A Leadership Development and Outreach for ATE
DUE #1204463 & #1501183
Florence-Darlington Technical College
South Carolina ATE Center of Excellence
New Resources

> **Communicating with your NSF Program Officer**
This instruction sheet contains six helpful hints for emailing your NSF program officer. This is a useful guide for PIs and grants office personnel.

> **NSF Merit Review Criteria for Proposals**
This resource provides the guidelines that the NSF provides to reviewers to critique proposals. The guidelines suggest that reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. Reviewers are asked to consider intellectual merit and broader impacts.
https://www.fastlane.nsf.gov/NSFHelp/flashhelp/flashlane/Fast...

> **Webinar: Opportunities for NSF ATE Funding & Mentor-Connect Grant Writing Support**
During this interactive webinar, participants get a chance to learn more about the National Science Foundation (NSF), the Advanced Technological Education (ATE) Program, and the benefits of being funded about what the Mentor-Connect project has to offer and to learn how to apply and receive 1-1 assistance for the 2015-16 Mentor-Connect mentorship. This webinar was held live on September 10, 2015.
https://www.youtube.com/watch?v=ZFW6WZcAEtg

> **Current and Pending Support Form (ARCHIVED)**
This resource serves as a sample and template for filling out current and pending support forms required for National Science Foundation (NSF), Advanced Technological Education (ATE) Program. This archived document, or form 1239 from NSF, can be used to record current and pending support data prior to entering it into the Fastlane system. This resource should only be used as a guide when...
http://www.nsf.gov/publications/pub_summ.jsp?ods_key=00form1...

> **Whom to Contact with Questions About Your NSF Grant**
This resource tells readers whom to contact with common NSF grant questions. It also lists the contact person for each state.
Overview

- Mentor-Connect began using CWIS late 2013
- Invaluable training
- Over 200 resources to-date
- Integrated into www.mentor-connect.org

Favorite Features

- User-friendly
- Customization
- Use of plug-ins
- Workflow
Overview

Mentor-Connect Collection Development Policy

1.0. Collection Mission
2.0. Collection Audience
3.0. Collection Scope
4.0. Collection Management

1.0. Mission
The mission of Mentor-Connect and its collection development is as follows:

1.1. Mission of Mentor-Connect
Mentor-Connect is designed to provide mentoring, faculty development and resources to help community colleges benefit from the National Science Foundation’s (NSF) Advanced Technological Education (ATE) program. Mentor-Connect seeks to develop leadership skills among technician educators and related STEM faculty and to maximize the impact of funded projects and Centers. It provides assistance in preparing a competitive grant proposal for NSF’s ATE program and in navigating the NSF grant award process that follows a favorable proposal review. It also provides guidance and resources for funded principal investigators.

1.2. Mission of Collection Development
The purpose of the Mentor-Connect collection is

1. to provide resources needed to compose an ATE grant proposal.
2. to provide resources needed to negotiate an NSF grant award for a favorably-reviewed proposal.
3. to provide resources needed to manage an awarded ATE grant.
4. to provide resources for facilitating advisement, leadership, and evaluation to Mentor-Connect mentors and staff.
5. to provide resources to guide and stimulate leadership traits and skills among technician educators and related STEM faculty.

The goal of Mentor-Connect is to supply needed resources through an online database. The process of finding and retrieving information from this site should be fast and efficient to support just-in-time learning.

Mentor-Connect: A Leadership Development and Outreach Initiative for ATE DUE #1204463

Mentor-Connect Handbook of Processing Standards for Resources
This document contains the formatting procedures for the cataloging of Mentor-Connect Resources. Metadata is based on the fifteen-element Dublin Core.

1. Title
1.1. The title will be the line of text above the text or body of a document. The first word, last word, and all major words of the title will be capitalized (MLA format).
1.2. The title will be separated from the subtitle by a colon. The first word of the subtitle will be capitalized.
1.3. Subtitles will all be titled as Webinar and subtitled with the name of the webinar.

1.4. All titles with acronyms will have alternate title versions spelling out the acronyms. All titles with words with common alternate versions will have alternate title versions.

Collection Workflow Integration System (CWIS): Mentor-Connect Resource Library

Collection Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Who</th>
<th>When</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updates to Collection Development Policy (CDP)</td>
<td>Administrator 1 and administrator 2 (backup)</td>
<td>July/August</td>
<td>Annually</td>
</tr>
<tr>
<td>Internal Processing Standards Handbook</td>
<td>Administrator 1 and administrator 2</td>
<td>September, January, March, June</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Instructions for participants and contributors</td>
<td>Administrator 1 and administrator 2</td>
<td>February, August</td>
<td>Bi-Annually</td>
</tr>
<tr>
<td>Adding acquired (new) resources</td>
<td>Administrator 2</td>
<td>Thursdays</td>
<td>Weekly</td>
</tr>
<tr>
<td>Accessing (cataloging) new resources</td>
<td>Administrator 2</td>
<td>****</td>
<td>Weekly</td>
</tr>
<tr>
<td>FAQs</td>
<td>Administrator 1 and administrator 2 (backup)</td>
<td>****</td>
<td>Monthly</td>
</tr>
<tr>
<td>URL Checker</td>
<td>Administrator 2 and administrator 1 (backup)</td>
<td>Thursdays</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Training(s)</td>
<td>Administrator 1 and administrator 2</td>
<td>Fridays</td>
<td>If needed</td>
</tr>
</tbody>
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Training Manual

Mentor-Connect Resource Management

July 2015
Visit Mentor-Connect Today

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ATEMentorConnect

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WWW.Mentor-Connect.org