Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM)

PROGRAM SOLICITATION
NSF 16-534

REPLACES DOCUMENT(S):
NSF 15-551

National Science Foundation

Directorate for Education & Human Resources
Division of Human Resource Development

Submission Window Date(s) (due by 5 p.m. proposer's local time):

January 25, 2016 - June 17, 2016

All Full Nominations Due On June 17, 2016

IMPORTANT INFORMATION AND REVISION NOTES

THIS SOLICITATION IS FOR AN HONORARY AWARDS PROGRAM.

THE NATIONAL SCIENCE FOUNDATION (NSF) ADMINISTERS THE PAESMEM AWARD PROGRAM ON BEHALF OF THE WHITE HOUSE OFFICE OF SCIENCE AND TECHNOLOGY POLICY (OSTP).

Within this solicitation, the word "proposal", "proposer", "application", or "applicant" may be used in place of the word "nomination", "nominator" or "nominee". The PAESMEM program accepts nominations in lieu of proposals or applications. PAESMEM is a honorific awards program and is exempt from NSF merit review criteria. See review criteria for nominations in Section VI of the solicitation.

PAESMEM recognizes individuals for their mentoring of persons from underrepresented racial and ethnic groups, women, persons with disabilities, and persons from disadvantaged socioeconomic backgrounds. Historically underrepresented racial and ethnic groups in science, technology, engineering and mathematics (STEM) fields are African-Americans, Hispanic Americans, Native Americans, Pacific Islanders, Native Hawaiians, and Alaska Natives. Students, teachers, early career scientists, engineers and/or other STEM or STEM-related professionals are eligible mentees. *(Early career scientists, technicians, mathematicians, engineers and STEM or STEM-related professionals include the following categories: post-associate, post-baccalaureate, post-masters, post-doctoral, new STEM faculty, new STEM K-12 teachers (both pre- and in-service), in public and private sectors. Nominations should clearly identify the early career professional mentored.)*

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.

Any U.S. citizen or permanent resident who has done exemplary, measurable mentoring over a sustained 5 year period is eligible for nomination, including federal employees (with some exceptions), military employees or organizations and individuals and organizations in the private sector with outstanding mentoring programs and activities.

Nominators may submit the names of potential nominees - both individuals and organizations - via the PAESMEM on-line community website at www.PAESMEM.net during the open nomination period. Self-nominations will also be accepted via this website. Full nominations must be submitted via FastLane or Grants.gov by the closing nomination submission deadline of Friday, June 17, 2016. All nominations must be submitted by 5:00 P. M. (proposer's local time). Nominations submitted at 5:01 P. M. (proposer's local time) will not be accepted by FastLane starting January 25, 2016.

Federal employees (with some exceptions), military employees or organizations and individuals and organizations in the private sector with outstanding mentoring programs and activities are eligible to submit nominations for the PAESMEM award.

Former recipients of the "individual" PAESMEM award are not eligible for re-nomination. Former recipients of the "Organizational" PAESMEM award may be re-nominated 10 years from receiving an initial or subsequent award. Both individuals and organizations may self-nominate.

Performance (outcome/impact) data are required for all nominations. Organizational nominations require demonstration of rigorous evaluation and assessment over the course of the required 5 year (or more) period of sustained mentoring activity. Organizational nominations must differentiate the organization's mentoring activities and accomplishments from those of individualized achievements.

FastLane Registration - Nominations in the Individual Category

New individuals: New individuals must register in FastLane to submit a new nomination for the 2017 PAESMEM individual award. FastLane will issue a code beginning with the letter "P" for successful individual registrants. Individuals **should not** use institutional accounts to submit PAESMEM nominations in the individual category. See FastLane Registration Instructions in Section V of the solicitation.

Registrations from previous nomination periods beginning with the letter "P" may be used to submit nominations during the current open nomination season.

FastLane Registration - Nominations in the Organizational Category

New organizations: New organizations must also register in FastLane to submit nominations for the 2017 organizational PAESMEM award. See FastLane Registration Instructions in Section V of the solicitation.

Previous organizational nominees may continue to use existing institutional accounts to submit for the 2017 organizational award.

Technical Assistance Available from March - June 2016

Bi-weekly informational webinars will become available for both nominators and nominees in both categories starting March 2016 to provide assistance in preparing nominations. Please refer to the PAESMEM.net website for all PAESMEM technical assistance webinars and schedules during the open nomination period.

For FastLane or Grants.gov Technical Assistance/User Support, please contact the FastLane HelpDesk during the hours of 7:00 A. M. EST to 9:00 P. M. EST Monday through Friday. Telephone: 1-800-673-6188, option 5; email: fastlane@nsf.gov. Grants.gov users may call 1-800-518-4726; email: support@grants.gov.

IMPORTANT INFORMATION ABOUT AUTOMATED PROPOSAL COMPLIANCE CHECKING

Fastlane will check for required sections of the nomination, in accordance with *Grant Proposal Guide (GPG)* instructions described in Chapter II.C.2 for NSF proposals. The GPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. **If a required section is missing, FastLane will not accept the nomination.** Although these sections should not be left blank in nominations submitted for the PAESMEM award, some do not need to be completed at the same level as in NSF proposals. Additional information and guidance is contained in Section V.A. of this solicitation under "Proposal Preparation".

SUMMARY OF PROGRAM REQUIREMENTS

General Information

Program Title:

Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM)

Synopsis of Program:

The Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) is a Presidential award established by the White House in 1995. The PAESMEM program is administered by the National Science Foundation (NSF) on behalf of the White House Office of Science and Technology Policy (OSTP).

Nominations, including self-nominations, are invited for "Individual" and "Organizational" PAESMEM awards. Individuals and organizations in all public and private sectors are eligible including industry, academia, K-12, military and government, non-profit organizations, and foundations. Exceptional STEM or STEM-related mentoring in both formal and/or informal settings is eligible for the PAESMEM award.

Nominations are encouraged from all geographical regions in the U.S. including its territories and particularly jurisdictions designated by Congress under NSF's Experimental Program to Stimulate Competitive Research (EPSCoR). NSF EPSCoR-designated jurisdictions are: Alabama, Alaska, Arkansas, Delaware, Guam, Hawaii, Idaho, Kansas, Kentucky, Louisiana, Maine, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oklahoma, Puerto Rico, Rhode Island, South Carolina, South Dakota, Vermont, Virgin Islands, West Virginia, and Wyoming. Nominations from the U.S. Territories are particularly encouraged.

Each "Individual" or "Organizational" PAESMEM awardee will receive a $10,000 award and a commemorative Presidential certificate. Awardees are also invited to participate in an award recognition ceremony in Washington, DC that includes meetings with STEM educators, researchers and policy leaders. Up to 16 awards may be made from the nominations received on or before June 17, 2016.

PAESMEM awardees serve as leaders in the national effort to develop fully the nation's human resources in STEM. To locate PAESMEM awardees in your state, please visit PAESMEM.net.

Cognizant Program Officer(s):

Please note that the following information is current at the time of publishing. See program website for any updates to the points of contact.

- Martha L. James, Program Officer, Division of Human Resource Development, 815, telephone: (703) 292-7772, fax: (703) 292-9019, email: mjames@nsf.gov

- Nafeesa Owens, Program Officer, Division of Human Resource Development, 815, telephone: (703) 292-5120, fax: (703) 292-9019, email: nowens@nsf.gov

- Nicole Gass, Program Specialist, Division of Human Resource Development, 815, telephone: 703-292-8378, fax: 703-292-9019, email: ngodwin@nsf.gov

- YeVonda N. McIlwaine, Administrative Assistant, Division of Human Resource Development, 815, telephone: (703) 292-7022, fax: (703) 292-9018, email: ymcilwai@nsf.gov

- Shanelle Clay, Science Assistant, Division of Human Resource Development, 815, telephone: 703-292-5389, fax: (703) 292-9019, email: sclay@nsf.gov

- Alfred W. Wilson, Program Analyst, Division of Human Resource Development, 815, telephone: (703) 292-4835, fax: (703) 292-9019, email: awilson@nsf.gov

Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

- 47.076 --- Education and Human Resources

Award Information

Anticipated Type of Award: Cash Award (Individual) or Grant (Organizational)

Estimated Number of Awards: 16

Approximately 16 nominees total from both categories will be recommended to the White House for award recognition from the 2016-2017 competition. These awardees will represent the 2017 cohort of PAESMEM awardees.

Anticipated Funding Amount: $160,000

Eligibility Information

Who May Submit Proposals:

Proposals may only be submitted by the following:

- 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.

    Nominees for the "Organizational" PAESMEM award must be affiliated with a U.S. educational institution or agency, corporation, foundation, military or government agency, or not-for-profit organization. The Organizational nominee may be a mentoring program or activity within an organization. Organizational 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 socio-economic backgrounds as well as early career scientists are eligible mentees.

SUMMARY OF PROGRAM REQUIREMENTS

General Information

Program Title:

Who May Serve as PI:

An individual nominee (Individual) must be a U.S. citizen or permanent resident. Nominees may be federal government employees except for those identified in the U.S. Code Title 5. Pursuant to Chapter 45 of title 5, these federal government employees would be ineligible for the PAESMEM award:

- Employees in a SES position and not a career appointment during a Presidential election period;
- Employees in an excepted service position of a confidential or policy-determining character (Schedule C) during a Presidential election period;

Cash awards are not permitted to employees appointed by the President with Senate confirmation who serve in an Executive Schedule position or a position for which pay is set in statute by reference to a section or level of the Executive Schedule. Addtional information on exceptions for federal government employees may be obtained at: http://www.law.cornell.edu/uscode/5/usc_sup_01_5_10_III_20_C_30_45_40_I.html.

Former Individual award recipients of the PAESMEM award are not eligible to submit a nomination in this competition. Organizational award recipients of less than 10 years are not eligible to submit a nomination in this competition.

Limit on Number of Proposals per Organization:

Multiple programs or individuals from the same institution may be nominated. However each program or individual may be nominated only once in a competition.

Limit on Number of Proposals per PI or Co-PI: 1

Limits on PAESMEM nominations:

Only one nomination per individual or organization will be considered in each category of award (Individual or Organizational).

An individual or organization may self-nominate.

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions

- **Letters of Intent:** Not required

- **Preliminary Proposal Submission:** Not required

- **Full Proposals:**

    - Full Proposals submitted via FastLane: NSF Proposal and Award Policies and Procedures Guide, Part I: Grant Proposal Guide (GPG) Guidelines apply. The complete text of the GPG is available electronically on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.
    - Full Proposals submitted via Grants.gov: NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov Guidelines apply (Note: The NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide)

B. Budgetary Information

- **Cost Sharing Requirements:**

    Inclusion of voluntary committed cost sharing is prohibited.

- **Indirect Cost (F&A) Limitations:**

    Not Applicable.

- **Other Budgetary Limitations:**

    Not Applicable

C. Due Dates

- **Submission Window Date(s)** (due by 5 p.m. proposer's local time):

    January 25, 2016 - June 17, 2016

    All Full Nominations Due On June 17, 2016

Proposal Review Information Criteria

PAESMEM is a honorific awards program and is exempt from NSF merit review criteria.

See review criteria for nominations in Section VI of this solicitation.

Award Administration Information

Award Conditions:

Not Applicable.

Reporting Requirements:

Not Applicable.

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I. INTRODUCTION

The Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) recognizes those who have made significant contributions to mentoring and thereby support the future and productivity of the U.S. science, technology, engineering and mathematics, (STEM) workforce. The program was created to identify and recognize individuals and organizations that have contributed outstanding efforts in mentoring and have enhanced the participation of individuals (including persons with disabilities) who might not otherwise have considered or had access to opportunities in STEM disciplines and professions.

In June 2015, fifteen new awardees (14 individuals and 1 organization) were recognized by the White House for their exceptional mentoring contributions which aid in diversifying the nation's workforce. Cumulatively, over 250 individuals and organizations have received this distinguished Presidential recognition serving as exemplars to their colleagues and leaders in the national effort to develop more fully the nation's human resources in STEM.

The PAESMEM community's exemplary mentoring accomplishments reinforce and undergird OSTP's engagement of the public in making noteworthy contributions to the development of the STEM enterprise while broadening the participation of individuals in all pathways of STEM learning. Nominations are evaluated and awardees selected for impact, significance and high quality mentoring achievements.

Note: *The PAESMEM award is bestowed for past mentoring achievements as opposed to implementation of future mentoring activities. Proposals for research on mentoring in STEM disciplines and new mentoring implementation projects, including conference proposals, may be submitted to NSF under the Grant Proposal Guide, NSF 16-1. Please contact PAESMEM program officers to discuss funding opportunities prior to proposal submission.*

II. PROGRAM DESCRIPTION

CALL FOR NOMINATIONS FOR THE 2017 COHORT OF PAESMEM AWARDEES

Nominations for the PAESMEM award will be accepted until June 17, 2016 for selection of the 2017 awardees. Nominations are encouraged from all geographical regions in the U.S. including its territories and particularly jurisdictions designated by Congress under NSF's Experimental Program to Stimulate Competitive Research (EPSCoR). EPSCoR-designated jurisdictions are: Alabama, Alaska, Arkansas, Delaware, Guam, Hawaii, Idaho, Kansas, Kentucky, Louisiana, Maine, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oklahoma, Puerto Rico, Rhode Island, South Carolina, South Dakota, Vermont, Virgin Islands, West Virginia, and Wyoming.

Submitting Names of Potential Nominees Using PAESMEM.net

Nominators may submit the names of potential nominees using the PAESMEM.net website (www.paesmem.net) on or before Friday, May 6, 2016. The nominee will receive an automated email providing information about the award program with encouragement to submit the completed nomination in FastLane or Grants.gov by the deadline of Friday, June 17, 2016 and guidance for full nomination submission. The nominator will also receive a copy of the information sent to the nominee. Individual and organizational self-nominees may also use the PAESMEM.net website. Log-in to the website is required to nominate.

Submitting Names of Potential Nominees Via Email

Use of the PAESMEM.net website is highly encouraged to submit the names of potential nominees for the 2017 award. An email option to nominate is also available. Nominators may send an email to paesmem@nsf.gov to nominate individuals or organizations for the 2017 award. Emails should be sent to paesmem@nsf.gov on or before Friday, May 6, 2016 with full contact information (name of nominee, email address, telephone number and mailing address, if known) of the person or organization to be contacted by NSF staff. The nominee and nominator will receive an email from NSF providing information about the award program with encouragement to submit the completed nomination in Fastlane or Grants.gov by the deadline of Friday, June 17, 2016 and guidance for full nomination submission. Individual and organizational self-nominees may also use the email process.

Nominators are advised to communicate directly with the individual or organization about the intent to nominate and allow sufficient time for the nominee to develop a complete and competitive nomination for submission to NSF through the FastLane or Grants.gov systems. Nominators may be included on the nomination cover page in the Co-Principal Investigator(s) section.

The deadline for all completed nomination packages to be submitted in FastLane or Grants.gov is Friday, June 17, 2016 at 5 p.m. of the nominee's local time. Failure to submit nominations by 5 p.m. nominee's local time will result in the nomination not being accepted. **NOTE:** FASTLANE and Grants.Gov are the only available systems that accept official PAESMEM nominations. PAESMEM.net is **NOT** an avenue for submission of the official nomination.

Mentoring Resources

PAESMEM.net serves as a resource for the STEM mentoring community. Historical resources, such as the white paper prepared by PAESMEM awardees in 2006 entitled *"Mentoring for Science, Technology, Engineering and Mathematics Workforce Development and Lifelong Productivity: Success across the K through Grey Continuum",* which defines mentoring at varying pathways and differing sectors, is available on the PAESMEM.net website. Most states are represented among the current PAESMEM awardees. Contacting a mentor in your state may lead to a productive collaboration in developing a highly competitive individual or organizational nomination. You may also contact NSF's PAESMEM Team at paesmem@nsf.gov or the PAESMEM community manager at communitymanager@paesmem.net for alumni recommendations.

III. AWARD INFORMATION

The number of awards is subject to the availability of funds; however, an estimated 16 new awards for the 2017 cohort are expected. The awards are cash awards or grants in the amount of $10,000 each. The award will be accompanied by a commemorative Presidential certificate. Only one award will be made to an individual or organizational per competition. The White House Office of Science and Technology Policy (OSTP) will notify awardees.

IV. ELIGIBILITY INFORMATION

Who May Submit Proposals:

Proposals may only be submitted by the following:

- 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.

  Nominees for the "Organizational" PAESMEM award must be affiliated with a U.S. educational institution or agency, corporation, foundation, military or government agency, or not-for-profit organization. The Organizational nominee may be a mentoring program or activity within an organization. Organizational 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 socio-economic backgrounds as well as early career scientists are eligible mentees.

Who May Serve as PI:

An individual nominee (Individual) must be a U.S. citizen or permanent resident. Nominees may be federal government employees except for those identified in the U.S. Code Title 5. Pursuant to Chapter 45 of title 5, these federal government employees would be ineligible for the PAESMEM award:

- Employees in a SES position and not a career appointment during a Presidential election period;
- Employees in an excepted service position of a confidential or policy-determining character (Schedule C) during a Presidential election period;

Cash awards are not permitted to employees appointed by the President with Senate confirmation who serve in an Executive Schedule position or a position for which pay is set in statute by reference to a section or level of the Executive Schedule. Additional information on exceptions for federal government employees may be obtained at: http://www.law.cornell.edu/uscode/5/usc_sup_01_5_10_III_20_C_30_45_40_I.html. Former Individual award recipients of the PAESMEM award are not eligible to submit a nomination in this competition. Organizational award recipients of less than 10 years are not eligible to submit a nomination in this competition.

Limit on Number of Proposals per Organization:

Multiple programs or individuals from the same institution may be nominated. However each program or individual may be nominated only once in a competition.

Limit on Number of Proposals per PI or Co-PI: 1

Limits on PAESMEM nominations:

Only one nomination per individual or organization will be considered in each category of award (Individual or Organizational).

An individual or organization may self-nominate.

Additional Eligibility Info:

Eligible STEM or STEM-related mentoring programs for the **Organizational** award must be affiliated with a U. S. corporation, educational institution or agency, military or government agency, non-profit organization or foundation.

Only U.S. organizations conducting STEM or STEM-related activities are eligible for the PAESMEM award.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

Full Proposal Preparation Instructions: Proposers may opt to submit proposals in response to this Program Solicitation via Grants.gov or via the NSF FastLane system.

- Full proposals submitted via FastLane: Proposals submitted in response to this program solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF Grant Proposal Guide (GPG). The complete text of the GPG is available electronically on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail

from nsfpubs@nsf.gov. Proposers are reminded to identify this program solicitation number in the program solicitation block on the NSF Cover Sheet For Proposal to the National Science Foundation. Compliance with this requirement is critical to determining the relevant proposal processing guidelines. Failure to submit this information may delay processing.

- Full proposals submitted via Grants.gov: Proposals submitted in response to this program solicitation via Grants.gov should be prepared and submitted in accordance with the NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov. The complete text of the NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide). To obtain copies of the Application Guide and Application Forms Package, click on the Apply tab on the Grants.gov site, then click on the Apply Step 1: Download a Grant Application Package and Application Instructions link and enter the funding opportunity number, (the program solicitation number without the NSF prefix) and press the Download Package button. Paper copies of the Grants.gov Application Guide also may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from nsfpubs@nsf.gov.

Nominees are required to prepare and submit all nominations in response to this program solicitation through the use of the NSF FastLane system or through Grants.gov. FastLane is the online system NSF uses to solicit research and education proposals. Grants.gov is the online system that encompasses all of the Federal grant-making agencies.

For Nominations Submitted via FastLane: Detailed instructions regarding the technical aspects of submission via FastLane, see detailed technical instructions available at: https://www.fastlane.nsf.gov/a1/newstan.htm. For FastLane User Support, please call the FastLane Help Desk at 1-800-673-6188 or email fastlane@nsf.gov. The FastLane Help Desk answers general technical questions related to the use of the FastLane System.

Before starting a nomination in FastLane, the nominee (the individual or organizational representative) must register as an Individual in the system. This means that the nominee functions as his or her own institutional representative and must submit the nomination.

To Register as an Individual Nominee:

1. Go to the FastLane Home Page (https://www.fastlane.nsf.gov/fastlane.jsp)
2. Click Registration Information
3. Click New Organization and FastLane Contact Registration
4. Type xxxx in the Organization Name search box and click Organization Search
5. Click New Individual Registration. Complete all required information and click Submit.
6. Print the form, sign and date, and click Continue.
7. Follow the on-screen instructions to submit the completed form by fax or by email as an attachment. FastLane staff will receive the signed registration form.

For Applications Submitted via Grants.gov: The Grants.gov Grant Community User Guide is a comprehensive reference document that provides technical information about Grants.gov. The Grants.gov User Guide is available at: http://www07.grants.gov/applicants/app_help_reso.jsp. For Grants.gov user support, contact the Grants.gov Contact Center at 1-800-518-4726 or by email at support@grants.gov. The Grants.gov Contact Center answers general technical questions related to the use of Grants.gov.

Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in the solicitation.

Special Instructions for Grants.gov users:

1. At the beginning of the Grants.gov application package, before the "Application Filing Name" field, check the box "I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization."
2. Include the "NSF FastLane System Registration" form in your application.
3. Complete ALL of Section 3. Most applicants for the PAESMEM program will, in fact, be "employed by or affiliated with, an organization", but it is essential to complete the application as if this were NOT the case.

Cover Sheet Instructions

- For "Individual" self-nominations, the nominee should be listed in the Principal Investigator section of the cover sheet.
- For all other "Individual" nominations, the nominee should be listed in the section for the Principal Investigator. The nominator should be listed in the Co-PI section of the cover sheet.
- For organizational nominations, the organizational representative for the organization should be listed in the Principal Investigator section on the cover sheet. The nominator should be listed in the Co-Principal Investigator section of the cover sheet. The organizational representative/PI is the person identified by the organization who will be the representative for award recognition activities.

When completing the cover sheet, it is important to indicate the program solicitation number. Nominations should show "HRD: Division of Human Resource Development" as the cognizant division, and "PRES AWDS FOR EXCELL IN SCI" as the program in the section entitled "NSF Unit Consideration".

The "Title of the Proposed Project" should begin with either "INDIVIDUAL" OR "ORGANIZATIONAL", followed by the name of the individual or organization. For example, INDIVIDUAL: Jane Doe; ORGANIZATIONAL: XYZ Mentoring Institute.

The cover page should indicate "Fellowship" under Funding Mechanism for all nominations.

Additional Guidance For Preparing Your Nomination

The required sections of a standard NSF proposal are listed below. If the section of the proposal is not required for the PAESMEM nomination, the requirements for completion may be met by using the language specified in parentheses. Doing so will enable FastLane to accept your proposal.

- Cover Sheet **(Required)**
- Project Summary **(Required)**
- Project Description **(Required)**
- References Cited **(Required)**
- Biographical Sketches **(Required)**
- Budget (Not Required. In accordance with the Budget Preparation Instructions in Section V.B of this solicitation, populate the Proposal Budget Summary page with zeros.)
- Budget Justification (Not required. Insert text or upload a document that states "This information is not required by the Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) Award Program.")

- Current and Pending Support (Not Required. Insert text or upload a document that states "This information is not required by the Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) Award Program.")
- Facilities, Equipment & Other Resources (Not Required. Insert text or upload a document that states "The Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) Award Program.")
- Supplementary Documentation - Data Management Plan: (Not Required. Insert text or upload a document that states "Because the nominee is not engaged in scientific research, the Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) Award Program does not require submission of a data management plan.")
- Letters of Support **(Required)**

Nomination Preparation and Submission Instructions

The full *INDIVIDUAL* Nomination Package must include the following sections:

Project Summary

The project summary should **summarize** the mentoring work and accomplishments. A full narrative and supporting evidence should be contained in the other sections of the nomination.

- Use the **Overview** section of the module **only** to provide a summary of the mentoring work and accomplishments.
- Enter "**Not Applicable**" in the text boxes for **Intellectual Merit** and **Broader Impacts**.

Information must be entered into all three text boxes or the nomination will not be accepted by FastLane. Note that there is a limit of 4,600 characters total (including, for example, double spaces for paragraph breaks) for all three text boxes in the Project Summary.

The Overview section may be used for the majority of this text limit. Please ensure that you allow for the words "Not Applicable" to be entered into the text boxes for Intellectual Merit and Broader Impacts.

Project Description

The project description section of the nomination addresses the work cited in full support of the nomination. The project description for "Individual" nominations must contain the following two sections only:

1. The nominee's mentoring philosophy (include references to any literature and models that were used to develop the mentoring philosophy, if applicable). (1 to 2 pages)
2. The nominee's mentoring accomplishments (up to 6 pages). A description of the activities and strategies employed as a mentor including the number of years of experience and the reason for targeting the chosen population of students, trainees, and/or early career scientists and engineers. Clearly delineate the achievements of the individual nominee as separate from achievements of his or her corporation, institution, agency or organization. Suggested components:Explain how the nominee's mentoring activities are above and beyond those expected from others employed in similar positions.
    - Explain how the mentoring activities were designed and tailored to meet the needs and interests of the mentees.
    - Describe any innovative mentoring activities developed and implemented by the nominee that could be adopted by others, if applicable.
    - Describe other awards and recognitions received by the nominee, if applicable.
    - Include quantitative information on the impact of the mentoring, such as:
        - The number and demographics of personally mentored students, trainees, and/or early career scientists and engineers. If including lists of mentees by name do not include demographic information which is protected personally identifiable information. Provide summary aggregate demographic information on mentees;
        - Outcome information on mentees personally mentored, such as academic achievement, retention, degree attainment, research productivity, career placement, career satisfaction, promotion, attainment of leadership roles, etc.

References Cited

Biographical Sketch(es):

- A two page resume or curriculum vitae for the nominee with current contact information. Biographical sketches must be included for persons listed on the cover sheet.

Supplementary Documentation:

- Between two and four letters of support (at least two letters of support are required).
- Letters can be from mentees as well as colleagues familiar with the nominee's work.

There is no required format for letters of recommendation or support. It should be clear who has written the letter and what the relationship is to the nominee. Letters may further address the review criteria (impact, significance, and/or quality of the mentoring activity of the nominee) and can also provide relevant information that may not be included in the other nomination materials. Letters may be addressed as follows: PAESMEM Program Officials, Division of Human Resource Development, Room 815, Arlington, VA 22230. All letters should be submitted with the nomination in FastLane or Grants.gov. Separate letters submitted via email, U.S. mail or other delivery method will not be considered.

The full *ORGANIZATIONAL* Nomination Package must include the following sections:

Project Summary

The project summary should **summarize** the mentoring work and accomplishments. A full narrative and supporting evidence should be contained in the other sections of the nomination.

- Use the **Overview** section of the module **only** to provide a summary of the mentoring work and accomplishments.
- Enter "**Not Applicable**" in the text boxes for **Intellectual Merit** and **Broader Impacts**.

Information must be entered into all three text boxes or the nomination will not be accepted by FastLane. Note that there is a limit of 4,600 characters total for all three text boxes in the Project Summary. The Overview section may be used for the majority of this limit, but please make sure that you allow for "Not Applicable" to be entered into the text boxes for Intellectual Merit and Broader Impacts.

Project Description

The project description section of the nomination addresses the work cited in full support of the nomination. The project description for

"Organizational" nominations must contain the following three sections only:

1. A brief description of the organization. (1 page)
2. The organization's mentoring philosophy (include references to any literature and models that were used to develop the mentoring philosophy, if applicable). (1 to 2 pages)
3. The organization's mentoring accomplishments (up to 6 pages). A description of the organizational activities and strategies employed as well as the number of years of experience and the reason for targeting the chosen population of students, trainees, and/or early career scientists and engineers. Suggested components:
   - Explain how the mentoring activities were designed and tailored to meet the needs and interests of the mentees.
   - Describe any innovative mentoring activities developed and implemented by the organization that could be adopted by others, if applicable.
   - Describe the organization's assessment of the mentoring activities.
   - Describe other awards and recognitions received by the organization, if applicable.
   - Include quantitative information on the impact of the mentoring, such as:
     - The number and demographics of mentees impacted by the organization's activities. If including lists of mentees by name do not include demographic information which is protected personally identifiable information. Provide summary aggregate demographic information on mentees;
     - Outcome information on mentees such as academic achievement, retention, degree attainment, research productivity, career placement, promotion, attainment of leadership roles, etc.

References Cited

Biographical Sketch(es):

A two page resume or curriculum vitae for the organizational representative(s) with current contact information (one primary representative) is required. Up to four other organizational representatives may be listed on the cover page. Biographical sketches must be included for persons listed on the cover sheet.

Supplementary Documentation:

Between two and five letters of support (at least two letters of support are required).

- Letters can be from mentees as well as colleagues familiar with the organization's work.

Additional information or documents other than the stated nomination documents outlined above will result in the nomination being returned by NSF without review.

B. Budgetary Information

Cost Sharing:

Inclusion of voluntary committed cost sharing is prohibited.

Indirect Cost (F&A) Limitations:

Not Applicable.

Budget Preparation Instructions:

This program provides a cash award or grant of $10,000 to awardees.

NSF budgets are not required for PAESMEM nominations. Populate the Nomination Budget Summary page with zeros.

The NSF budget justification is not required. Insert text or upload a document that states "This information is not required by the Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) Award Program."

C. Due Dates

- **Submission Window Date(s)** (due by 5 p.m. proposer's local time):

  January 25, 2016 - June 17, 2016

    All Full Nominations Due On June 17, 2016

D. FastLane/Grants.gov Requirements

For Proposals Submitted Via FastLane:

  To prepare and submit a proposal via FastLane, see detailed technical instructions available at: https://www.fastlane.nsf.gov/a1/newstan.htm. For FastLane user support, call the FastLane Help Desk at 1-800-673-6188 or e-mail fastlane@nsf.gov. The FastLane Help Desk answers general technical questions related to the use of the FastLane system. Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this funding opportunity.

For Proposals Submitted Via Grants.gov:

  Before using Grants.gov for the first time, each organization must register to create an institutional profile. Once registered, the applicant's organization can then apply for any federal grant on the Grants.gov website. Comprehensive information about using Grants.gov is available on the Grants.gov Applicant Resources webpage: http://www.grants.gov/web/grants/applicants.html. In addition, the NSF Grants.gov Application Guide (see link in Section V.A) provides instructions regarding the technical preparation of proposals via Grants.gov. For Grants.gov user support, contact the Grants.gov Contact Center at 1-800-518-4726 or by email: support@grants.gov. The Grants.gov Contact Center answers general technical questions related to the use of Grants.gov. Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this

solicitation.

Submitting the Proposal: Once all documents have been completed, the Authorized Organizational Representative (AOR) must submit the application to Grants.gov and verify the desired funding opportunity and agency to which the application is submitted. The AOR must then sign and submit the application to Grants.gov. The completed application will be transferred to the NSF FastLane system for further processing.

Proposers that submitted via FastLane are strongly encouraged to use FastLane to verify the status of their submission to NSF. For proposers that submitted via Grants.gov, until an application has been received and validated by NSF, the Authorized Organizational Representative may check the status of an application on Grants.gov. After proposers have received an e-mail notification from NSF, Research.gov should be used to check the status of an application.

VI. PAESMEM REVIEW PROCEDURES

PAESMEM nominations will be reviewed by a panel of mentoring and STEM experts for the overall impact, significance, and quality of the mentoring activities described in the nomination materials.

A. Merit Review Principles and Criteria

The review criteria are as follows for *"Individual"* nominations:

- **Impact:** Are the impacts and outcomes of the mentoring outstanding?
- **Significance:** Are the mentoring accomplishments above and beyond what would be expected for other individuals in similar positions?
- **Quality:** How well has the nominee designed, tailored, and implemented the mentoring activities and strategies for the targeted mentees?

The review criteria are as follows for *"Organizational"* nominations"

- **Impact:** Are the impacts and outcomes of the mentoring outstanding?
- **Significance:** Are the mentoring activities and strategies regarded as exemplars with potential for wider implementation? Are the mentoring accomplishments above and beyond what would be expected for other organizations of similar scope? Does this organization have a model that has the potential for wider implementation?
- **Quality:** How well has the nominee designed, tailored, and implemented the mentoring activities and strategies for the targeted mentees? How well has the organization assessed the impacts of the mentoring activities?

B. Review and Selection Process

Proposals submitted in response to this program solicitation will be reviewed by Panel Review

Reviewers will be asked to write a review giving the strengths and weaknesses of the nomination. The Program Officer assigned to manage the nomination's review will consider the advice of reviewers and will formulate a recommendation.

A summary rating and accompanying narrative will be completed and submitted by each reviewer. In all cases, reviews are treated as confidential documents. Verbatim copies of reviews, excluding the names of the reviewers or any reviewer-identifying information, are sent to the nominee by the Program Director. After review and consideration of appropriate factors, NSF provides advice to the President on recommendations for the awards.

VII. AWARD INFORMATION

A. Notification of the Award

The PAESMEM program is administered by NSF on behalf of the White House. A list of recommendations is submitted to the White House Office of Science and Technology Policy (OSTP) by NSF. Initial contact will be in reference to White House clearance information. It is anticipated that OSTP and/or NSF will contact nominees recommended for award. This informal notification is not a guarantee of an eventual award.

In most instances, the recognition ceremony is independent of the announcement of awardees. The announcement of awardees may be made prior to scheduling of ceremony activities. There is no fixed annual date for award announcement or scheduling the recognition ceremony.

B. Award Conditions

PAESMEM awards are not subject to standard NSF award conditions.

C. Reporting Requirements

PAESMEM awards are not subject to standard NSF reporting requirements.

VIII. AGENCY CONTACTS

Please note that the program contact information is current at the time of publishing. See program website for any updates to the points of contact.

General inquiries regarding this program should be made to:

- Martha L. James, Program Officer, Division of Human Resource Development, 815, telephone: (703) 292-7772, fax: (703) 292-9019, email: mjames@nsf.gov
- Nafeesa Owens, Program Officer, Division of Human Resource Development, 815, telephone: (703) 292-5120, fax: (703) 292-9019, email: nowens@nsf.gov
- Nicole Gass, Program Specialist, Division of Human Resource Development, 815, telephone: 703-292-8378, fax: 703-292-9019, email: ngodwin@nsf.gov
- YeVonda N. McIlwaine, Administrative Assistant, Division of Human Resource Development, 815, telephone: (703) 292-7022, fax: (703) 292-9018, email: ymcilwai@nsf.gov
- Shanelle Clay, Science Assistant, Division of Human Resource Development, 815, telephone: 703-292-5389, fax: (703) 292-9019, email: sclay@nsf.gov

- Alfred W. Wilson, Program Analyst, Division of Human Resource Development, 815, telephone: (703) 292-4835, fax: (703) 292-9019, email: awilson@nsf.gov

For questions related to the use of FastLane, contact:

- FastLane Help Desk, telephone: 1-800-673-6188; e-mail: fastlane@nsf.gov.

For questions relating to Grants.gov contact:

- Grants.gov Contact Center: If the Authorized Organizational Representatives (AOR) has not received a confirmation message from Grants.gov within 48 hours of submission of application, please contact via telephone: 1-800-518-4726; e-mail: support@grants.gov.

IX. OTHER INFORMATION

The NSF website provides the most comprehensive source of information on NSF Directorates (including contact information), programs and funding opportunities. Use of this website by potential proposers is strongly encouraged. In addition, "NSF Update" is an information-delivery system designed to keep potential proposers and other interested parties apprised of new NSF funding opportunities and publications, important changes in proposal and award policies and procedures, and upcoming NSF Grants Conferences. Subscribers are informed through e-mail or the user's Web browser each time new publications are issued that match their identified interests. "NSF Update" also is available on NSF's website.

Grants.gov provides an additional electronic capability to search for Federal government-wide grant opportunities. NSF funding opportunities may be accessed via this mechanism. Further information on Grants.gov may be obtained at http://www.grants.gov.

ABOUT THE NATIONAL SCIENCE FOUNDATION

The National Science Foundation (NSF) is an independent Federal agency created by the National Science Foundation Act of 1950, as amended (42 USC 1861-75). The Act states the purpose of the NSF is "to promote the progress of science; [and] to advance the national health, prosperity, and welfare by supporting research and education in all fields of science and engineering."

NSF funds research and education in most fields of science and engineering. It does this through grants and cooperative agreements to more than 2,000 colleges, universities, K-12 school systems, businesses, informal science organizations and other research organizations throughout the US. The Foundation accounts for about one-fourth of Federal support to academic institutions for basic research.

NSF receives approximately 55,000 proposals each year for research, education and training projects, of which approximately 11,000 are funded. In addition, the Foundation receives several thousand applications for graduate and postdoctoral fellowships. The agency operates no laboratories itself but does support National Research Centers, user facilities, certain oceanographic vessels and Arctic and Antarctic research stations. The Foundation also supports cooperative research between universities and industry, US participation in international scientific and engineering efforts, and educational activities at every academic level.

Facilitation Awards for Scientists and Engineers with Disabilities provide funding for special assistance or equipment to enable persons with disabilities to work on NSF-supported projects. See Grant Proposal Guide Chapter II, Section D.2 for instructions regarding preparation of these types of proposals.

The National Science Foundation has Telephonic Device for the Deaf (TDD) and Federal Information Relay Service (FIRS) capabilities that enable individuals with hearing impairments to communicate with the Foundation about NSF programs, employment or general information. TDD may be accessed at (703) 292-5090 and (800) 281-8749, FIRS at (800) 877-8339.

The National Science Foundation Information Center may be reached at (703) 292-5111.

- **Location:**   4201 Wilson Blvd. Arlington, VA 22230

- **For General Information**   (703) 292-5111
  (NSF Information Center)**:**

- **TDD (for the hearing-impaired):**   (703) 292-5090

- **To Order Publications or Forms:**

      Send an e-mail to: nsfpubs@nsf.gov

      or telephone: (703) 292-7827

- **To Locate NSF Employees:**   (703) 292-5111

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding applicants or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-51, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton
Reports Clearance Officer
Office of the General Counsel
National Science Foundation
Arlington, VA 22230

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