SDB EDUCATION GRANT GUIDELINES

Goals: The goal of this funding initiative is to provide financial support to educational programming whose activity is central to the mission of the Society for Developmental Biology (SDB) and SDB’s Professional Development and Education Committee (PDEC).

SDB 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:
- Support the goals of the Society for Developmental Biology;
- 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
- Facilitate and encourage teaching and learning within and between the academic community and the public about developmental biology.

This grant program is supported by the Society and by proceedings from Developmental Biology, SDB’s official journal.

Eligibility: The submitting applicant and at least one organizer must be an SDB member in good standing.

Awards: The amount approved for each project will be based on budget justification, number of participants, objectives of the project, and expected outcomes, with a standard maximum of $4,000.

Applications: A proposal for funding request should be submitted by the organizer(s) to the SDB by December 1 each year. In years in which the deadline falls on a weekend, applications will be accepted until 11:59 PM (ET) of the following Monday.

INCOMPLETE OR LATE PROPOSALS WILL NOT BE REVIEWED

The application MUST include the following and will be submitted online:
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.
   - The duration of the activity may vary from one day to one or two years, with appropriate rationale provided.
   - The activity may be held at one or more locations, such as at the organizer’s home institution, local school and/or other appropriate site. 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.

3. The target audience and the expected number of participants must be included.

4. Statement of purpose and rationale for the education 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.
   - 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.
   - Proposals directed to or involving undergraduate students that include adoption of Vision and Change (http://www.visionandchange.org) recommendations will be highly valued.

5. An evaluation plan must be included for all proposals.
   - Evaluation plan must include a statement detailing the expected positive impact of the project on the targeted audience and how this will be assessed.
   - For K-12 activities, applicants should describe how the activities align with science standards (local and national).

6. Explanation of the policy used to select instructors and students, especially if an application process is used.

7. A list of other agencies (public and private) with respective amounts requested for this project (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.

8. Provide information on how the organizers will help promote SDB membership to the participants, where applicable.

9. Grant Application Packet PDF
   a. File should be Titled “SDB Education Grant [Applicant’s Last Name]”. All Pages should have the header “SDB Education Grant [Applicant’s Last Name]
   b. The preliminary program which should include: Names, seniority and affiliations of all instructors or educators (note those who are confirmed); session titles and content; hands-on activities should be identified.
   c. A detailed budget with justification for the amount requested (up to $4,000) from SDB in the context of the project’s total budget must be included. Requests above $4,000 must include convincing rationale for the amount requested and the project’s expected impact on the developmental biology community.
   d. Letters of support (with and without financial commitment) from the home institution, local school district, identified schools, or teachers involved in the project, where applicable.

Compile your entire application and submit online at https://form.jotform.com/90284559336162

Review Process: Two members from the PDEC and one member from the SDB Board of Directors will review each proposal for scientific and educational soundness, as well as 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.
**SDB Education Grant proposal evaluation criteria:**

a) Are the project’s 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 their 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.

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/fees 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.

**Upon Completion of the Award:** Within three months of the completion of the educational activity the organizers will submit a report online including:
- Project Description: The background and main objectives of the project.
- Final Program
- Evaluation: Describe the process undertaken to evaluate the project (e.g. participant surveys, pre- and post-course assessment, data analysis using Google Analytics, etc.). Provide analysis of the results of evaluations conducted and conclusions.
- Meeting of Projected Objectives: Describe how the project met each of its proposed objectives. Please outline any challenges and solutions you have encountered while carrying out the project. Discuss future plans if you have received a continuing grant. Report unmet goals and rationale.
- Promotion of SDB to Participants
- Participant Demographics of both Instructors and Students including list of participants who received direct assistance from SDB
- Budget: List of expenditures using SDB funds with respective amounts. Justification of expenditures not listed in the proposal budget that used SDB funds.

*September 2019*