

# **Budget and Timelines HBCU-UP Planning, Implementation and Achieving Competitive Excellence Proposals**

QEM Network  
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# Budget

- Describes the financial and resource base for:
  - Proposed academic activities.
  - Proposed administrative activities.
  - Proposed evaluation activities.
  - Proposed dissemination activities.
  - Everything else.

# Timelines

- Outline the relationship between the HBCU-UP project goals and objectives and the institution's long-term STEM goals and mission.
- Outline institutional commitments from the campus administration, partners (if applicable), STEM faculty, staff and students.
- Identify who is responsible for each activity.
- Outline the long term sustainability of successful activities.

# Case History

- Your University, Brooklyn, KY
  - YU is a 4000 student public institution, 220 faculty, STEM departments include biology, chemistry, physics, mathematics.
  - Demonstrated need for remedial math.
  - Seeks to improve undergraduate STEM research efforts.
  - Seeks STEM faculty development.
  - Student recruitment and retention.
  - Improve STEM graduation rates.

# Attention Grabbers

- Competitive HBCU-UP Implementation proposals will give attention to:
  - Support of new STEM activities or enhancements, not support maintaining existing activities.
  - Coordination/bridging of all institutional STEM strengthening activities (new and existing) that result in significant and sustainable improvements.
  - Raising the quality of STEM education and student learning, including increasing opportunities for high quality research experiences.

# Attention Grabbers 2

- Establishing and developing partnerships with other minority-serving institutions, other institutions of higher education, other NSF projects, and other research centers.
- Provide evidence of the commitment to the proposed Implementation Project activities of the institutional administration, partners and collaborators if applicable, and the STEM faculty and leadership.

# Activities

- Faculty release time to manage and participate in planning activities.
- Involving visiting faculty or consultants in the planning process.
- Consultation with stakeholders (for example students, faculty, administrators, as well as STEM industry and K-12 representatives) and/or exemplars.
- Data collection.
- STEM program assessment and evaluation.

# Activities 2

- Review of STEM education research findings and effective implementation strategies, and adaptation to needs of the participating institution.
- Travel for site visits to exemplar institutions including existing HBCU-UP project sites or other institutions utilizing documented successful practices.
- Professional travel and professional development directly associated with improving the planning grant activities.

# Required Each Year

- Budget for the PI and the co-PI to attend a three-day grantee meeting
- Budget for the institution's financial officer assigned to the HBCU-UP project to attend a one day workshop on financial management of NSF grants in the Washington, DC area.

# Required Each Year 2

- Management plan and timeline for the project.
  - Ensure that the activities will be implemented on time, within budget, and the required reporting will be accurately completed and submitted.
  - Include your plans for collecting and submitting SEIS data annually and at the end of the project.
  - Include the project's major activities and milestones
  - Identify who will be responsible for completing each activity.

# Considerations

- Financial support may be provided to student participants that are U.S. citizens, nationals, or permanent residents of the U. S.
- Student support should be included on the "Stipends" line under the "Participant Support Costs" section of the budget.
- Stipends to undergraduate students should not replace other need based grants and scholarships already awarded to the students.

# Red Flag 2

- Internal Steering Committee or Internal Advisory Committee to advise on the Planning Grant implementation.
- Evaluation of the Planning Grant as opposed to an evaluation and assessment of your STEM programs.
- External Advisory Committee?

# Budget Justification 1

- State **specifically** what are you purchasing.
- Indicate that:
  - many faculty will benefit.
  - institution is supportive (providing funds for the service agreement, building research facilities and hiring facility managers).
  - students will have a much better educational experience.

# Budget Justification 2

- One month summer salary is requested for Department Chair Charles Drew to lead the team effort to install a new IT infrastructure and train a facilities manager to meet departmental certification efforts. The new IT infrastructure will benefit students and faculty and must be installed during the summer months so as to avoid academic year conflicts.
- One-half month summer salary is requested for Professor George Carruthers to provide oversight for equipment installation and faculty training to meet departmental certification efforts. The equipment must be installed during the summer months so as to avoid academic year conflicts.



SUMMARY PROPOSAL BUDGET

FOR NSF USE ONLY

ORGANIZATION Your University				PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR George W. Carver/ Charles Drew				AWARD NO.		Proposed	Granted
A. SENIOR PERSONNEL: P/PI/D, Co-PI/s, Faculty and Other Senior Associates				NSF-Funded		Funds	Funds
List each separately with name and title. (A.7. Show number in brackets)				Person-months		Requested By	Granted by NSF
				CAL	ACAD	SUMR	Proposer
1. George W. Carver, P.I.							\$ 0
2. Charles Drew Program Manager						1	\$ 8,000
3. Percy Julian					12		\$ 85,000
4. George Carruthers						0.5	\$ 4,000
5.							
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)							
7. ( ) TOTAL SENIOR PERSONNEL (1-6)							\$ 97,000
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. ( ) POSTDOCTORAL ASSOCIATES							
2. ( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)							
3. ( ) GRADUATE STUDENTS							
4. ( ) UNDERGRADUATE STUDENTS							
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							\$ 15,000
6. ( ) OTHER							
TOTAL SALARIES AND WAGES (A + B)							\$112,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS) 22.875%							\$ 25, 620
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)							\$137,620

# Equipment Limitations

- Items exceeding \$5,000 and 1 year's useful life are defined as permanent equipment (unless lower thresholds are established by the organization.)
- Implementation Projects (including ACE)
  - Equipment costs cannot exceed 30% of the total NSF budget requested.
- Planning Grants - Minimal equipment costs are allowed if required to implement the planning grant process.

# Budget Justification 3

- Funds are requested to purchase of an Model FB64 Router from Empire Science Resources , LLC and an McB Main Frame System from the QEM Inc.(costs are detailed in the quotes found in the Supplementary Documents). These are critical parts of a LC-MS system is required for departmental certification and will dramatically improve program opportunities for YU faculty. The enhanced features of this instrument will offer other YU faculty the opportunity of incorporating MS into their teaching and research programs. Undergraduate and graduate (MS) students at YU working with the YU faculty will have substantially improved research and education capabilities available, and will be better prepared for entry into PhD programs or industrial positions as a result of their experience with the new LC-MS system.

# Supplementary Documents

- Quotes or estimates for major equipment purchases should be included in the supplementary documents section.
- Letters of commitment to the proposed project activities can be included as supplementary documents.
- Do not include general letters of support from individuals not involved in the implementation of project activities.

# Required Meeting Travel

- PI and Co-PI to attend a three-day Washington, DC area meeting each project year.
- PI attend a three-day Washington, DC area meeting each project year.

# Evaluation and Assessment 1

- Principal investigator must submit an annual project report at least 90 days before the end of the current budget period.
- Within 90 days after expiration of a grant, the PI also is required to submit a final project report.

# Evaluation and Assessment 2

- Identify, budget, and commit to an evaluator.
- Evaluator should be brought on at the beginning of the project .
  - Indicates institutional commitment?

# Dissemination

- Don't forget to budget in a meaningful manner funds for project dissemination!
  - Website
  - Workshops
  - Podcasts
  - Intelligent Distribution

# Indirect Costs and Other Stuff

- Generally check with your Office of Grants and Research for these items.
- They are important and can affect dramatically the budget.
- Often they can be used to leverage institutional support.

D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)			
QEM, Inc. Model McB Main Frame		\$ 24,000	
ESR, LLC. Model FB64 Router and Communications		\$ 5,100	
TOTAL EQUIPMENT		\$ 29,100	
E. TRAVEL	1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)	\$ 4,500	
	2. FOREIGN		
F. PARTICIPANT SUPPORT			
1. STIPENDS	\$ 20 students @ \$7500	\$150,000	
2. TRAVEL			
3. SUBSISTENCE			
4. OTHER			
TOTAL NUMBER OF PARTICIPANTS ( )			
TOTAL PARTICIPANT COSTS		\$150,000	
G. OTHER DIRECT COSTS			
1. MATERIALS AND SUPPLIES			
2. PUBLICATION/DOCUMENTATION/DISSEMINATION		\$ 2,500	
3. CONSULTANT SERVICES			
4. COMPUTER SERVICES			
5. SUBAWARDS			
6. OTHER			
TOTAL OTHER DIRECT COSTS			
H. TOTAL DIRECT COSTS (A THROUGH G)		\$323,720	
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE) 50% MTDC on wages, salaries, benefits,		\$ 73,810	
TOTAL INDIRECT COSTS (F&A)		\$73,810	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)		\$397,530	
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.)			
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)		\$397,530	\$

# Red Flag

- **Proposals that include normal operating activities such as salaries to teach existing classes, and normal recruitment and outreach activities, will **NOT** be funded.**

# Timeline Metrics

- Measurable milestones.
  - Academic
    - Remedial Math Bridge Program
    - STEM Undergraduate Research Program  
Academic Year, Summer
    - Faculty Development
    - Course Restructuring and Enhancement

# Timeline Metrics 2

- Measurable milestones
  - Administrative
    - Laboratory Supplies
    - Laboratory Operations
      - Safety: MSDS, Chemical Hygiene Plan, Hazard Waste Disposal, Biohazard
    - Administrative Office Supplies and Operation

# Timeline Metrics 2 continued

- **Advisory Committee Meetings**
  - External
  - Internal
- **Administrative Personnel**
  - SEIS Reporting Requirements, Student-Faculty-Staff Data, Meeting Minutes
- **Institutionalization**

# Timeline Metrics 3

- Measurable milestones
  - Evaluation
    - Expected Outcomes
    - Collection of Self Evaluation Indicator System (SEIS) Data Annually and at End of Project
      - Infrastructure
      - Personnel

# Timeline Metrics 4

- Measurable milestones
  - Dissemination
    - Web page
    - Seminar Announcements
    - Poster Sessions
    - Journal Articles
    - Podcasts
    - Blogs

# Timeline Nugget

- As projects and activities mature and are institutionalized or removed, resources are redirected to new projects and activities.