

STEM Scale-Up Application Help Guide

Setting Up Iowa Grants Account

For information on setting up an account, please utilize this [document](#). If you have issues creating an account, please contact your [regional manager](#).

Starting An Application

1. To begin an application, navigate to the funding opportunity "[2024 STEM Scale-Up Program Educator Application](#)."
2. Once there, select "Start New Application."



3. **Please note:** you may only apply for one program per application. Each school building will need to complete a separate application for each program.
4. The following screen will ask you to create an application title. Try to have this title follow the following format: STEM Region, Scale-Up Program Title, School Building/Organization (i.e. NW, All About Balance, Jefferson Elementary School). Then click "Save Form Information."

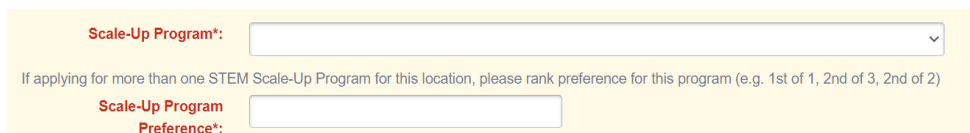
5. The Iowa Grants system will have you verify and save one more time.
6. The next screen you will see will provide you details about the three parts to the application. Once each section has been completed you will see a check mark beside the name of that section.

Component	Complete?	Last Edited
General Information	✓	Jan 5, 2024 3:38 PM - Mauree Haage
PART 1: STEM Scale-Up Program Contacts Form	-	-
PART 2: STEM Scale-Up Narrative	-	-
PART 3: STEM Scale-Up Budget Information	-	-

7. To begin completing Part 1 of the application, simply click on the title.

Part 1: STEM Scale-Up Program Contacts Form

1. The purpose of the first part of the application is to provide us with information about the school building including applicant contact information, administrative contacts, and educators implementing the Scale-Up Program for which you are applying.
2. Make sure to select the Scale-Up Program to which you are applying and your program preference (i.e. 1st of 2, 3rd of 3, etc.).

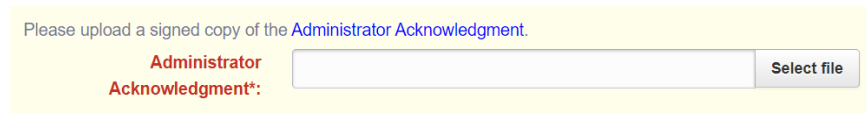


Scale-Up Program*:

If applying for more than one STEM Scale-Up Program for this location, please rank preference for this program (e.g. 1st of 1, 2nd of 3, 2nd of 2)

Scale-Up Program Preference*:

3. You will also be asked to upload the “Administrator Acknowledgment” form that has been filled out and signed in order to complete this part of the application. You can always come back to this later by clicking “Save Form” and accessing the application later and uploading.



Please upload a signed copy of the [Administrator Acknowledgment](#).

Administrator Acknowledgment*:

4. After each section of Part 1 is completed, make sure to save it and then mark it as complete using the buttons at the top of the sections.



5. The last section to complete is about the educators who will be implementing the STEM Scale-Up Program. If the applicant will be one of the educators, please list yourself in this section as well. To add an educator, select “Add a Row” at the top of the table and complete the required fields.
6. If you are unsure of the exact educator (i.e. waiting to hire for that position, etc.) use the word “Placeholder” for the name fields and provide contact information based on who we should reach out to for updated information.
7. Once all educators have been added, you may then save and mark this section as completed.

Part 2: STEM Scale-Up Narrative

1. The purpose of the second part of the application is to provide us with information about the students and classrooms who will be participating in the Scale-Up Program for which you are applying.
2. When providing estimates of students who will be involved, try to be as accurate as possible as this helps when determining funding amounts.
3. This part of the application will also ask questions pertaining to demographics and specifically the amount of students eligible for free or reduced lunch. There is a document linked in the

application to help with this.

Based on the estimated number of students participating, what **percentage** of students do you anticipate receive free/reduced lunch? Please round percentage to nearest whole number.

(Please refer to [this document](#) for guidance of free/reduced lunch by Iowa Schools. Any questions, please contact your STEM Region Manager or email info@iowastem.org).

Percentage of Youth on Free/Reduced Lunch*:

Percentage of Female Participants*:

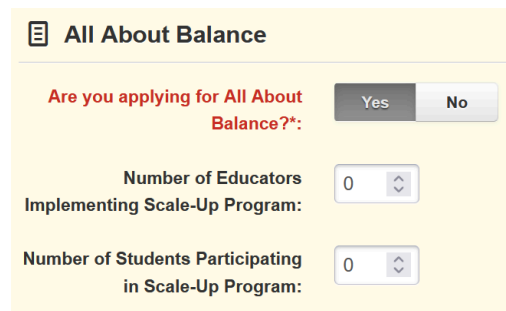
Estimated Number of Youth of Diversity (Youth of Color, Disability, etc.):*

If you are applying on behalf of an organization who does not track this information, you may use the county average or the average of the local school district.

4. Again, make sure to save each section and mark them as complete once done.
5. The last sections of this part of the application will be essay questions that help our teams of reviewers better understand how the STEM Scale-Up Program will be implemented and sustained. Here are some tips on what distinguishes a great response from a good one:
 - a. Program Integration Question: *How will the STEM Scale-Up program fit into and improve your current STEM units, lessons, curricula? Please provide a specific example (3000 character limit).* A GREAT response shows clear, specific evidence of how you plan to collaborate with other educators, businesses, and others to meet the requirements of the program as described in the program's fact sheet.
 - b. Implementation Plan Question: *Describe the implementation plan and the students for whom, when, and where the STEM Scale-Up program will be used so that reviewers can understand for whom and when the program will be implemented (3000 character limit).* A GREAT response does more than just describe the who, when, and where of implementation, it includes rationale for these choices.
 - c. Sustainability & Growth Question: *The goal of the STEM Scale-Up Program of the Iowa Governor's STEM Advisory Council is to "seed" or start programs (not sustain). What is your plan to cover the costs of sustaining this program in future years (supplies and materials, fees, additional training, etc.)? (3000 character limit).* A GREAT response provides clear evidence of the level of involvement from partners in sustaining the program. Are you consulting them? Are they working alongside students?
 - d. Reach High Need/Under-Served Question: *The STEM Council established the priority to reach children of high need and/or under-served (specifically rural/urban, ethnic/racial minority, gender distribution, free or reduced lunch, English language learners, special needs and low STEM academic performance). Please identify the high-need groups you will serve using this program. (3000 character limit).* A GREAT response provides evidence that you considered the barriers to participation that impact the specific under-served populations of youth in your community. What actions are in place or will be in place to reduce those barriers?

Part 3: STEM Scale-Up Budget Information

1. The purpose of the third and final part of the application is to provide us with information that assists us in determining the amount of funding needed to award the applicant. It is important to be as accurate as possible when estimating numbers.
2. Please note: Some of the information asked may have been asked previously (i.e. number of students participating) so it is important that your numbers are the same as in previous parts of the application.
3. You will only complete one section of this part of the application. To do that, locate the name of the STEM Scale-Up Program to which you are applying and select “Yes.”



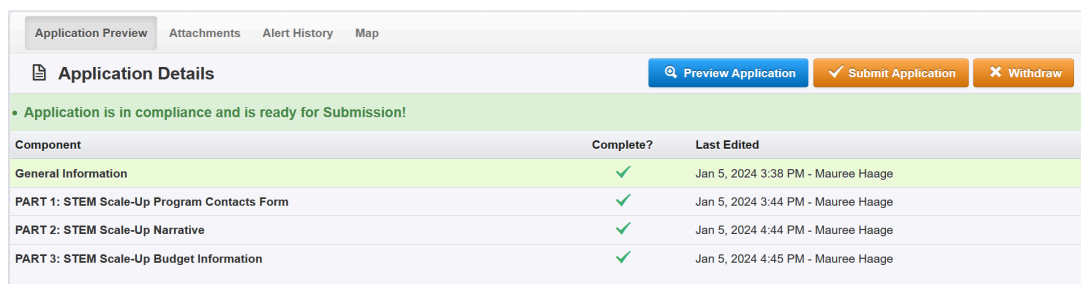
The screenshot shows a form titled "All About Balance" with a yellow background. It contains the following fields and controls:

- A question: "Are you applying for All About Balance?*" with "Yes" and "No" radio buttons.
- A field: "Number of Educators Implementing Scale-Up Program:" with a dropdown menu showing "0".
- A field: "Number of Students Participating in Scale-Up Program:" with a dropdown menu showing "0".

4. Once you have selected “Yes” there may be additional questions asked. When those have been completed, you may save the section and mark it as complete.

Submitting Your Application

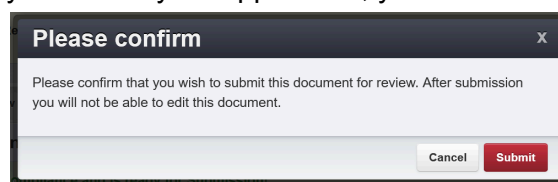
1. When all portions of the application have been completed, you should see check marks beside each part.



The screenshot shows the "Application Details" page with a navigation bar at the top containing "Application Preview", "Attachments", "Alert History", and "Map". Below the navigation bar are three buttons: "Preview Application", "Submit Application", and "Withdraw". A green banner states: "Application is in compliance and is ready for Submission!". Below this is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Jan 5, 2024 3:38 PM - Mauree Haage
PART 1: STEM Scale-Up Program Contacts Form	✓	Jan 5, 2024 3:44 PM - Mauree Haage
PART 2: STEM Scale-Up Narrative	✓	Jan 5, 2024 4:44 PM - Mauree Haage
PART 3: STEM Scale-Up Budget Information	✓	Jan 5, 2024 4:45 PM - Mauree Haage

2. At this point, you are able to click “Preview Application” to look over your application and make sure everything is accurate and correct prior to submitting.
3. When you are happy with you application, you can then click “Submit Application” and the system will let you know that once you submit your application, you will not be able to edit it any further.



The screenshot shows a "Please confirm" dialog box with a close button (X) in the top right corner. The text inside the dialog reads: "Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document." At the bottom of the dialog are two buttons: "Cancel" and "Submit".

4. Once you have submitted your application, you are all set! Award notifications will occur in April.

Frequently Asked Questions

1. Who is eligible?
 - a. PreK-12 educators, both in and out of the classroom, are eligible to apply, **so long as they have undergone a criminal background check as a requirement of employment**. Eligible applicant(s) include public and private school PreK-12 teachers, youth organization leaders, informal education professionals, home school associations and others who deliver STEM education programming. Every applicant must secure the commitment and signature of the institution's lead administrator(s).
2. Can I apply for more than one STEM Scale-Up program?
 - a. Yes, educators may apply for more than one STEM Scale-Up program, but a new application is required for each program desired.
3. Is this a grant?
 - a. No, if an educator is chosen to receive a program the offering is considered an award. The STEM Hub will enter into an agreement with the organization providing the program (referred to as the program provider) to provide the educator training and/or materials.
4. Is there a cost to the school/organization?
 - a. Some STEM Scale-Up programs require cost sharing, as noted in the one-page summary for each program.
5. Will funding for awards be available next year?
 - a. The legislature reviews the funding level annually. STEM Scale-Up programs are also reviewed annually.
6. May I apply on the behalf of multiple organizations?
 - a. No. (For example, a school may apply for multiple teachers, but may NOT include educators outside of the school.

Definitions

Educator: is any school (public, private or home school association), a Boy/Girl Scout troop, a 4H Club, library, a childcare organization or any organization that works with youth—formally or informally.

Scale-Up Programs: programs must be “scalable” to any community in Iowa, regardless of that community's resources or size. A Scale-Up STEM program must be well established programming that can be sustained beyond initial Advisory Council investment. A STEM Scale-Up program must be able to adapt to rapid and exponential growth of an organization's programming and administrative operations. Providers are expected to have the staffing and capacity necessary to expand their operations from a small number of sites to statewide coverage.

Program Provider: (selected through this Scale-Up Program proposal process) is an independent contractor who agrees to provide related Scale-Up programming and services to the awarded educators as part of the Iowa STEM Scale-Up initiative. Programming may include, but not be limited to, curricula, teacher professional development, kits, materials, equipment, mentor systems, on-line resources and/or educational technology.