NCWIT Academic Alliance (AA)
SPRING 2015 STUDENT SEED FUND AWARD (ROUND 10)
Funded by Symantec

Call for Proposals
Deadline: March 15, 2015, at midnight Mountain Time

ABOUT THE AWARD
The National Center for Women & IT (NCWIT) Academic Alliance (AA) are pleased to announce that Symantec has donated funds to seed programs and initiatives for student organizations that promote increased women in computing and IT programs on our AA member campuses.

HOW MUCH FUNDING IS AVAILABLE?
Each gift is for $1,000.

WHO IS ELIGIBLE TO APPLY?
Applications will be accepted from any student computing or IT related student group that is involved in recruiting, retaining and supporting women in technology related majors and are therefore in alignment with the mission of NCWIT. The institution where the student group resides must be a non-profit, U.S. university and the funds must be given to and administered through a registered non-profit as a gift. The institution must also be a member of the NCWIT Academic Alliance as listed here: http://www.ncwit.org/alliances/members/45. To become a member (membership is free), a faculty member should complete the online form no later than 3/22/2015: http://www.ncwit.org/academic-alliance-membership-form
Note: An institution can receive only one award per campus annually.

HOW DO WE APPLY?
Submit your online applications to: https://app.wizehive.com/appform/login/NCWIT-SSF-Spring2015
Note: in order to apply, you will need to create a WizeHive signup account (free). You will only need one WizeHive account for your student computing organization.

To help prepare students for what is requested on the online application, below is a list of the questions:
1. Name and E-mail of requesting Organization and Student Leader
2. Name of University or College
3. Name and E-mail of Advisor or Department Head (person writing the letter of support)
4. Description of student organization. Include:
   a. Description/mission of your organization (300 word limit)
   b. The URL of your web site (if one exists)
   c. The number of members
   d. Number of CS/IT majors

5. Describe how the $1,000 gift will be used. Include:
   a. Activity including its purpose, how you will get people to participate, and the actions they will take as part of your activity (300 word limit)
   b. A detailed budget describing how the $1,000 gift will be used (e.g., our group will spend $xxx on food and $xxx on transportation for high school students to attend) (300 word limit)
   c. How does this activity help to promote or sustain the Women in CS/IS/IT group at your university? (300 word limit)
   d. Number of people served
   e. Has this event been held before and if so, were there any successful outcomes? (300 word limit)
   f. How will participants benefit? (300 word limit)
   g. How will this initiative be assessed or measured to determine success? (300 word limit)

6. Letter of support in PDF format from your Advisor or Department Head will need to be uploaded in the application before you are able to submit it and must be done no later than March 15, 2015.

TIP: It is often helpful to be specific about the components of your event, such as benefits and assessment. For example, while every project is different, try to avoid vague assessment plans such as simply writing, "We will give surveys at the end of the semester."

**IMPORTANT DEADLINES:**
Deadline for proposal submission: 3/15/2015 at midnight Mountain Time
Deadline for letter of recommendation from advisor: 3/15/2015
Deadline for advisor to request they or their institution become a member: 3/22/2015
Awardees Notified: 5/15/2015
Deadline for winners to submit payment information: 6/15/2015
Final Report Submission: 11/20/2015

**NCWIT ONLINE INFORMATION ABOUT THIS PROJECT:**

**WHO REVIEWS THE PROPOSALS AND WHAT ARE THE REVIEW CRITERIA?**
Proposals will be reviewed by a committee and the following criteria will be taken into consideration at that time:

1. Letter of recommendation from faculty advisor or department head
2. How does this activity help to promote or sustain the Women in CS/MIS/IT group at the applicant’s university?
3. How many students will benefit from the activity?
4. How will the initiative be assessed or measured for impact?
IF WE RECEIVE FUNDING, WHAT SHOULD WE INCLUDE IN OUR FINAL REPORT?
Funded groups are expected to submit a final report that includes the following information:
1. University Name
2. Faculty Advisor
3. Student leader contact information
4. Activity Name
5. Activity Description
6. Number and grade level of participants: Grade School, High School, Freshman, Sophomore, Junior, Senior, Grad Student
7. Recommendations to future student groups that want to pursue a similar activity
8. (Optional) Up to 4 photos from the activity
9. Provide us with your W9 form for funding purposes

WHEN ARE FINAL REPORTS DUE?
Final reports are due by November 20, 2015 and should be submitted by completing this survey: https://www.surveymonkey.com/s/StudentSeedFundFinalReport. Data from funded proposals and final reports may be published on our website.

About Symantec: Symantec helps consumers and organizations secure and manage their information-driven world. Their software and services protect against more risks at more points, more completely and efficiently, enabling confidence wherever information is used or stored.
NCWIT STUDENT SEED FUND Frequently Asked Questions

1. **Who is eligible to apply?**
Applications will be accepted from any student computing or IT related student group that is involved in recruiting, retaining and supporting women in technology related majors and are therefore in alignment with the mission of NCWIT. The institution where the student group resides must be a non-profit, U.S. university and the funds must be given to and administered through a registered non-profit as a gift. The institution must also be a member of the NCWIT Academic Alliance as listed here: [http://www.ncwit.org/alliances/members/45](http://www.ncwit.org/alliances/members/45). To become a member (membership is free), a faculty member should complete the online form: [http://www.ncwit.org/academic-alliance-membership-form](http://www.ncwit.org/academic-alliance-membership-form)

Note: An institution can receive only one award per campus annually.

2. **What types of projects are within the scope of the fund?**
Student computing or IT related student groups that are involved in recruiting, retaining, and supporting women in technology related majors and wish to conduct a specific project or event in relation to the mission of NCWIT.

3. **Will multiple proposal applications be considered from the same institution?**
Yes. However, an institution can receive only one award per campus annually. Therefore, you cannot receive an award in two consecutive rounds. If the institution has different campus locations, each of them can apply for the award, but can only win annually.

4. **How much funding is available?**
Each gift is for $1,000.

5. **When will decisions be made?**
We anticipate that the decisions will be made within two months after the submission deadline.

6. **How will decisions be made?**
Proposals will be reviewed by a committee and the following criteria will be taken into consideration at that time; please be certain to address the following in your proposal submission:
   a) Recommendation letter from faculty advisor or department head
   b) How does this activity help to promote or sustain the Women in CS/MIS/IT group at the applicant’s university?
   c) How many students will benefit from the activity?
   d) How will the initiative be assessed or measured for impact?
   e) How well is the activity thought out?
f) How detailed is the budget?

7. **What commitments are involved with being awarded the Student Seed Fund?**
   Funded groups are expected to submit a final report after the funded project or event takes place (or request an extension if event has not yet happened by deadline), by completing the online evaluation: [https://www.surveymonkey.com/s/StudentSeedFundFinalReport](https://www.surveymonkey.com/s/StudentSeedFundFinalReport) which will give the funding agency, Symantec, an overview of the outcome of the project or event.

8. **Still have questions?**
   Contact the NCWIT Academic Alliance Program Manager: [kim.kalahar@ncwit.org](mailto:kim.kalahar@ncwit.org)