Instructions for Submitting a Proposal Through the WVU Center for Excellence in STEM Education

1. After selecting an appropriate proposal type, choose the department/lead unit (or center) where the research will take place.

   a. You will need to click the search button and return a value for this field.

   b. On the search page, you can the name of the unit into the search box, or you can type part of the name with an asterisk if you do not know how the department is listed.

   c. Click the search button or hit the enter key to see results.

   d. When you locate your department or unit, click the return value link to bring the unit number (wvu+kc ID) and department/lead unit (or center) name into the proposal development form.

   e. You will now see the name of the selected unit in the department field.

2. Continue to appropriately select/complete the remaining fields in the proposal.

If you will be using the Center for Excellence in STEM Education as the department/lead unit, you will be able to find the center by typing “STEM” into the search box. (In the example screen shot above, for demonstration purposes, the department of mathematics was used).

c. Click the search button or hit the enter key to see results.

d. When you locate your department or unit, click the return value link to bring the unit number (wvu+kc ID) and department/lead unit (or center) name into the proposal development form.

e. You will now see the name of the selected unit in the department field.