The HiSCI Program at JABSOM welcomes grant proposals from all Hawai`i Grade K-5 teachers and Science and Health teachers from Grades 6-12. Rather than supplying the funds for teachers to purchase specific instructional equipment/teaching supplies (hereafter, referred to as “resources”), we will purchase the resources for the applicant and have them shipped to their school. HiSCI will award a maximum of $2,500 in resources per applicant. To increase your chances of receiving the award, it is recommended that you keep your budget low by focusing on what you really need.

### Intent of Funds

| The intent of this grant program is to provide resources for Hawai`i’s K-12 teachers to use with students. This program will support requests that are reasonable and inspire students to love science and/or pursue health careers. |

### Eligible Applicants

| All Grade K-5 teachers who discuss Science or Health topics with their students and all Grade 6-12 Science or Health subject teachers are eligible to apply. Applicants must be currently hired as teachers in the State of Hawai`i. There are no school type exclusions (Public, Private, and Charter school teachers are all welcome to apply). |

### Use of Resources

| Resources are intended to be used by teachers and/or students for instructional purposes. |

### Teacher Commitment

| To be eligible to apply, you must submit a STEM lesson plan or activity on the STEM Intercommunity Portal (SIP) JABSOM HiSCI Forum at [http://stempreacademy.hawaii.edu](http://stempreacademy.hawaii.edu). Refer to the next page for more information. |

### Reporting Responsibilities

| Within 1-year of receiving resources, we require that you report how often you used the resources and with how many students. We also request that you submit a lesson plan that shows how you are using the resources provided. |

### Application Deadline

| **April 29, 2016 by 5 pm HST** The submission process consists of 5 steps that must be completed in advance (refer to the next page for more information). |

### Awards Announced

| Applicants will be notified via email by July 1, 2016. |
5 Steps to Submit the RFP

STEP 1*: To start, email Kira Hughes (HiSCI Program Director) at kirawa@hawaii.edu to register for the “SIP JABSOM HiSCI Forum”. In the subject line of the email, write “RFP”. In the email body, please provide:

a) Your full name
b) The school where you teach
c) The email address that you most frequently use.

STEP 2*: Within 3 business days you will receive an email from the STEM Pre-Academy welcoming you. This email will include your username and password for the SIP site.

*If the applicant is already registered on the SIP JABSOM HiSCI Program, skip Steps 1 & 2.

STEP 3: Login to the SIP (http://stempreacademy.hawaii.edu) using your provided username and password. Once logged on, click on the “Forums” tab and then click on “JABSOM HiSCI Program”. There you will see a topic titled “STEM Lesson Plans”. Attach a STEM lesson plan or activity of your choice in the appropriate Elementary, Middle, or High School section that you feel would be of interest to the Hawaiʻi teaching community. For example, it could be an actual lesson that you currently teach or maybe something from another teacher or organization that aligns with the new Next Generation Science Standards (NGSS). This is not meant to be a difficult task; our goal is just to use this platform to share helpful information among Hawaiʻi’s teachers. Try not to repeat lessons that are already posted in this section. Once you submit a lesson plan to the SIP, you will be emailed a link within 2 business days to apply for the resource funding within the SIP. Please do not share this link with other applicants.

STEP 4: Click on the provided link, fill out the online form, and attach these two files:

**File I. Budget** (Excel Spreadsheet or Word Document preferred)
1. Organize each unique item on a separate row under the following column titles:
   a. Name of item (include the supplier’s name and size of item if relevant)
   b. Cost per item
   c. Item quantity
   d. Weblink (provide a working link to the exact item requested)
2. Provide a total for all items requested that includes the tax and shipping charges to send the item from the supplier directly to your school.

**File II. Narrative** (no more than two pages. Arial, 12 point font recommended)
1. How will the requested resource(s) benefit your students?
2. How does the requested resource(s) relate to the science or health disciplines?
3. How did you originally hear about the resource(s) you are requesting?
4. Discuss any partnerships or resource sharing that exists between you and other teachers within your school, at other schools, or with community organizations.
5. Describe some of the most exciting science or health learning opportunities available in Hawaiʻi that you and/or your students have experienced.

STEP 5: Submit your application on the SIP by 5 pm HST on April 29, 2016.

QUESTIONS? Contact Kira Hughes at kirawa@hawaii.edu or 808-692-1287.