



## GUIDELINES FOR FUNDING NON-SDB EDUCATIONAL ACTIVITIES

The Society for Developmental Biology will contribute to the funding of member-organized educational activities that fall within the Professional Development and Education Committee's (PDEC) objectives, based on a competitive review of applications. This grant program is supported by the Society and by proceedings from *Developmental Biology*, SDB's official journal.

### Guidelines for application:

1. The goals of the educational activity should be central to SDB's as well as PDEC's mission (see below) and may be directed to any level of instruction as well as to the lay public.
2. At least one of the organizer(s) and the proposal applicant must be an SDB member in good standing.
3. The activity may be held at one or more locations, such as at the organizer's home institution, local school and/or other appropriate sites. It is advisable that graduate students and postdoctoral fellows have an opportunity to actively participate in these activities. Preference will be given to proposals that will enhance exposure of a broad audience, including underserved populations to developmental biology and related disciplines.
4. The duration of the activity may vary from one day to one or two years, with rationale.
5. For K-12 activities, alignment with science standards (local and national) and for all proposals an evaluation plan must be included. Proposals must include letters of support, with and without financial commitment and expected effect to local education improvement from local school district, identified schools or teachers.
6. If funding is provided, the organizers will acknowledge this support in all publications (printed and electronic), on websites, at the activity venues and other appropriate places. A dedicated website for the activity that is open to the public (i.e., no membership requirement) must be established and as much as possible, posting of educational materials used in the activity for access by other educators and interested people. A one-year report with evaluation results is required for two-year projects before additional funding is released.
7. The amount provided for each project will be based on budget justification, number of participants, objectives of the project and expected outcomes.
8. Repeat requests must include new features not introduced in previously funded proposals. These features may address any educational aspect of the project and rationale must be given on how they will improve the project. Priority will be given to proposals that include significant new directions or innovations.
9. Proposals directed to or involving undergraduate students that include adoption of Vision and Change (<http://www.visionandchange.org>) recommendations will be highly valued.

### Proposal:

A proposal for funding should be submitted by the organizer(s) to the SDB by **December 1** each year. The proposal **MUST** include the following:

1. Name, position, affiliation and contact information of organizer(s). SDB members should be identified.
2. Title, date(s) and site(s) of the activity.
3. Statement of the purpose and rationale for the educational activity; background and results (e.g. student's knowledge assessment, outside review, websites) of prior similar activities should be included, if applicable. If this is a repeat request, a summary of results and assessment of the previous funding period and new features must be included.
4. The target audience and the expected number of participants must be included.

5. The preliminary program should include:  
Names, seniority and affiliations of all instructors/educators (note those who are confirmed). Titles and content of different sessions. Hands-on activities should be identified.
6. Explanation of the policy used to select instructors and students, especially if an application process is used.
7. Detailed budget with justification for the amount requested (up to \$4,000) from SDB in the context of the project's total budget. Requests above \$4,000 must include convincing rationale for the amount requested and the project's expected impact on the developmental biology community.
8. A list of other agencies with respective amounts requested for this activity (note that priority will be given to projects that do not receive large sums from other agencies). Please inform SDB immediately of funding status changes for pending requests to other agencies.
9. Provide information on how the organizers will help promote SDB membership to participants, where applicable.

**Review Process:**

Two members from the PDEC and one from the SDB Board of Directors will review each proposal for scientific and educational soundness, thematic and budgetary appropriateness, using the criteria outlined below. Their recommendations will be discussed and voted on at the Board meeting for funding decision. If necessary, changes or additional information may be requested before final decisions are made.

***Non-SDB educational proposal evaluation criteria:***

- a) Are the project aims appropriate and fitting to SDB's and PDEC's mission, and are they scientifically and educationally sound?
- b) Are there plenty of opportunities for hands-on experience for the project participants and discussions between the target audience and the instructors/educators?
- c) Are the selection criteria for instructors reasonable and are the educators likely to provide the intended instruction goals to the students and audience?
- d) Are requested funds adequate for intended use?
- e) Is this a repeat request for previously funded programs? If so, priority will be given to proposals that include significant new directions or innovations.

**All proposals must be sent as an email PDF attachment to: [ichow@sdbonline.org](mailto:ichow@sdbonline.org), with "nSDB Education Proposal" as subject title. **Deadlines for receipt: December 1 each year.****

**SDB's Mission Statement:**

The purpose of the Society for Developmental Biology is to further the study of development in all organisms and at all levels, to represent and promote communication among students of development, and to promote the field of developmental biology.

**The mission of the SDB PDEC is to:**

1. Support the goals of the Society for Developmental Biology;
2. Nurture the professional development of our membership and promote the range of employment opportunities available for developmental biologists at all stages of their careers; and
3. Facilitate and encourage teaching and learning within and between the academic community and the public about developmental biology.

**INCOMPLETE AND LATE PROPOSALS WILL BE RETURNED WITHOUT REVIEW**

*October 2013*