



THE UNIVERSITY
OF BRITISH COLUMBIA

WWEST Associate Chair Application Information

Thank you for your interest in becoming a Westcoast Women in Engineering, Science and Technology (WWEST) Associate Chair. This is a competitive application process with a closing deadline of **September 30, 2024**. Funds will be dispersed to successful candidates and their programs, in Fall 2024 (November), and a final report due August 31, 2025.

A maximum of 3 Associate Chairs will be awarded and will be notified of successful submissions, via email.

Eligibility Criteria:

- Applicants must be a tenure track faculty member in a research stream (Tri-Council or equivalent funding recommended). Preference given to those in a NSERC field at a recognized Postsecondary Institution in British Columbia or the Yukon, and committed to equity, diversity and inclusion (EDI) and closing the gap on underrepresentation in Science, Technology, Engineering and Mathematics (STEM).
- Associate Chairs will receive \$10,000 to be used toward programming that increases the interest and visibility of women and underrepresented people in STEM.
- These funds must be matched by Donor or Faculty and Institution of which the applicant works. Grant funds are ineligible as matching funds. In-kind and cash contributions, or a combination thereof, are acceptable forms of matching funds.
- Up to 50% of program funds may be used for salary. Note: Funds are NOT to be used for the Associate Chair salary.
- Budget and spending must comply with NSERC and Tri-Council policies (ie. No alcohol or gifts).
- Funds will be transferred from the University of British Columbia via invoicing initiated by the Associate Chair's institution.

Benefits of this Support:

- Elevate awareness of individual programs and increase their output in equity, diversity and inclusion initiatives which are recognized by, and support, the institution or region.
- The intent is to build or advance a unique program supporting goals of WWEST and CWSE and to build relationships and a historical record for NSERC with the potential ability to join CWSE BC/Yukon Region in future Program Requirements.

WWEST's Role:

- Support lessons and training IF the Associate Chair program is interested.
- Share research where requested.

Requirements:

- Formal adjudication is based on NSERC's historical application for CWSE (see Rubric).
- Year-end reporting and metrics summary to be submitted by August 31, 2025.
- Upon successful adjudication, a formal contract signed by the Department Head and Associate Chair.



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Application Questions:

1. What is your Vision as Associate Chair?
 - (max 650 characters)
2. What are the applicants contributions to EDI and increasing underrepresented persons in STEM?
 - (max 3500 characters)
3. Please share indicators of Institutional readiness and support for this application.
 - (max 2000 characters)
4. Provide a concise action plan with deliverables and how you will collect and report metrics.
 - (max 2000 characters)
5. What activities/unique elements will be shared with WWEST?
 - (max 1500 characters)
6. How will you promote WWEST in your initiative?
 - (max 1000 characters)
7. What do you require from WWEST for implementation and support (ie. lessons/training)?
 - (max 1500 characters)
8. Budget (Staffing/Salary, Supplies, Promotion, Travel/Accommodation/Other) and any additional information/justification for your budget.
 - (max 3000 characters)