibits/changing_colors)).
- Starting a nano-related Science Café, nano forum, or other program that address the societal and ethical implications of nanoscale science, engineering, and technology.
- Hosting training for your staff and volunteers about how to incorporate nano-related technology and society issues into conversations with the public. (NISE Net Nano and Society training materials are available here: [http://www.nisenet.org/catalog/tools\\_guides/nano\\_society\\_training\\_materials](http://www.nisenet.org/catalog/tools_guides/nano_society_training_materials))

**2. New efforts to reach new or underserved audiences with nano programming, (including reaching traditionally under-served or under-represented audiences):**

- Significantly modifying or adapting an existing program in the nisenet.org online catalog to work for a different audience (e.g. adapting materials to better meet the needs of your audience or reaching new audiences underserved by regular programming).
- Significantly modifying or adapting an existing program in the nisenet.org online catalog to work in a different educational context (e.g. creating a field trip program for visiting students using several NISE Net programs as source material).
- Expanding a successful program, which already includes nano for underserved audiences. The program could be offered more frequently (e.g. from once a year to once a month) or to new partners (e.g. expanding an outreach program from one library to four).
- Integrating nano into an existing program at your institution that reaches under-served or under-represented audiences.

- Adapting nano activities that reach new or underserved audiences for a festival or community outreach event.
- Working with a new or existing partner to present nano content in an informal educational context (such as an after-school program or local Boys and Girls Club programming).
- Translating an educational program into a different language to meet your local audience needs. (Please note that many NISE Network products have already been translated into Spanish: <http://www.nisenet.org/catalog/spanish>.)
- Hosting a training workshop or short series of training sessions at your institution to increase the capacity of your staff and volunteers to deliver nano programming to an underserved audience.
- Creating a podcast or other programming around the *Nano* mini-exhibition to reach new underserved audiences.

**3. New partnerships between museums and nano researchers, community-based organizations, or diversity serving organizations:**

- Developing new or significantly enhanced partnerships between museums and research centers/scientists to engage the public in nano (see <http://www.nisenet.org/rise> for examples).
- Developing or expanding a training program to train college science students in nanoscale science communication skills (contact [rise@nisenet.org](mailto:rise@nisenet.org) for assistance in locating relevant materials).
- Developing or expanding a college student intern program to focus on nano education with the public (contact [rise@nisenet.org](mailto:rise@nisenet.org) for assistance in locating relevant materials).
- Developing a new or significantly enhanced partnership with an organization that reaches an underserved audience to build a structure for delivering nano programming to that audience.
- Developing new or significantly enhanced programming around the *Nano* mini-exhibition through new or existing partnerships with research centers/scientists.

**Past projects:**

**A list of previously funded mini-grant projects is available here:**

**<http://www.nisenet.org/community/mini-grants>**

**Examples of projects not eligible for mini-grant funding:**

- Continuing existing, ongoing activities
- Implementing your NanoDays 2014 events
- Travel funds to attend a professional conference
- Scholarship and tuition programs
- Projects outside the United States

**TIMELINE**

Mini-grant projects must be completed between December 1, 2013 and August 31, 2014.

## **BUDGET AND EXPENSES**

### **Eligible Expenses:**

Mini-grant recipients will receive a check to cover staff time, benefits, materials and other applicable costs directly related to implementing their proposed project. Mini-grant funds may only be used for work directly relating to the proposed project – indirect costs cannot be paid with mini-grant funds.

### **Some examples of eligible expenses include:**

- Staff time – planning meetings, supervising staff, recruiting and training volunteers/staff/participants, developing new curriculum, adapting existing programming, evaluation
- Educational materials – equipment and supplies to deliver nano programming
- Production and documentation – photography, videography, graphic design, writing
- Evaluation – including Team Based Inquire (NISE Net TBI guide available here: [http://www.nisenet.org/catalog/tools\\_guides/team-based\\_inquiry\\_guide](http://www.nisenet.org/catalog/tools_guides/team-based_inquiry_guide))
- Promotional materials – printing signs, graphic design, newspaper advertisement
- Travel – to outreach audiences, for new audiences related to the project, to meetings with collaborators related to your project
- Booth fee at a local science festival or community outreach event
- Honorarium for outside presenters or panelists
- Other – parking and incidental expenses for guest speakers, translations

### **Ineligible Expenses:**

- Mini-grant funds cannot be used to pay for indirect costs (overhead).
- Mini-grant funds cannot be used for alcohol or food and refreshments.
- Mini-grant funds cannot be used as tuition or scholarships, however funds can offset costs for staff time planning and running a workshop or camp, as well as materials and transportation costs.
- Mini-grant funds cannot be used to attend conferences or for conference registration.
- Mini-grants cannot be used to pay stipends for individuals to attend a training or workshop.

### **Budget:**

The total maximum request is \$3,000. Please break down expenses as in the application example budget below. Your project may be funded by multiple sources, please only include NISE Net funds in the table below. You will be asked to note outside sources of funding elsewhere.

	Amount (in dollars)	Description
Salary *	<input type="text" value="1500"/>	<input type="text" value="Staff time writing camp curriculum &amp; adapting Surface Area program for camp"/>
Benefits *	<input type="text" value="500"/>	<input type="text" value="Staff involved in writing/adapting programming"/>
Materials & Supplies *	<input type="text" value="1000"/>	<input type="text" value="6 Surface Area demos, plus supplies for 40 kids to adapt/create their own"/>
Other *	<input type="text"/>	<input type="text"/>
PROJECT TOTAL *	<input type="text" value="3000"/>	<input type="text"/>

### REPORTING REQUIREMENTS:

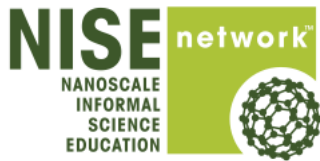
- Mini-grant recipients will complete a short online report describing their project post completion. *NISE Network will provide a template for this report.*
- Mini-grant recipients may be asked to attend a NISE Network Meeting to give a brief presentation about their completed project. *If your institution is asked to present, the NISE Network will cover travel costs for one presenter to attend this meeting.*

### APPLICATION PROCESS

The mini-grant application is an online only process. You cannot save your work on the SurveyGizmo site, so we are attaching a hard copy PDF of the online application for reference. Also, applications left idle in SurveyGizmo for more than ten minutes in will go blank when you progress to the next screen. We strongly suggest that you start your essay questions in a Word doc, save, and cut and paste to the online application.

### SELECTION PROCESS

The NISE Network will review mini-grant applications and award funds only to institutions and projects that meet the eligibility criteria. Proposals will undergo a peer review process by NISE Network representatives. We will be looking to support proposals that demonstrate strong goals and potential reach, that comply with the project terms, and that represent a diverse range of projects.



## ADDITIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITY **Team-Based Inquiry (TBI) Program Recruitment**

### Program overview

This year, a small number of institutions that are awarded a mini-grant will also be invited to participate in an additional professional development opportunity focused on team-based inquiry ([http://www.nisenet.org/catalog/tools\\_guides/team-based\\_inquiry\\_guide](http://www.nisenet.org/catalog/tools_guides/team-based_inquiry_guide)). Team-based inquiry (TBI) is a practical approach to empowering education professionals to get the data they need, when they need it, to improve their products and practices and, ultimately, more effectively engage public and professional audiences. The professional development will be designed to help institutions use TBI to incorporate evaluation and data-based decision-making into their nano education work.

At the end of the mini-grant application, you will be asked to indicate whether or not you would like your institution to be considered for this opportunity. Selected institutions will then receive a follow-up invitation e-mail in January 2014. *Your interest in this professional development will NOT affect the selection and review process of your mini-grant application.*

Please carefully consider the time commitment and timeline of this opportunity before indicating your organization's interest in participating. Although the professional development will be offered at no charge, it will require significant staff time from your institution.

- Between January and July 2014, two individuals from each invited institution will be expected to participate in a 1.5 hour phone call every two weeks and spend an additional 2 to 4 hours per month on professional development activities.
- Two individuals from each invited institution will also be expected to attend a one-day workshop in Portland, Oregon, in April 2014. (Travel, lodging, and food expenses will be covered by the NISE Network.)

Because the professional development will be designed to relate directly to the mini-grant projects, participating in the opportunity will also impact the timeline of your project.

- Between January and March 2014, participants will learn about TBI and prepare for a shared inquiry experience during NanoDays 2014.
- Between April and July, participants will then have the opportunity to work on a TBI study at their own institutions, specific to their mini-grant projects.
- By September 2014, participants will draft a brief final report that describes their TBI study and mini-grant project (separate from the report required for the mini-grant program).

Although mini-grant awards cannot be used to pay for staff time involved with the TBI professional development, we encourage institutions to consider how TBI might be incorporated into a mini-grant project when applying.

# 2014 NISE Network Mini-Grant Application

## NISE Network mini-grant application

Please fill out this application to be considered for a 2014 NISE Network mini-grant. **Applications are due: November 1, 2013**

Mini-Grant projects must be completed between December 1, 2013 and August 31, 2014. Requests can be made for an award up to \$3,000 dollars. Only one application per institution per year, please.

As a reminder, **you can not be awarded a mini-grant in consecutive years!** Those who were awarded during last years 2013 cycle are NOT eligible again until the 2015 cycle. If you were awarded a mini-grant during the 2012 cycle, you are again eligible to apply for a 2014 mini-grant. Anyone who applied during a previous cycle and was NOT awarded a mini-grant may still apply for a 2014 award.

Please note that it is not possible to save this form and return for additional edits. Also, forms left idle for more than ten-minutes will go blank when you progress to the next screen. Please plan to complete the application in one session. We strongly suggest that you start your essay questions in a Word doc, save, and cut and paste to this application. For more information, examples of eligible activities and a PDF preview of the application, please see the **2014 Mini-Grants Program Overview**.

### 1. Contact Information:

First Name \*

Last Name \*

Job Title

Institution \*

Address 1 \*

Address 2

City/Town \*

State \*

Zip \*

Email Address \*

Institution Website

Phone Number \*

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## Organization information

2. Which best describes your organization?

- Museum/Science Center
- College or University - Focus on Nanoscale Science and Engineering

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3. If your organization is a museum, please check boxes to indicate all types that apply:

- Science or Technology Museum
- Children's Museum
- Art or History Museum
- Natural History or Nature Museum
- Emerging or Developing Museum
- Other (please specify)

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4. What is the annual operating budget of your museum or organization?

- under \$250,000
- \$250,000 - \$500,000
- \$500,000 - \$1 million
- \$1 - \$2.5 million
- \$2.5 - \$6.5 million



over \$6.5 million

Comment about annual operating budget (if needed)

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5. NISE Net uses a series of regional hubs to facilitate communication, share materials, and organize events. Please identify the NISE Net regional hub that is appropriate for you. If you are not sure, see the [NISE Net Community map](#).

- Northeast (NY, VT, NH, ME, RI, CT, MA)
- MidAtlantic (PA, NJ, MD, DC, DE, OH, WV)
- Southeast (VA, NC, SC, KY, TN, LA, MS, AL, GA, FL, Puerto Rico)
- South (TX, AR, OK)
- Midwest (ND, SD, NE, KS, MN, IA, MO, WI, IL, MI, IN)
- West (AK, WA, OR, ID, MT, WY, CO, UT, NM)
- Southwest (CA, NV, AZ, HI)

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## Proposed Mini-Grant Project

6. Please summarize your project in 30 words or less. \*

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7. Please describe detailed plans for your project. Include goals, timeframe, who from your institution will be involved, and any collaborators, if applicable. Projects must be completed between December 1, 2013 and August 31, 2014. Project descriptions should be a maximum of 600 words. *See the 2014 Mini-Grants Program Overview for examples of eligible projects.* \*

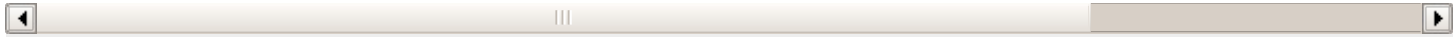
8. Please describe the audience you are trying to reach with the project. Be sure to note if the project will be reaching new, previously under-served audiences for your institution. Audience descriptions should be a maximum of 200 words. \*

9. Mini-Grants Budget: In the table below, please estimate your project budget. Only include NISE Network mini-grant funds in this table. **The maximum request is \$3000.** Mini-grant recipients will receive a check to cover staff time, benefits, materials, and other applicable costs directly related to implementing their proposed project. Mini-grant funds cannot be used to pay for indirect costs, alcohol, food or refreshments. See the 2014 Mini-Grants Program Overview for example budget and eligible costs. \*

*Be sure all blanks are filled, use "0" and "NA" as necessary.*

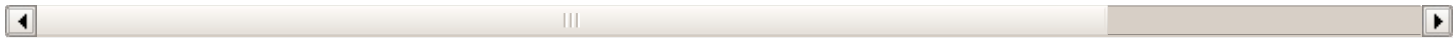
	Amount (in dollars)	Description
Salary	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>
Materials & Supplies	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
PROJECT		

PROJECT TOTAL	<input type="text"/>	<input type="text"/>
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10. If your project will also be supported by other funding sources in addition to the NISE Network mini-grant, please describe those here.

	Amount (in dollars)	Description
Other funding sources	<input type="text"/>	<input type="text"/>



## Mini-Grant funds use agreement

If you are selected to receive a NISE Network mini-grant, you are expected to:

- Complete your proposed mini-grant project between **December 1, 2013 and August 31, 2014**
- Submit a short online report describing the project. *The NISE Network will provide a template for this report. Reports are due in September.*

If you find that you cannot implement your project; you will be asked to return the funds.

11. Do you agree to these terms? \*

- Yes
- No

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## Additional Professional Development Opportunity

Are you interested in an additional professional development opportunity?

Beginning in January 2014, the NISE Network will invite a small number of partner institutions that have received a mini-grant award to also participate in an intensive, seven-month professional development experience focused on team-based inquiry ([http://www.nisenet.org/catalog/tools\\_guides/team-based\\_inquiry\\_guide](http://www.nisenet.org/catalog/tools_guides/team-based_inquiry_guide)). This professional development will relate directly to partner mini-grant projects and will be designed to help institutions use team-based inquiry to incorporate evaluation and data-based decision-making into their nano

education work.

This opportunity is described in more detail in the **2014 Mini-Grants Program Overview**. Before indicating below if your organization is interested in participating, please read more about the opportunity and consider the timeline and required staff time commitment.

**12. Would your organization like to be considered for this team-based inquiry professional development opportunity?** *Your response to this question will NOT affect the selection and review process of your mini-grant application. \**

Yes

No

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## Thank you!

Thank you!

Your mini-grant application is now complete. You will be contacted by a NISE Network representative if there are additional questions about your application. You can expect to hear about the status of your request via email in **early December 2013**

A PDF copy of your application has just been sent to the email address you provided. If you do not see it, be sure to check your spam folder.

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