

Building with Biology Forum Stipend Application

Forum Stipend Application

Please fill out this application to be considered for a 2016 Building with Biology forum stipend of \$1,200. Building with Biology forums must be completed between June 24th and September 30th, 2016. For more information, including examples of eligible stipend expenses, please see the [2016 Building with Biology Stipend Overview](#).

Applications are due May 31, 2016

Please note that it is not possible to save this form and return for additional edits. Also, forms left idle for more than ten-minutes will go blank when you progress to the next screen. Please plan to complete the application in one session. We strongly suggest that you start your essay questions in a Word doc, and cut and paste to this application.

Join us for the [Engaging Audiences in Science through Building with Biology Public Forums](#) webinar on Thursday, April 28th from 2:00 – 3:00PM EDT to learn more about hosting forums and for details on the two forum options. This webinar will be recorded and archived online at <http://www.buildingwithbiology.org/blog/online-project-orientations-and-workshops>.

1. Contact Information:

First Name *

Last Name *

Job Title

Institution *

Address 1 *

Address 2

City/Town *

State *

Zip *

Email Address *

Institution Website

Phone Number *

Organization Information

2. Which best describes your organization? *

- Museum/Science Center
- College or University
- Industry or professional organization
- Other - Write In (Required)

3. If your organization is a museum, please check boxes to indicate all types that apply: *

- Science or Technology Museum
- Children's Museum
- Art or History Museum
- Natural History or Nature Museum
- Emerging or Developing Museum
- Other - Write In (Required)

4. Was your organization awarded a Building with Biology 2016 physical kit? *

- Yes
- No

5. Building with Biology uses a series of regional hubs to facilitate communication, share materials, and organize events. Please identify the regional hub that is appropriate for you. If you are not sure, see the [Building with Biology regional hub map](#).

- Northeast (NY, VT, NH, ME, RI, CT, MA)
- MidAtlantic (PA, NJ, MD, DC, DE, OH, WV)
- Southeast (VA, NC, SC, KY, TN, LA, MS, AL, GA, FL, Puerto Rico)
- South (TX, AR, OK)
- Midwest (ND, SD, NE, KS, MN, IA, MO, WI, IL, MI, IN)
- West (AK, WA, OR, ID, MT, WY, CO, UT, NM)
- Southwest (CA, NV, AZ, HI)

6. Does your organization have experience hosting discussion-based events (public forums) for adults? *

- Yes
- No
- Not sure

7. Please identify which forum you plan to host in connection with your Building with Biology event. For more details about each forum, visit <http://www.buildingwithbiology.org/forums>.

*

- Should We Engineer the Mosquito?
- Editing the Genome: Now We Can. Should We?
- Not sure yet

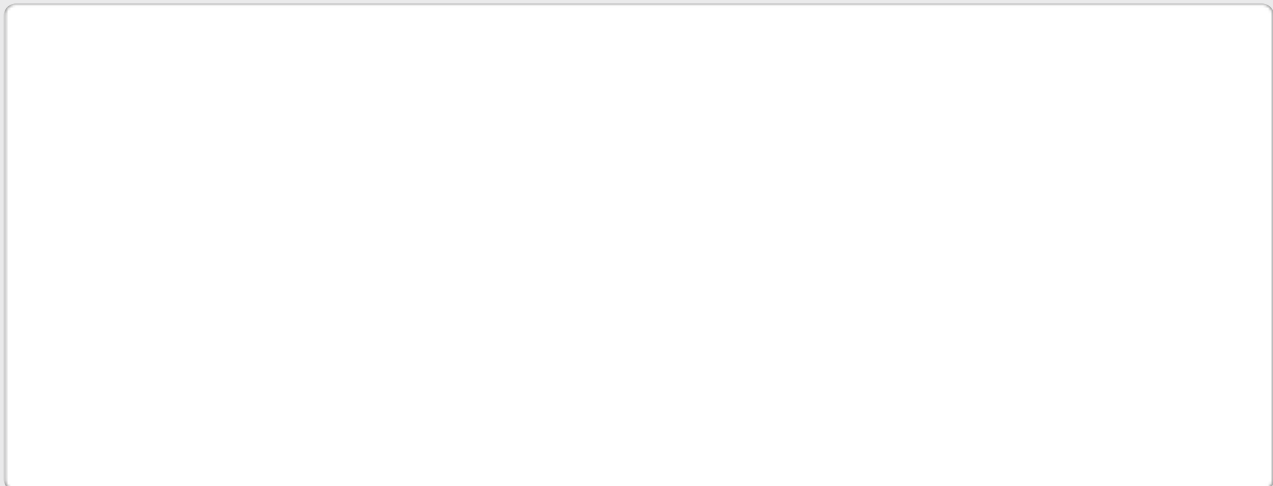
8. Please describe in detail your plans for hosting the Building with Biology forum. Include goals, timeline, who from your organization will be involved, the audience you are trying to reach and how you intend to recruitment scientist and public participants from your community for the forum (guest presenters are not a requirement but if you have plans to invite presenters, please feel free to share those ideas). Also include whether hosting the forum will allow your organization to reach new audiences.

Forums must be completed between June 24th and September 30th, 2016.

**Forum tip: Recruiting an audience for a forum takes time. We recommend planning at least a month for this process.*

A **Forums Manual** is available online at www.buildingwithbiology.org/forums, which includes details about planning and hosting a forum, ideas for how to recruit audiences, and much more.

*Forum descriptions should be a maximum of 800 words. **



9. Forum Stipend Budget: In the table below, please *estimate* your forum budget.

The forum stipend is \$1,200. Stipend recipients will receive a check to cover staff time, benefits, subsistence for participants and other applicable costs directly related to implementing their proposed Building with Biology forum. Stipends cannot be used to pay for indirect costs or alcohol. See the [2016 Forum Stipend Overview](#) for example budget and eligible expenses.

*

Be sure all blanks are filled, use "0" and "NA" as necessary.

	Amount (in dollars)	Description
Salary	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>
Subsistence	<input type="text"/>	<input type="text"/>
Speaker honorarium	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
STIPEND TOTAL	<input type="text"/>	<input type="text"/>

Evaluation Requirements

You will need be **REQUIRED** to designate at least ONE PERSON who will:

- Provide documentation that they have completed human subjects training from NIH or CITI. Documentation can be an existing completion certificate *or* the data collector can complete a 2-hour online training course prior to the event (the online training from NIH is free to complete and can be found at <https://phrp.nihtraining.com/users/login.php>).
- Attend a 1-hour online webinar, [Evaluating Building with Biology Forums](#) on June 23rd, prior to the forum.
- The Evaluation Team will provide you with public surveys. Please distribute these to participants to complete after the forum, collect public surveys and any handwritten participant discussion notes from the forum, and mail these to the Evaluation Team (a pre-paid envelope will be provided). Stipend recipients will receive additional information about this evaluation once the stipend award is confirmed.

10. Do you agree to these terms? *

- Yes
- No

Forum Stipend Use Agreement

If you are selected to receive a **Building with Biology** forum stipend, you are expected to:

- Hold your Building with Biology forum between **June 24th and September 30th, 2016**
- Participate in the **required** forum evaluation activities
- As part of the overall Building with Biology project and host of an event and forum, you will be required to complete questions pertaining to these experiences in the Building with Biology final report. *The Building with Biology project will provide a template and link for this report. This report is due no later than three weeks after hosting your last event/forum.*
- If you find that you cannot implement the proposed forum; you will be asked to return the funds.

11. Do you agree to these terms? *

- Yes
- No