

Reviewing and Refining Proposals
October 24 - 25, 2015
EDC
43 Foundry Avenue
Waltham, MA 02453

Agenda

Attendees

- 14 mentees who participated in the Tuskegee workshop + 2 partners
- 6 mentors
- 1 NSF
- 4 project staff

Event Goals

1. To receive feedback on proposal narratives
2. To ensure proposal alignment to the Cyberlearning solicitation
3. To draft sections of the proposal.

Workshop Strands

- What do reviewers look for? Explore one funded Cyberlearning proposal through a mock review panel.
- Receive feedback on proposals under development
- Structured Writing Workshops - time revising/refining proposals

Intended Outcomes for mentees:

- Concrete feedback from mentors on what parts of proposal narrative drafts need more work.
- Demonstrated understanding of Intellectual Merit and Broadening Participation
- Close alignment of proposal narratives to solicitation.
- Detailed notes on recommended revisions of proposal narratives
- Work Plan for making final revisions

Workshop Activities:

- Mock Review Panels (mentors provide proposals to review – 2 are selected – All participants need to read the proposals before the workshop)
- One on one time with Mentors
- Structured Writing Workshops (all participants need to bring laptops)
- Development of Work Plan to complete and submit proposal

Rooms:

- Main Conference Center, Conference Center A & B, Macos Room, Whitla Room, Wickies Room

Saturday, October 24, 2015		
Time	Activity and Notes	Notes
8:45	Transportation from Hotel	
9:00 - 10:00	Registration, Breakfast, Reading Time	Mentees review proposals and review criteria Mentor Briefing
10:00 - 10:15	Welcome and Review of Agenda	Malyn-Smith Main Conference Center
10:15 - 11:15	Small Groups: Mock Review Panels Mentees review: <ul style="list-style-type: none"> • EXP: Collaborative Research: Technology to Support Mathematical Argumentation • Digital Lofts 	Chris Hoadley, Mentors Group 1 – Conference B Group 2 - Whitla Group 3 – Wickies
11:15 – 11:30	Break and Transition to Plenary	
11:30 – 12:30	Plenary: Mock Review Panel Mentors review: <ul style="list-style-type: none"> • EXP: Collaborative Research: Technology to Support Mathematical Argumentation • Digital Lofts 	Chris Hoadley, Grover Main Conference Center
12:30 - 1:15	Lunch - Table discussions, Mentors schedule mentor/mentee PM meetings; mentees identify topics	Main Conference Center
1:15 – 4:00	1. Meeting with Mentors (schedule meetings with Mentees) 2. Structured Workshop Options: <ul style="list-style-type: none"> • Research Questions • Research Design • Activity Timeline 	Open Space Grover, Mentors Conference A Conference B

	<ul style="list-style-type: none"> • Rationale (building on scholarly research) • Coherence • Intellectual Merit/ Broader Impacts <p>3. Unstructured Writing Workshops</p>	<p>Macos Whitla Wickies</p> <p>Mentors Main Conference Center</p>
4:00 – 4:15	Debrief with Mentors	Main Conference Center
4:15 – 4:30	Mentors + Staff	Conference A
4:40	Transportation to Hotel	
6:00	Dinner (on your own)	
Sunday, October 25, 2015		
Time	Activity/Notes	
8:00	Transportation from Hotel	
8:15-9:00	Breakfast	
9:00-9:15	Welcome Back/Review goals for day 2	Malyn-Smith Main Conference Center
9:15-12:00	Scheduled Feedback Sessions and Proposal Revisions	Mentors/Mentees Various locations
12:00-12:45	Lunch	Main Conference Center
12:45–1:15	Mentor Groups: Work Plan/Timeline for revisions/Final insights from Mentors	Various locations
1:45 – 2:00	Evaluation/Closing Words (on CIRCL)/Next Steps	Hoadley, Malyn-Smith, Grover Main Conference Center