

Requestor Name: _____ Date: _____

Requestor Unit/College or Division: _____

Initiative Title: _____

NSF AdvanceRIT *Connect* Partnerships are designed to provide funding to campus partners to support activities that are closely aligned with the goals and objectives of the project. *Connect* Partnerships and the *Connect* Grants are similar in this regard; however the funding of Partnership requests often do not lend themselves to the *Connect* Grant structure or timing.

Please provide the following information to qualify for consideration of *Connect* Partnership funding.

1. A brief description detailing the internal funding need, a description of how the project meets one or more of the AdvanceRIT goals and the project's broader institutional impact. See page 3 project goals and <http://nsfadvance.rit.edu> for additional information. If applicable, include IRB approval if the project involves Human Subjects Research and note co-investigators, their affiliation and level of involvement.

2. Outline the proposed scope of work including a detailed description, corresponding timeframe, and budget. The following expenses are not allowable or must be paid as specified below:
 - Subcontractors and consultants will be paid as a professional fee. Honorarium is not allowable. Third party vendor fees must be paid as an invoice payment.
 - Faculty and staff salaries are not allowable expenses. Students are paid following SEO requirements and guidelines.
 - Purchase of equipment not included in proposal is not an allowable expense.

Suggested Format

Connect Partnership Scope of Work Sample

- a. **Project scope:**
 - b. **Key Deliverables with dates:**
 - c. **Period of performance:**
 - d. **RIT project manager:**
 - e. **Title:**
 - f. **Physical location:**
 - g. **Supplies and equipment:**
 - h. **Payment rate:**
 - i. **Total not to exceed:**
 - j. **Payment terms:**
3. Change of Requestor (Supervisor of work plan) must be approved by the AdvanceRIT Program Director.
 4. The requestor is responsible for assuring that an acknowledgment of NSF support is made (including World Wide Web pages) of any material based on or developed under this project, in the following terms: **"This material is based upon work supported by the ADVANCE RIT grant which is funded through the National Science Foundation under Award No. HRD-1209115."** All publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, must contain the following disclaimer: **"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."**

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5. Use the *Connect* Partnership Scope of Work Sample, page 2, as a guide and insert below.

Requester Signature: _____

Date: _____

PI Approval: _____

Date: _____

- Please provide a 24 digit account number that fund will be transferred to cover these expenses: _____
- Please provide a 24 digit account number to cover any expenses in the event that incurred expenses exceed awarded and allowable amount: _____.
- Typical *Connect* Partnership terms are no longer than 12 months in duration. In order to receive a no cost extension, please be sure to contact the AdvanceRIT Program Director at least thirty (30) days before the project end date and provide a short written rationale for the extension.

Reporting Requirements: Submit a report detailing the final outcomes or the actual funded product to the AdvanceRIT program office within 30 days of the end of the performance period as they pertain to the Partnership Agreement project description and AdvanceRIT goals. Include copies of all expenses and a Kronos Time Detail report, if applicable.

The **AdvanceRIT project's goal** is to increase the representation and advancement of women STEM/SBS faculty, widely represented across ethnic, social, and cultural backgrounds, by removing barriers to resources that support career success and creating new interventions and resources. The project aims to:

- A. Refine and strengthen institutional structures and install practices that promote representation and advancement of women faculty.
- B. Enhance the working environment and support career advancement of women faculty through empowerment, inclusion, and other symbolic aspects of women's professional quality of life.
- C. Align institutional, administrative, and informal systems of power and resources to support and sustain progress shaping the political frameworks that impact representation and advancement of women faculty.

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