President Awards for Excellence in Science, Mathematics and Engineering Mentoring

Recognizing and Rewarding Excellence in STEM Mentoring Since 1995

2019-2020 Application Packet

Nomination Deadline: December 15, 2019
Mentors/organizations should be nominated as soon as possible to give nominees ample time to prepare an application.

Application Deadline: January 15, 2020
All application materials must be submitted online at paesmem.net

NATIONAL SCIENCE FOUNDATION
DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES
Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring

The Presidential Awards for Excellence in Science, Mathematics and Engineering Mentoring (PAESMEM) recognize those who have made significant contributions to mentoring and thereby support the future productivity of the U.S. science, technology, engineering and mathematics (STEM) workforce. The program was created to identify and recognize individuals and organizations that have contributed outstanding efforts in mentoring and have enhanced the participation of individuals (including persons with disabilities) who might not otherwise have considered or had access to opportunities in STEM disciplines and professions.

Over 290 individuals and organizations have received this distinguished Presidential recognition, serving as exemplars to their colleagues and leaders in the national effort to develop more fully the nation's human resources in STEM.

The PAESMEM community's exemplary mentoring accomplishments reinforce and undergird the efforts of the White House Office of Science and Technology Policy (OSTP) to engage the public in making noteworthy contributions to the development of the STEM enterprise while broadening the participation of individuals in all domains of STEM learning and career pathways.

PAESMEM is one of the honorific awards that the Excellence Awards in Science and Engineering (EASE) Program at NSF manages on behalf of OSTP. The other award is the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST; www.paemst.org).

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2019-2020 Program Information

Nomination and Application

Anyone, including colleagues, mentees, or other members of the public, may nominate exceptional individuals and/or organizations. Nominations can be made for "Individual" and "Organizational" PAESMEM awards. To submit a nomination, the nominator will complete the nomination form available on the PAESMEM website at www.paesmem.net. This form requires the mentor’s name, organization, and email address. A nominator may nominate multiple individuals or organizations.

The mentors/organizations that have been nominated will receive an invitation to begin the application process. The invitation will include a user name and password for accessing the online application system. Mentors/organizations may also initiate the application process themselves at www.paesmem.net.

Each nominee completes an online application that demonstrates at least 5 years of mentoring excellence. Applications must be submitted through the PAESMEM website by midnight, Hawaiian Aleutian time on January 15, 2020. Applications submitted through NSF’s FastLane and Grants.Gov will not be accepted.
Eligibility

Individuals and organizations in all public and private sectors are eligible for PAESMEM awards, including industry, academia, K-12, military and government, non-profit organizations, and foundations. Exceptional STEM or STEM-related mentoring in both formal and/or informal settings is eligible for the PAESMEM award. Applications are encouraged from all geographical regions in the U.S. including its territories and particularly jurisdictions designated by Congress under NSF's Established Program to Stimulate Competitive Research (EPSCoR).

Individual Applicants
An individual applicant* must:
• work in industry, academia, primary or secondary education, military, non-profit organizations, foundations, or government (Nominees may be federal government employees except for those identified in the U.S. Code Title 5);
• must have at least five years of sustained, exceptional mentoring with demonstrated impact on individuals historically underrepresented in STEM**;
• be a U.S. citizen or permanent resident;
• not be the applicant of a current organizational submission;
• not have received the PAESMEM award as an Individual applicant in any prior competition; and
• not have received the PAESMEM award as an Organizational applicant in the past 10 years.

Organizational Applicants
An organizational applicant* must:
• be affiliated with a U.S. educational institution or agency, corporation, foundation, military or government agency, or not-for-profit organization. The Organizational applicant may be a mentoring program or activity within an organization;
• must have at least five years of sustained, exceptional mentoring with demonstrated impact on individuals historically underrepresented in STEM**;
• not be a current Individual applicant; and
• not have received the PAESMEM award as an Organizational applicant in the past 10 years.

*More than one individual, program, or center may apply from the same institution.

**Groups that are historically underrepresented in STEM include women, persons with disabilities, racial and ethnic minorities (African-Americans, Native Americans, Hispanic Americans, Alaska Natives, Native Hawaiians and other Pacific Islanders). Individuals from disadvantaged socioeconomic backgrounds are also eligible mentees. Mentees from the groups above can be undergraduate or graduate students, teachers, or early career scientists, mathematicians, engineers, and/or other STEM or STEM-related professionals. (Early career STEM or STEM-related professionals include the following categories: post-associate, post-baccalaureate, post-masters, post-doctoral, new STEM faculty, new STEM K-12 teachers (both pre- and in-service), in public and private sectors. Nominations should clearly identify the early career professional mentored.)
Review Criteria

The review criteria are as follows for "Individual" nominations:

- **Impact:** Are the impacts and outcomes of the mentoring outstanding?
- **Significance:** Are the mentoring accomplishments above and beyond what would be expected for other individuals in similar positions? Are the mentoring activities and strategies regarded as exemplars with potential for wider implementation?
- **Quality:** How well has the nominee designed, tailored, and implemented the mentoring activities and strategies for the targeted mentees? How well has the individual assessed the impacts of the mentoring activities?

The review criteria are as follows for "Organizational" nominations:

- **Impact:** Are the impacts and outcomes of the mentoring outstanding?
- **Significance:** Are the mentoring accomplishments above and beyond what would be expected for other organizations of similar scope? Are the mentoring activities and strategies regarded as exemplars with potential for wider implementation?
- **Quality:** How well has the organization designed, tailored, and implemented the mentoring activities and strategies for the targeted mentees? How well has the organization assessed the impacts of the mentoring activities?

Review Process

Selection committees will include outstanding scientists, mathematicians, engineers, STEM education researchers, STEM educators, and other STEM or STEM-related professionals. These committees will review applications and make recommendations to NSF.

NSF will consider the advice of reviewers and will formulate the recommendations for both Individual and Organizational awardees. After review and consideration of appropriate factors, NSF will provide its recommendations to the Director of OSTP for final selection. All awardees will be subject to a Federal Bureau of Investigation background check.

Applications are good for two years post-submission.

Recognition

Each Presidential Awardee receives a certificate signed by the President of the United States and a $10,000 award from NSF. Awardees are honored at an award ceremony in Washington, D.C. Additional events may include professional development opportunities and discussions with policy-makers about how to improve STEM education. There is no fixed annual date for the award announcement or for scheduling the recognition ceremony.
Application Components

I. ADMINISTRATIVE COMPONENT
The administrative component includes a mentor information form, an organizational representative confirmation form (for Organizational applicants only), letters of recommendation, résumé, and voluntary demographic information form.

Mentor Information Form
The Mentor Information Form is completed in the online application portal www.paesmem.net. Applicants provide information about themselves, their organization, and his/her mentoring work.

Organizational Representative Confirmation Form
For Organizational applicants only, enter the name and contact information for the head of the organization, and the name of the organizational representative who would represent the organization at an awards ceremony. An email will be sent to the head of the organization with instructions for completing the form. By completing the form, the head of the organization will confirm that the representative listed is the correct person to represent the organization at an awards ceremony if the organization is selected as an awardee. If someone other than the applicant will represent the organization at the award ceremony, their name must be provided and their résumé must be one of the up to three résumés included in the application.

Letters of Recommendation
Three letters of recommendation are required in support of the Individual or Organizational applicant. Applicants will provide contact information for each recommender, who will then receive an email with instructions about how to submit the recommendation. Recommendation letters can be from mentees as well as colleagues familiar with the Individual's or Organization's work. There is no required format for letters of recommendation or support. However, it should be clear who wrote the recommendation letter and what the relationship of the recommender is to the nominee. Letters may further address the review criteria (impact, significance, and/or quality of the mentoring activity of the nominee) and can also provide relevant information that may not be included in the other application materials.

Résumé
A two-page résumé is required. There are no specific formatting requirements, but the document may not exceed two pages. Organizational applicants should include the resume for the individual submitting the application on the Organization’s behalf, and they may include up to two additional resumes for other representatives of the Organization.

Demographic Information Form
Submission of the online demographic information form is voluntary and is not a precondition to receiving an award. The information is not disclosed to review committee members.
II. NARRATIVE COMPONENT
The narrative component consists of a written response, supplemental materials, and references.

Written Response

Sections:
- **Application Summary**: For both Individual and Organizational applicants, the application summary must include a brief description of the mentor’s work and accomplishments. Organizational applicants should briefly describe the Organization. A full narrative and supporting evidence should be submitted in the other sections of the application. The application summary is limited to 5,000 characters.
- **Mentoring Philosophy**: The mentoring philosophy should cite references to literature and models that were used to develop the mentoring philosophy. The character count for this section is limited to 5,000 characters.
- **Mentoring Accomplishments**: The mentoring accomplishments should describe the activities and strategies used by the mentor or Organization, including the number of years of experience and the reason for targeting the chosen population of students, trainees, and/or early career STEM and STEM-related professionals. This narrative should clearly delineate the achievements of the individual or organizational nominee as separate from achievements of their corporation, institution, agency or organization. The character count for this section is limited to 15,000 characters.

Suggested content in the mentoring accomplishments section include:
  - Explain how mentoring activities are above and beyond those expected.
  - Describe the assessment of the mentoring activities.
  - Explain how the mentoring activities were designed and tailored to meet the needs and interests of the mentees.
  - Describe any innovative mentoring activities developed and implemented by the Individual or Organization that could be adopted by others, if applicable.
  - Describe other awards and recognitions received by the Individual or the Organization, if applicable.
  - Include quantitative information on the impact of the mentoring, such as:
    - **Number and General Demographics of Mentees**
      - (Individual applicants only) The number and general demographics of personally mentored students, trainees, and/or early career scientists and engineers.
      - (Organizational applicants only) The number and general demographics of mentees impacted by the organization’s activities.
      - Note: If including lists of mentees by name, do not include demographic information for each individual, which is protected personally identifiable information. Instead, provide summary aggregate demographic information on mentees;
    - Information about mentee outcomes, such as academic achievement, retention, degree attainment, research productivity, career placement, career satisfaction, promotion, attainment of leadership roles, etc.

**Technical Specifications for the Written Response:**
The Written Response must not exceed the character count limits for each section. The character counts include spaces. There are no formatting requirements for the written response.
**Recommended Strategy for Completing the Written Response:** Although responses can be entered directly in the portal [www.paesmem.net](http://www.paesmem.net), it is recommended that applicants save responses outside of the portal to ensure that work is not lost. Responses can then be copied and pasted into text boxes within the portal. Once the written response has been entered into the text boxes, the system will automatically create a single document. The finished product will be automatically double-spaced, in the correct font-size, and with the correct margins. It will also include the applicant’s Mentor ID number and name in the footer of each page. Any special characters or formatting such as bolding, underlining, and indenting will disappear when responses are pasted into the text boxes within the portal. It is recommended that if needed, special characters, formulas, diagrams, or charts be included in the supplemental materials and referenced in your written response.

**Supplemental Materials**
The application may include supplemental information that provides supporting evidence for the written response. The application may include supplemental materials such as program assessment items, evaluation studies or reports, mentoring-related publication excerpts, images, screenshots from websites, news articles, evidence of awards and accolades, etc.

**Technical Specifications for Supplemental Materials**
Supplemental materials:
- must be submitted as one single file that does not exceed five 8x10 pages;
- must not be a continuation of the administrative or written response component. For example, it may not include additional letters of recommendations or additions to any section of the written response;
- should be labeled with applicant name, Mentor ID, and page number on every page;
- should be referenced within the written response (such as SM Page 1, etc.); and
- may be submitted in any of the following formats: Adobe Portable Document Format (.pdf), Microsoft Word (.doc or .docx), Rich Text Files (.rtf), or Image Files (.gif, .jpeg, .jpg, .png).

**References Cited**
Cited sources within the written responses should be captured in a document not exceeding 1 page. References may include books, articles, and/or multimedia that supports the application.

**Technical Specifications for References Cited**
References:
- must be submitted as one single file not exceeding 1 page;
- must include references or citations to attribute unoriginal work to the correct sources;
- should be labeled with applicant name and Mentor ID;
- No specific format for citations is required (i.e. APA, MLA, etc.);
- may be submitted in any of the following formats: Adobe Portable Document Format (.pdf), Microsoft Word (.doc or .docx), Rich Text Files (.rtf), or Image Files (.gif, .jpeg, .jpg, .png).

**Cognizant Program Officers:**

*Please note that the following information is current at the time of publishing. See program website for any updates to the points of contact.*

- Nafeesa Owens, telephone: (703) 292-5120, email: nowens@nsf.gov
- Robert Mayes, telephone: (703) 292-7267, email: rmayes@nsf.gov
Frequently Asked Questions

General Questions

1. Do you offer informational webinars during the application process?

   A: Yes. Please check the PAESMEM website at www.paesmem.net/webinar for a schedule of webinars offered throughout the year. Once scheduled, invitations to attend are also emailed to nominees/applicants.

2. When are applications due?

   A: The application deadline is **11:59 PM (Hawaii Aleutian Time) on January 15, 2020.** That is 5:59 AM Eastern Standard Time on January 16th.

3. Is there a specific format that I need to follow when providing literature or other references?

   A: Reference information is required and should be submitted in the Reference Cited section. Applicants should follow accepted scholarly practices in providing citations for source materials that were relied upon when preparing any portion of the application. In general, each reference should include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If a website address is readily available, that information should be included in the citation.

4. My Letters of Recommendation are listed as “pending” on the PAEMST Portal, but my writers told me they were uploaded. Are my letters complete?

   A: If your letters are shown as pending, they are not complete. “Pending” means that your letter writers have not yet successfully completed their letters via the PAESMEM portal. They may have forgotten to sign the letter and/or press the “submit” button. Recommenders must click on the original link they received to complete the recommendation.

5. I am having trouble uploading my file to my online application. What should I do?

   A: If you are unable to upload files, please contact our technical support staff at info@paesmem.net.

6. My *Supplemental Materials* section still says, "not started". How do I indicate that this section is complete?

   A: Click on the *Supplemental Materials* section. Mark the checkbox at the bottom that says, "I do not intend to include any Supplemental Materials" and then click on Save. This section should now be marked as complete.

7. I need technical help, whom can I contact?

   A: Technical assistance is available between 9 a.m. and 5 p.m. EST, Monday through Friday.
   a. E-mail: info@paesmem.net
   b. Toll-free phone: (855) 723-6780
About The National Science Foundation

The National Science Foundation (NSF) is an independent Federal agency created by the National Science Foundation Act of 1950, as amended (42 USC 1861-75). The Act states the purpose of the NSF is "to promote the progress of science; [and] to advance the national health, prosperity, and welfare by supporting research and education in all fields of science and engineering." NSF funds research and education in most fields of science and engineering. It does this through grants and cooperative agreements to more than 2,000 colleges, universities, K-12 school systems, businesses, informal science organizations and other research organizations throughout the US. The Foundation accounts for about one-fourth of Federal support to academic institutions for basic research. NSF receives approximately 55,000 proposals each year for research, education and training projects, of which approximately 11,000 are funded. In addition, the Foundation receives several thousand applications for graduate and postdoctoral fellowships. The agency operates no laboratories itself but does support National Research Centers, user facilities, certain oceanographic vessels, and Arctic and Antarctic research stations. The Foundation also supports cooperative research between universities and industry, US participation in international scientific and engineering efforts, and educational activities at every academic level.

Privacy Act and Public Burden Statements

The information requested on the application materials is solicited under the authority of the National Science Foundation Act of 1950, as amended. It will be used in connection with the selection of qualified applicants and may be disclosed to qualified reviewers and staff assistants as part of the review process; to the institution the nominee, applicant or fellow is attending or is planning to attend or is employed by for the purpose of facilitating review or award decisions, or administering fellowships or awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies needing data regarding applicants or nominees as part of the proposal review process, or in order to coordinate programs; to congressional officials for the purpose of congratulating awardees; and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Information from this system may be merged with other computer files to carry out statistical studies the results of which do not identify individuals. Notice of the agency’s decision may be given to nominators, and disclosure may be made of awardees’ names, home institutions, and fields of study for public information purposes. For fellows or awardees receiving stipends directly from the government, information is transmitted to the Department of the Treasury to make payments. See System of Records, NSF-12, "Fellowships and Other Awards," 63 Federal Register 265 (January 5, 1998). Submission of the information is voluntary; however, failure to provide full and complete information may reduce the possibility of your receiving an award.

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne H. Plimpton, Reports Clearance Officer; Office of the General Counsel; National Science Foundation; Alexandria, VA 22314.

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