Inclusive Excellence 3
Building institutional capacity for student belonging

Pre-proposal Application Guidelines

Thank you for your interest in the Inclusive Excellence 3 (IE3) competition. The goal of IE3 is to continue expanding the learning community of colleges and universities that are building capacity for effective engagement of students from all backgrounds, and especially those students who belong to groups underrepresented in science. We want to hear what hard questions your institution needs to address about its systems, policies, practices, and culture that may be barriers to inclusion. We are also interested in hearing how and why what you propose will bring your institution closer to addressing those questions.

The purpose of this pre-proposal is to help us identify institutions that have carefully considered these questions and have promising ideas that are relevant to your institutional context. Our hope is that the entire IE community will be able to learn from and expand upon each institution’s efforts, while at the same time acknowledging that the work at your institution is context-specific.

We recommend that you read these guidelines and the IE3 Program Announcement in full prior to starting your pre-proposal application via HHMI Pathway.

Your institution’s pre-proposal is due by 2:00 pm Eastern time on Tuesday, January 14, 2020.

NOTE: You must have submitted & received approval for an Intent to Apply in order to submit a Pre-proposal. Instructions to submit an Intent to Apply can be found here.

Institutions whose pre-proposals advance to full proposal stage will be invited to one of two workshops: August 5-7, 2020, or August 10-12, 2020. Program Directors and at least one key member of the leadership team committed to being part of the HHMI IE initiative must attend all three days of one of these workshops and should save all of these dates on their calendars now.

Visit the IE3 competition webpage at: https://www.hhmi.org/science-education/programs/inclusive-excellence-new-competition-announcement for other key dates and deadlines.

If you have any questions about the pre-proposal application process and content, contact the IE3 team at ie3@hhmi.org.
Pre-proposal Questions

In this pre-proposal, you and your team will describe your institution’s vision and aspirations for inclusion and identify the challenges and barriers as pertains to this vision. We would like you to provide us with insights about the readiness of your institution to engage in this work, and the people who will collaboratively lead the project.

There are five questions to which you will respond in the pre-proposal application:

1. Inclusive Excellence
   Describe what inclusive excellence would mean for your institution. How do you know your institution is ready to undertake this work?

   *Your response to question #1 should be no more than 200 words.*

2. Faculty Ownership
   Central to IE3 is faculty ownership and faculty development. What is your strategy to engage faculty in meaningful ways in their understanding of and commitment to inclusive excellence?

   Include in your description:
   - The forms of evidence that you consider to be indicative of faculty readiness and commitment for inclusive excellence;
   - How you will enable faculty reflection and learning at different stages of your initiative;
   - The indicators that will inform your progress towards achieving your desired outcomes.

   *Your response to question #2 should be no more than 500 words.*

3. Selected Challenge
   Building on a foundation of continuous faculty development, each IE3 grantee institution will focus on one challenge to build institutional capacity for inclusion (see Program Announcement). Based upon the historical context, current environment, and future aspirations of your institution, select one of the following challenges to indicate where your institution will focus its IE3 work:

   1) Meaningful evaluation of effective and inclusive teaching, which will inform faculty practices, including promotion and tenure decisions.
   2) Content of the introductory science experience, which embodies inclusive learning.
   3) Effective partnerships between 2- and 4-year institutions, which grow from existing relationships.

   State the challenge you have selected at the top of the page and follow with an explanation of your rationale. Why is this challenge important for your institution? Your
narrative should include appropriate evidence to support your choice. How will your institution change because of the work you do on the challenge? How will you measure that change?

Your response to question #3 should be no more than 500 words excluding the challenge stated at the top of the first page.

4. Leadership Team

As you gather your core leadership team for your Inclusive Excellence program, please describe:

- How the team will be constructed and positioned to build institutional capacity for inclusion;
- The areas of expertise and the perspectives being brought to the team that contribute to your institution’s understanding of inclusion;
- Key discussions and/or actions that have taken place as the leadership team develops. What has the team learned from these discussions and/or actions?
- The areas of expertise that are still needed, and how you plan to address this between now and the full proposal deadline; and
- How change within the group will be managed over the lifetime of the grant (e.g. addition of emergent areas of expertise needs).

There is no prescribed number of people that need to be on the leadership team. It is up to those involved to determine the size and composition of the team. You are encouraged to describe how the team will function collaboratively in its dynamic environment and how it will learn from and apply what is being learned through the IE3 program.

Your response to question #4 should be no more than 500 words.

5. Program Director

As a key member of the core leadership team, the Program Director (PD) takes responsibility for collaboratively developing and implementing the IE program, and is an active participant throughout the continual learning process. Explain how you (the PD) will work with the core leadership team to cultivate investment in the program activities and create partnerships across the institution that engage key experts and resources. Include in your response what informed your selection as the Program Director, and why this work matters to you.

Your response to question #5 should be no more than 250 words.
Using HHMI Pathway

Login to the HHMI Pathway system at https://pathway.hhmi.org/.

Note: if you have two or more institutional email addresses that are used interchangeably (e.g., jane.professor@college.edu and j.professor@college.edu) make sure you log in with the same email address you used to register your account.

Home page

On the home page you will see:

Select the Click here link to go to the My Applications page.

DO NOT SELECT “To apply for funding from one of our competitions…” because that will prompt you to create a new Intent to Apply form.

My Applications page

Click on the link titled “Inclusive Excellence 3 - Pre-Proposal - Your Name.”

DO NOT SELECT the “New Application” link in the grey box titled Start a New Application because that will prompt you to create a new Intent to Apply form.
Look for the box titled **Edit the Form** on the right-hand side. Select the “Edit” button to access the pre-proposal application.

### Editing the Pre-proposal Application

There are four main sections to the Pre-Proposal: 1) Introduction, 2) Program Director Contact Information, 3) Pre-proposal Questions, and 4) Validation Summary.

#### 1. Introduction

Provides an overview with key deadlines and dates as well as an explanation of the navigation buttons.

#### 2. Program Director Contact Information

- Review to make sure your contact information is correct and complete. Please make sure that you have entered your Title and Department. Select “Save and Close” to go to the Manage my Details page and update your Basic Information.

- Read the Code of Conduct statement and check the box to acknowledge the statement, which reads as follows:

  "To the best of my knowledge, there is no finding of misconduct, nor is there any allegation, complaint, investigation, sanction or other legal, civil, or institutional proceeding of misconduct against any of the persons identified in this proposal."

#### 3. Pre-proposal Questions:

Write your response to each question in a separate document, following the formatting instructions (see note below*). Upload the file once it is complete using the “Attach” button.
Although you will be uploading five separate files, these will be combined together within the Pathway system to create a single pre-proposal PDF. The reviewers will read your pre-proposal as one complete file. Keep this in mind as you write your responses and consider how your answers are connected and build upon one another.

Your combined responses should provide a complete picture of what your institution aspires to become in the context of inclusivity, how the faculty are engaged and invested in learning to become more inclusive, why the challenge you have selected will allow your institution to build capacity for student belonging, and why the institution and the people who will lead the project are ready to take on this work.

* Formatting instructions:
Under each question within the online application you will see specific word counts. Do a word count before submitting to ensure that your file will be able to be uploaded. All documents should have 1-inch margins, 1.5 line spacing, size 12 regular Sans Serif font (no narrow font styles). HHMI staff will review and return files that do not adhere to these guidelines.

Previewing a draft:
You may download a draft of your combined PDF at any time by going to the My Applications page. Be sure to select the “Save and Close” button before exiting the application.
On the My Applications page, select the pre-proposal application link from the table at the bottom of the page, which should show the time and day you last updated the application, and clicking on the title link or icon on the right side of the table.

Then select the “View/Print” button in the Generate PDF box found in the right margin. This will prompt you to open the draft pre-proposal PDF or save the PDF to your computer.

Saving your work:
Be sure to click “Save” or “Save and Close” before you exit the Pre-proposal Application to perform other tasks.
Validation and Submission Process

1. Validate:
When you have completed the pre-proposal application, go to Validation Summary to confirm that all of the sections have been completed. If there is missing information, the system will list what is incomplete.

You may also validate the pre-proposal by selecting “Validate” within the Validate the Form box on the right side of the My Applications page. The “Submit” button will not be available until the application has been validated.

2. Review your pre-proposal application
When all of the sections are complete and the application passes the validation, we highly recommend that you download the PDF before submitting your pre-proposal to HHMI by selecting “View/Print” button within the Generate PDF box. Read over your entire pre-proposal carefully, ensuring the information flows and is complete. Edit your responses as necessary. After you submit, you will not be able to edit any further.
3. Submission process
When you have finished reviewing the PDF of your pre-proposal application and are certain that it is correct, click the “Submit” button within the Submit the Form box.

Once you submit, you will no longer be able to access any of the application pages for editing. Therefore, it is important that you review the PDF carefully to ensure it accurately represents your final pre-proposal.

You will receive an email confirmation that the pre-proposal application was successfully submitted.

To confirm that the status of your IE3 Pre-proposal is submitted, select Home in the left-hand margin, and you should see that you have 1 submitted competition application.
On the **My Applications** page, status will show “Submitted.”

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We recommend that you save a copy of the final PDF of your Pre-proposal. Click on the title of your pre-proposal on the **My Applications** page and then select “View/Print” in the **Generate PDF** box. You will no longer be able to edit your responses.

HHMI staff will contact you with information about next steps. If you have any questions, please contact us at [IE3@hhmi.org](mailto:IE3@hhmi.org).