Hello Project SEED Coordinators,

The submission process is now open (February 7th through February 24th). We have broken the process into two steps. **The steps MUST be completed in sequential order in order to successfully submit and confirm projects linked to your site.**

**Step 1: Create your site**

1. We ask that **ONE** representative from your Project SEED site completes the [Project SEED 2020 Site Proposal Application](https://bit.ly/SEEDCoordinatorDetails) (or copy and paste the following into your browser: https://bit.ly/SEEDCoordinatorDetails).
2. Share the Project SEED Site Name with your helpers/co-coordinators.

**Step 2: Add your project(s)**

1. Anyone can help you add projects!
2. Navigate to the [Project Submission Form](https://bit.ly/SEEDProjectSubmission) to enter in the project details (or copy and paste the following into your browser: https://bit.ly/SEEDProjectSubmission).
3. Complete the form, and click “Submit”.
4. Repeat as many times as needed for any additional projects.
5. ACS Staff will confirm all received projects at the end of each business day. The URL will be provided via email to those that have submitted site proposals and will be added to the success page after submitting a project.

**Step 3: Confirm your uploaded projects**

1. The URL for the confirmation page will be emailed to primary coordinators and will also be visible on the success page after submitting a project.
2. Navigate to the URL provided – do not use Internet Explorer.
3. Select your site from the drop-down list in the upper left hand corner.
4. View the site proposal and summary of submitted projects.
5. If there are any errors, please notify the Project SEED office by email with all necessary corrections.

**Likely Questions**

**Is this the new Project SEED platform?** No. This temporary location allows you to easily submit project proposals and ensure that we can stick to our cycle timelines.

**Will I have to re-enter information once the platform is ready?** No. ACS staff will take care of moving your proposal and projects to the platform.

**What about my ACS ID? I thought I needed it to login.** You will still need your ACS ID once the new platform is ready. So be sure that you have your user ID, associated email address, and password handy. You will use the new platform to match students to projects if your site is approved. If you need to create an ACS ID still, please go to [https://myaccount.acs.org](https://myaccount.acs.org).

**How will I know what projects have been received?** After you have submitted the site proposal, you will receive a confirmation email with the URL to confirm all site information and related projects. Please note that you will NOT be able to see your updates immediately after submission. The data is manually refreshed. We are aiming to update twice per business day, so please pay close attention to the refresh date and time in the lower right hand corner of the page to know whether you should expect to see you most recent additions.

**What about co-coordinators?** Co-coordinators can still be engaged in your process. Please reach out to them to assist with entering projects. They will be able to login to the new platform after sites have been approved.
Step-by-Step Instructions (with screenshots)

Step 1: Create your site

1. **Only one representative from each Project SEED site should complete Step 1!**
3. The proposal application is split into six sections:
   a. **Section 1: Project SEED Site Name.** The first step is to create a Project SEED site name. If you have received a site name via email from Racquel Jemison (r_jemison@acs.org) on January 30th, please use that name.

   If you are a new/first-time participating coordinator, please select a site name that reflects where your site is located. Many sites are named after their ACS Local Section, a university or company hosting the students, etc. **Please do NOT use acronyms.** Assume that people reading this site name will not be familiar with short-hand or acronym-containing names.

   ![Project SEED 2020 Site Proposal Image]

   1. What is your preferred Project SEED Site Name? *
   
   This is how students will find your Project SEED site, and the name that you should share with any helpers entering project details. Please do NOT use acronyms.

   b. **Section 2: Primary Coordinator Details:** Enter in your name and contact information. Enter in any ACS ID account information you may have (specifically the User ID and email address associated with the account; this will help us to connect it to your user account in the new platform). If you do not have an ACS ID account, you can create one by navigating to [https://myaccount.acs.org](https://myaccount.acs.org).

   ![Primary Coordinator Contact Information]

   2. Primary Coordinator contact Information.

   Your First Name *

   Your Last Name *

   Your Email Address

   Please provide the best email address for Project SEED correspondence.

   Your Phone Number *
c. **Section 3: Institution Details.** Enter your Institution Address. This is the address that can receive safety booklets for Summer I students and general information for all participating students and mentors. Please be sure that this is an address that can accept packages (ie. large envelopes or small boxes).

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3. Institution Details:
What is the best address to send safety booklets for your Summer I students?
Don’t know the best address yet? That’s ok, you can add it later.

Address, Line 1

Address, Line 2

Address, Line 3

City *
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d. **Section 4: Site Proposal Details:** This is the most important part of the proposal. Here, you can indicate if you have previously participated as a coordinator, if you’ll be working with an ACS Local section, and the most importantly, how many mentors and students you will be requesting for the summer. We also ask about any matching funds your site will be contributing. If you are not contributing matching funds, or do not have either Summer I or Summer II students, enter in “0” or “$0” for those fields.

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4. Site Proposal Details:

Have you served as a Project SEED Coordinator Before? *
This is not used to determine whether you receive a grant, but it helps ACS staff know how we can assist you over the course of the program.

- Yes
- No

Are you planning to coordinate/work with your ACS local section for student programming or funding?

How many mentors (including yourself, if applicable) will be participating at this site? *

Mentors are typically the lab’s principal investigator. They are responsible for providing the project details, and ensuring that the student’s research is completed.
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e. **Section 5: Payment Details:** Indicate what type of institution/organization will be processing the stipends for your students (receiving and distributing the checks). This can be an ACS Local Section, academic institution, corporation/industry, government entity, or other. **Stipend checks (should your site be awarded) will NOT be sent directly to students and will NOT be sent to residential addresses or specific individuals unless it is to the attention of a specific person at said institution/organization.**

Indicate how the payment should be received (either a physically mailed check or an electronic deposit).
f. **Section 6: Student Application:** This year, all students will have to submit an online application. Coordinators will be able to select additional questions that they would like students to answer to assist with student selection. These extra questions are completely optional. You can select all or none of the questions. We will be paying attention to which questions are most requested for future years. Since the essay questions are not shown in its entirety on the form, please see below for the full questions:

i. **Optional Essay Questions**
   1. Describe yourself and tell us about your goals after high school.
   2. Describe any lab experiences you have had in your education experience thus far, types of labs or activities you have done, and your overall confidence in your lab skills.
   3. Why do you want to participate in Project SEED? Elaborate on how this will affect your education, passion for science, or make some other form of impact.

ii. Upload a copy of your resume

iii. Upload a copy of your unofficial transcript

iv. Ask your high school teacher (preferably a chemistry or STEM teacher) to write a letter of recommendation letter on your behalf and have them email it to <COORDINATOR NAME, EMAIL ADDRESS>. Note that students will be instructed to have letters sent directly to the primary coordinator via email.
4. Once you are satisfied with your responses, click Submit.
5. You will automatically be taken to the Project Submission Form (or you can click continue).

Step 2: Add your project(s)

1. Anyone can help you add projects. Share the Project SEED Site Name with anyone assisting in project submission. You can navigate to the Project Submission Form by clicking the hyperlink or copying and pasting the following into your browser (https://bit.ly/SEEDProjectSubmission).

2. There are five sections to the project proposal form:
   a. **Section 1: Site Name.** Select the correct Project SEED site name. PLEASE ENSURE THAT YOU SELECT THE CORRECT SITE PRIOR TO CONTINUING. If you find that you have submitted a project to an errant site, please email projectseed@acs.org.
b. **Section 2: Project Details.** Enter in the project title, abstract, and student activity summary. Indicate whether the project is likely to be a Summer I or Summer II project.

c. **Section 3: Safety Details.** Select your training methods and identify any potential safety risks that may be associated with the project. If you select any of the options, please provide a brief statement describing how these safety risks will be accounted. For example, will there be additional safety training? Additional PPE or engineering considerations, monitoring, etc.?

d. **Section 4: Mentor Details.** Enter in the name and contact details for the mentor associated with the project. If there are more mentors enter them into the field following. Note that the mentors included should be the ones directly associated with this project.
e. **Section 5: Project Institution Details.** This information is critical to ensure that students can find and apply to your site. If you are submitting multiple projects at the same institution, you can provide the institution address details the first time, and only use check the box for additional project submissions. Note that you will still be required to enter the state and zip code for each (this serves as confirmation on our end, and a reminder to you if the institution is in fact different from any other entries).

3. Click submit and repeat for each project that requires submission.
4. The success page will provide a button to submit additional projects, as well as the URL to confirm your submissions.

**Step 3: Check your work**

1. The URL to the confirmation page will be emailed to the primary coordinator and will be provided on the project submission success page.
2. Select your site from the drop down in the upper left hand corner.
3. If you have multiple projects listed, use the scroll bar to see each of them.
4. This page is not automatically updated with each project submission. Twice per business day, the summary will be manually updated by ACS staff. Check the “Last Updated” time stamp if you do not see previously submitted projects. If your project was submitted after the time stamp, you will have to wait until the next update.