

**Graduate Assistance
in Areas
of National Need
(GAANN)**

**FY 2021 Pre-Application
Information**

Disclaimer

- This document is a brief summary of the program regulations and application requirements.
- Do not rely solely on the information in this document.
- Please refer to the Notice Inviting Applications and the program regulations published in the Federal Register for additional information, as these are the official documents governing the competition.

Talking Points and Absolute Priority

GAANN Fellowship Program Description & Legislative Authority

- GAANN provides fellowships through academic departments of institutions of higher education to assist graduate students of superior ability who demonstrate financial need and plan to pursue the highest degree available in their course of study at the institution.
- The Graduate Assistance in Areas of National Need fellowship program is authorized under Title VII, of the Higher Education Act of 1965, Part A, subpart 2, as amended.

FY 2021 Highlights

- Grants.gov: www.grants.gov
- Application Instructions Document (Booklet):
 - Notice and Competition Highlights.
 - Absolute Priority Areas of Need
 - Novice Applicant Priority
- Competition Dates:
 - Notice Inviting Applications: January 15, 2021
 - Closing date: March 1, 2021
 - Application review dates: Spring 2021
 - Announcements: Fall 2021
 - Applications awarded a grant begin: October 1st

FY 2021 Absolute Priority: Areas of National Need

A. For the following academic areas, the project must provide fellowships for programs that lead either to a PSM degree, master's degree or a doctoral degree.

- 1. **Computer and Information Sciences.** A degree or a degree with specialization in one or more of the following areas:
 - **Cybersecurity** (the interdiscipline of “11.01 Computer and Information Sciences, General” and “11.05 Computer Systems Analysis”);
 - **Secure computer programming** (the interdiscipline of “11.01 Computer and Information Sciences, General” and “11.02 Computer Programming”); or
 - **Artificial Intelligence** (the interdiscipline of “11.02 Computer Programming,” “11.04 Information Sciences and Systems,” and “14.09 Computer Engineering”).
- 2. **14. Engineering**
 - See Appendix to Regulation 648 to review the academic areas under Engineering that are eligible.

Areas of National Need (continued)

B. For the following academic areas, the project must provide fellowships for programs that lead either to a PSM, master's degree or a doctoral degree, whichever is the highest degree awarded in the area of need at the institution. Students are planning a career in teaching or research.

- **26. Biological Sciences/Life Sciences**
 - See Appendix to Regulation 648 to review the academic areas that are eligible.
- **42. Psychology**
 - See Appendix to Regulation 648 to review the academic areas that are eligible.
 - Note: Educational Psychology (13.08) is not an eligible area of need.
- **51.16 Nursing**
 - For nurse educators –see NIA for information
 - Not for clinical degrees.

New Potential Grantee Priority (1 point)

- The applicant does not, as of the deadline date for submission of applications, have an active grant, including through membership in a group application submitted in accordance with 34 CFR 75.127–75.129, under the program from which it seeks funds.
 - Indicate on Supplement to the SF 425 form: “Novice”
- “New Potential Grantee”:
 - If your institution has a GAANN grant that is open until the end of the fiscal year (Sept 30) then it is not eligible for the New Potential Grantee CPP.

Program Overview

GAANN Regulation Section 648.2 and 648.4

- **Who is eligible for a GAANN grant?**
 - An academic department of an IHE that provides a course of study leading to a graduate degree in an area of national need;
 - Must have been in existence for at least four years.
 - One application per submitting department (648.20(c)).
- **What is included in the grant?**
 - Stipend used to cover the fellows' living expenses
 - Based on the fellows need (Regulation 648.51(b)).
 - Institutional Payment applied to tuition and fees (Regulation 648.62)
 - Adjusted annually (Regulation 648.52)

GAANN Regulation Section 648.5

- Federal funding request may not be less than \$100K and no more than \$750K in a fiscal year to an academic department.
 - Three-year (36 months) award.
 - FY 21 estimated average award for five fellowships is \$253,650 per year in federal funding.
- Institutional match of 25% from non-federal funds (Regulation 648.7).
- Intent is to provide a consistent source of funding.
- Designed not to supplant existing funds at the institution, but to increase the number of US students within the areas of need in the academic department.

GAANN Regulation Section 648.7 and 647.20

- **What is the institutional matching requirement?**
 - Provide from non-federal funds matching contribution (cost-share) equal to at least 25 percent of the amount of the grant.
- **How does an institution apply for a grant?**
 - Address the selection criteria in Section 648.31;
 - Describe the academic program for which the grant is being sought;
 - Request a specific number of fellowships to be awarded;
 - Make a concerted effort to seek talented students from traditionally underrepresented backgrounds;
 - Make fellowship awards to students (Eligibility: 648.40);
 - Provide assurances the institution will provide the institutional matching requirement; and
 - Provide assurance the academic department will provide at least one year of supervised training instruction.

GAANN Regulation Sec. 648.40

- **How does an academic department select fellows?**
 - In selecting GAANN fellows, some of the items that institutions must consider are that a fellow:
 - Be a U.S. Citizen or Permanent Resident;
 - Demonstrate financial need;
 - Demonstrate superior academic ability;
 - Have an excellent academic record;
 - Plan to pursue the highest possible degree available in their course of study at the institution; and
 - Is planning a career in teaching or research.

GAANN Regulation Sec. 648.51 – Stipend

- **Prior to awarding a fellowship, financial aid determines a level of need.**
 - Is GAANN a good fit at your institution?
 - Talk with financial aid office.
 - What is included in the cost of attendance (COA)?
 - Not all students will have the same amount of financial need.
- **Employment or a spouse who works may impact financial need.**

GAANN Regulation Sec. 648.51 – Stipend, continued

- **HEA establishes what components can be used to determine a students' Cost of Attendance (COA).**
 - A students' COA's generally consists of books and supplies, transportation, room and board, and other miscellaneous personal expenses.
- **Basic calculation:**
 - $COA - Tuition \text{ and Fees (if included in COA)} - EFC = Need$
- Assume the maximum GAANN stipend and institutional payment per fellow in budget at this time.
- FY 2021 maximum fellowship estimated \$50,730.
 - Maximum Stipend: \$34,000
 - Actual amount received by a fellow is based on their financial need after award is made to the institution.
 - Institutional Payment: \$16,730.

GAANN Regulation Section 648.60

- **When does an academic department make a commitment to a fellow?**
 - At any point in his or her graduate study for the length of time necessary for the student to complete the course of graduate study, but in no case longer than five years.
 - Not only for encouraging new students to the program, but also for students already enrolled in the program of study at the institution.

GAANN Regulation Section 648.62 and 648.63

- **How can the institutional payment be used?**
 - Applied to tuition and fees; then may be for other expenses such as:
 - Books, computer hardware; membership fees of professional associations; travel and per diem to professional association meetings/educational activities and registration fees (including international travel); expenses incurred in research expenses; or costs of reproducing and binding of educational products.
- **How can the institutional matching contribution be used?**
 - To provide additional fellowships; pay for tuition and fees as well as costs under 648.62; pay for the costs of providing a fellow's instruction not included in the tuition and fees paid to the institution; supplement stipend received by a fellow as long as it doesn't exceed the fellows demonstrated level of need.

GAANN Regulation Section 648.64 and 648.70

- **Neither the GAANN program funds nor the institutional matching funds may be used to pay for general operational overhead costs of the academic department.**
 - Examples: cost of supervision, recruitment, indirect costs
 - Definition: General Operational Overhead (Regulation 648.9).
- **What conditions must be met by the fellow?**
 - Maintain satisfactory academic progress;
 - Devote full-time to studying or research; and
 - Not engage in full-time employment, except on a part-time basis in teaching, researching, or other similar activities.

Selection Criteria

Selection Criteria

- Meeting the purpose of the program..... 7 Points
 - Extent of need for the project..... 5 Points
 - Quality of the graduate academic program... 20 Points
 - Quality of the supervised teaching..... 10 Points
 - Recruitment plan..... 5 Points
 - Project administration..... 8 Points
 - Institutional commitment..... 15 Points
 - Quality of key personnel..... 5 Points
 - Budget..... 5 Points
 - Evaluation..... 15 Points
 - Adequacy of resources..... 5 Points
- Total Points 100 Points

Meeting the purposes of the program

(7 points)

- The Secretary reviews each application to determine how well the project will meet the purposes of the program, including the extent to which--

Meeting the purpose of the program (continued)

- 1) **The applicant's general and specific objectives for the project are realistic and measurable;**
 - Goals and objective(s) of the project should be clearly stated using up-to-date statistical data to support your statements.
- 2) **The applicant's objectives for the project seek to sustain and enhance the capacity for teaching and research at the institution and at State, regional, or national levels;**
 - Ensure that objectives address the capacity for teaching and researching at the institution and at either the State, regional, or national levels.

Meeting the purpose of the program (continued)

- 3) The applicant's objectives seek to institute policies and procedures to ensure the enrollment of talented graduate students from traditionally underrepresented backgrounds;**
 - Reference policies and programs that would ensure enrollment of students from traditionally underrepresented backgrounds.
 - Should be realistic and attainable.
- 4) The applicant's objectives seek to institute policies and procedures to ensure that it will award fellowships to individuals who satisfy the requirements of Section 648.40.**
 - Required to establish specific policies and procedures to ensure compliance with Section 648.40 of the GAANN program regulations.

Extent of need for the project

(5 points)

- The Secretary considers the extent to which a grant under the program is needed by the academic department by considering--

Extent of need for the project (continued)

- 1) How the applicant identified the problems that form the specific needs of the project;**
 - When identifying the problems to be addressed in the project, the applicant should provide recent statistical data to make a good case.
 - Remember to use the Bibliography in the appendix.
- 2) The specific problems to be resolved by successful realization of the goals and objectives of the project;**
 - The problems identified should be understandable and the information should convince the reviewer that the proposed plan will make a significant impact on solving problematic concerns.

Extent of need for the project (continued)

- 3) **How increasing the number of fellowships will meet the specific and general objectives of the project.**
 - For example: This project will enable the institution to increase its current enrollment of 25 doctoral students in the civil engineering program to at least 30 doctoral students who will pursue careers in teaching and research to address the shortage of educators.

Quality of the graduate academic program

(20 points)

- The Secretary reviews each application to determine the quality of the current graduate academic program for which project funding is sought, including--

Quality of the graduate academic program (continued)

1) **The course offerings and academic requirements for the graduate program;**

- A list of course offerings along with the academic requirements for the graduate programs involved should be provided in this section.
 - Remember that course offerings with descriptions should be included as a part of the appendix.
 - Inter-disciplinary and multi-disciplinary proposals should also provide a list of course offerings and academic requirements for all departments noted.
 - Regulation 648.9 provides definitions.

Quality of the graduate academic program (continued)

- 2) **The qualifications of the faculty, including education, research interest, publications, teaching ability, and accessibility to graduate students;**
 - For example the qualifications of the faculty involved with the project as it relates to:
 - Education of the faculty,
 - Research interest(s),
 - Publications,
 - Teaching ability, and
 - Accessibility to graduate students (i.e. student to faculty ratio, office accessibility)
 - Two-Page CV's for each of the faculty and personnel involved with the program should be included in the appendix.

Quality of the graduate academic program (continued)

3) **The focus and capacity for research;**

- Describe facilities, faculty, or state-of-the-art equipment to support research projects specified in the proposal.
- Provide examples that demonstrate commitment to research (i.e., the allocation of federal or state research dollars to support a specific research project or any other external funding the institution may receive to demonstrate the level of commitment to research).

4) **Any other evidence the applicant deems appropriate to demonstrate the quality of its academic program.**

- Highlight such accomplishments as national rankings, Nobel laureates, annual conferences, memberships in national academies, and funding increases.
- Discuss letters of commitment used to demonstrate the quality of the graduate program.
 - Letters are uploaded as part of the appendix section.

Quality of the supervised teaching experience

(10 points)

- The Secretary reviews each application to determine the quality of the teaching experience the applicant plans to provide fellows under this program, including the extent to which the project--

Quality of the supervised teaching (continued)

- 1) Provides each fellow with the required supervised training in instruction;**
 - Regulation Section 648.61 - an institution must provide at least one year of supervised training in instruction at the graduate or undergraduate level.
 - Discuss programs, courses, seminars, and conferences to be offered GAANN Fellows to prepare them for a possible career in teaching.
- 2) Provides adequate instruction on effective teaching techniques;**
 - Highlight instructional strategies/techniques used to prepare GAANN Fellows for teaching responsibilities.
 - Discuss education courses, training seminars
 - Discuss mentors/advisors assigned to develop effective teaching skills.

Quality of the supervised teaching (continued)

- 3) Provides extensive supervision of each fellow's teaching performance;**
- Provide information to show how frequently and how closely a fellow will be monitored.
 - Will this be bi-weekly, monthly?
 - May consider assigning a mentor or instructor in an effort to monitor teaching performance.
 - Describe who will mentor and who will monitor the fellow.

Quality of the supervised teaching (continued)

- 4) Provides adequate and appropriate evaluation of the fellow's teaching performance.**
- How will the fellow's teaching performance be evaluated?
 - Will it be bi-weekly or monthly evaluation meetings to offer constructive criticism to the GAANN Fellow;
 - Will there be videotaping a classroom session to evaluate performance; and
 - Will the fellows receive feedback from the students being instructed by the GAANN Fellow.
 - How will the mentor and/or monitor provide feedback?
 - Discuss what opportunities the fellow will be given to improve teaching performance.
 - When will the fellow be given a chance to use the feedback to improve performance?

Recruitment plan

(5 points)

- The Secretary reviews each application to determine the quality of the applicant's recruitment plan, including--

Recruitment plan (continued)

- 1) How the applicant plans to identify, recruit, and retain students from traditionally underrepresented backgrounds in the academic program for which fellowships are sought;**
 - Provide a realistic plan for how you will identify, recruit, and retain underrepresented groups by highlighting specific policies or programs.
- 2) How the applicant plans to identify eligible students for fellowships;**
 - Provide a plan to identify eligible students for GAANN.

Recruitment plan (continued)

- 3) **The past success of the academic department in enrolling talented graduate students from traditionally underrepresented backgrounds;**
 - Highlight past successes of the academic department for recruiting from traditionally underrepresented backgrounds using statistical data to support claims.
- 4) **The past success of the academic department in enrolling talented graduate students for its academic program.**
 - Highlight past successes of the academic department for enrolling talented graduate students using statistical data to support claims.

Project administration

(8 points)

- The Secretary reviews the quality of the proposed project administration, including--

Project administration (continued)

- 1) **How the applicant will select fellows, including how the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, religion, gender, age or disabling condition;**
 - A statement should be included in this section indicating that selection of GAANN Fellows will be made without regard to race, color, national origin, religion, gender, age, or disabling condition.

Project administration (continued)

- 2) How the applicant proposes to monitor whether a fellow is making satisfactory progress toward the degree for which the fellowship has been awarded;**
- Provide an assessment of the student's progress towards completion of degree requirements.
 - For example the assessment could include being assigned a mentor; a review of the fellow's academic performance; and the steps taken to ensure timely completion of important examinations required for degree completion.

Project administration (continued)

- 3) **How the applicant proposes to identify and meet the academic needs of fellows;**
 - Discuss how you intend to meet the academic needs of all GAANN Fellows such as helping them design and carry out any internship, teaching, and/or research requirements.
- 4) **How the applicant proposes to maintain enrollment of graduate students from traditionally underrepresented backgrounds; and**
 - Discuss specific programs, policies, and procedures that support the retention of graduate students from traditionally underrepresented groups.

Project administration (continued)

- 5) **The extent to which the policies and procedures the applicant proposes to institute for administering the project are likely to ensure efficient and effective project implementation, including assistance to and oversight of the project director.**
- How will those involved in the administration of the GAANN program ensure implementation and oversight of the program and the project director?
 - How will information be disseminated?
 - The responsibilities of the project director and other key personal should be highlighted to ensure effective administration of the fellowship program.

Institutional commitment

(15 points)

- The Secretary reviews each application for evidence that--

Institutional commitment (continued)

- 1) **The applicant will provide, from any funds available to it, sufficient funds to support the financial needs of the fellows if the funds made available under the program are insufficient;**
 - Discuss the level of financial commitment the institution will provide should the amount of federal funding fall short.
 - Remember that the GAANN is considered gift assistance
 - There should be assurance that the fellow will be covered without having to drop classes to work.
 - Some examples of additional funding are TA, additional matching, or other funding provided by the institution.
 - Provide information as to how you intend to meet the 25 percent matching requirement.

Institutional commitment (continued)

- 2) The institution's social and academic environment is supportive of the academic success of student from traditionally underrepresented backgrounds on the applicant's campus;**
- Highlight information about the social and academic environment that is supportive of students from traditionally underrepresented groups such as:
 - What is available in the department/institution
 - Academic support services
 - Student organizations
 - Professional and social associations on campus.

Institutional commitment (continued)

- 3) Students receiving fellowships under this program will receive stipend support for the time necessary to complete their courses of study, but in no case longer than five years;**
- GAANN provides stipend and tuition payment to support fellows up to three years.
 - Should it be needed for a fellow, the institution should provide two additional years of support not to exceed a period of up to five years.

Institutional commitment (continued)

- 4) The applicant demonstrates a financial commitment, including the nature and amount of the institutional matching contribution, and other institutional commitments that are likely to ensure the continuation of project activities for a significant period of time following the period in which the project receives Federal financial assistance.**
- If a fellow requires time beyond the duration of the GAANN grant, the institution should provide assurances in their proposal that additional funding will be provided.
 - Include any other information that highlights the institution's commitment to ensure that the fellow reaches success.

Quality of key personnel

(5 points)

- The Secretary reviews each application to determine the quality of key personnel the applicant plans to use on the project, including--

Quality of key personnel (continued)

- 1) **The qualifications of the project director.**
 - Designate a department chair, graduate program director or other faculty member with leadership responsibilities as the Project Director.
 - Provide narrative regarding the background and experience of the Project Director.
- 2) **The qualification of other key personnel to be used in the project.**
 - Key personnel will assist with the management of the project.
 - Provide narratives regarding the background of other key personnel that will be associated with the GAANN.

Quality of key personnel (continued)

- 3) **The time commitments of the key personnel, including the project director, to the project;**
- GAANN Regulations do not provide specific time commitments; **however,**
 - **State time commitment as a percentage:**
 - Most project director's will devote 10%;
 - Most key personnel will devote between 5% - 10% of their academic year to the project.
 - The percentage of time devoted to the project should be enough to ensure it is successful.
 - Do not use vague non-measureable terms.

Quality of key personnel (continued)

- 4) **How the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected without regard to race, color, national origin, religion, gender, age, or disabling condition, except pursuant to a lawful affirmative action plan.**
- How does your institution ensure nondiscriminatory employment practices?
 - Ensure to addresses this selection criterion in this section.

Budget

(5 points)

- The Secretary reviews each application to determine the extent to which--

Budget (continued)

- 1) **The applicant shows a clear understanding of the acceptable uses of program funds;**
 - Program funds (federal GAANN and matching) cannot be used for general operational overhead costs under GAANN regulation 648.64.
 - Stipend is based on the fellow's financial need determined by the financial aid office.
 - Stipend: Regulation 648.51(b).
 - Institutional Payment: GAANN Regulation 648.62.
 - Institutional Match: GAANN Regulation 648.63.

Budget (continued)

- 2) The costs of the project are reasonable in relation to the objectives of the project.**
- Demonstrate that project costs are reasonable in relation to the desired outcome of the project.
 - For example: GAANN fellows will only receive a stipend up to their stated level of need, as determined under the Title IV, Part F information received from your institutions' financial aid office.
 - Assume the maximum possible amount per fellowship requested in the budget; however, understand that the stipend is based on the fellows' financial need.

Evaluation plan

(15 points)

- The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation--

Evaluation plan (continued)

- 1) **Relate to the specific goals and measurable objectives of the project;**
 - Goals and objectives should be clearly stated and relate directly to the evaluation measures established.
 - Evaluation measures should be able to assess if the applicant is on track towards achieving the goals and objectives outlined in the proposal.

Evaluation plan (continued)

- 2) Assess the effect of the project on the student receiving fellowships under this program, including the effect on persons of different racial and ethnic backgrounds, genders, and ages, and on persons with disabilities who are served by the project;**
- Establish a series of evaluation measures to determine the effects of the project on the students receiving the GAANN Fellowship.
 - For example, the applicant could measure the effects of the project on students receiving the GAANN fellowship by collecting data on: the academic records of fellows and non-fellows; student and faculty surveys of GAANN Fellows and all graduate students; the performance of all fellows on preliminary examinations; and time-to-degree completion rates for fellows and non-fellows.

Evaluation plan (continued)

- 3) List both process and product evaluation questions for each project activity and outcome, including those of the management plan;**
- For example:
 - Did the GAANN program result in an increase of the number of students from underrepresented backgrounds?
 - Did we effectively advertise our GAANN program so as to convey the prestige and value associated with it?
 - Are GAANN fellows making satisfactory academic progress?
 - Is the supervised teaching experience enhancing the GAANN fellows teaching skills?
 - Did the number of Ph.D. graduates who pursued academic careers increase?

Evaluation plan (continued)

- 4) **Describe both the process and product evaluation measures for each project activity and outcome;**
 - Applicants should establish a series of qualitative and quantitative evaluation measures for each project activity so that they can recommend and implement changes to the program based upon the outcome of the analysis of the data.
- 5) **Describe the data collection procedures, instruments, and schedules for effective data collection;**
 - Data collection procedures should address what, when, and by whom.

Evaluation plan (continued)

- 6) Describe how the applicant will analyze and report the data so that it can make adjustments and improvements on a regular basis; and**
 - Data should be analyzed so that successes and shortcomings can be highlighted and adjustments can be made accordingly.
- 7) Include a time-line chart that relates key evaluation processes and benchmarks to other project component processes and benchmarks.**
 - Should include a time-line chart that identifies when key evaluation processes and benchmarks will occur throughout the course of the GAANN project.

Evaluation Timeline Chart Example

GAANN Timeline Chart 2021-2022

Item:	J	F	M	A	M	J	J	A	S	O	N	D
Assemble GAANN Committee	X											
Committee meetings	X	X	X		X		X		X		X	
Prepare and mail recruiting materials	X					X	X					
Receive applications and set up interviews	X						X	X				
Interview candidates	X								X			
Review candidates and select fellows	X									X	X	
Notify applicants	X										X	
Orientation for fellows		X										
Advising		X		X				X				
Recruitment and organize a mentor pool	X	X										
Develop industry contacts	X	X	X	X	X	X	X	X	X	X	X	X
Prepare evaluation materials				X								
Evaluate program					X						X	
Program adjustments and improvements						X						X
Prepare evaluation report						X						X
Committee meets and plans for next year												X

Adequacy of resources

(5 points)

- The Secretary reviews each application to determine the adequacy of the resources that the applicant makes available to graduate students receiving fellowships under this program, including facilities, equipment, and supplies--

Adequacy of resources (continued)

- **Demonstrate willingness to invest non-federal funds in the program.**
 - For example: Facilities, Equipment and Supplies specific to the fellow's field of study:
 - Facilities:
 - Laboratory and office space available to fellows
 - Computer labs and libraries
 - Support staff
 - Equipment:
 - Specific equipment and/or machines used for research in the project area
 - Laptops/Computers available to fellows
 - Supplies:
 - Paper
 - Books

The Application

Types of Applications

- **Single Discipline** (40 pages recommended)
 - A proposal that requests funding in one of the accepted areas of need.
- **Inter-disciplinary** (40 pages recommended)
 - A proposal that request funding for a single proposed program of study that involves academic fields in two or more disciplines.
- **Multi-disciplinary** (40 pages recommended per department)
 - A proposal that is submitted that addresses two or more proposed programs of study that are independent and unrelated to one another.
 - For example: Civil Engineering and Cybersecurity decide to submit a proposal to meet the 25% match requirement.
 - May submit a multidisciplinary proposal if the proposed programs are independent and unrelated to one another.
 - Usually smaller institutions will submit this type of application in order to split the match.

Standard & Program Forms

- **Standard Forms:**

- Application for Federal Assistance (SF 424),
- Department of Education Supplemental Information for the SF 424,
- Grants.gov Lobbying Form (ED 80-0013),
- Assurances for Non-Construction Programs Form (SF424B), and
- Disclosure of Lobbying Activities, SF-LLL.
- ED GEPA 427
- **Standard forms are found on Grants.gov**

- **Program Forms:**

- GAANN Statutory Assurances Form
- GAANN Budget Spreadsheet(s) Form
- **Found only in the application instructions**
 - **UPDATED** -- Upload requirements are in the Notice

Abstract

- **Abstract**

Institution name
Type of application (Single, Inter-disciplinary, Multi-disciplinary)
Area of national need
Degree level of program of study (Master's, PSM, or Doctoral)
Length of time degree program has been in existence
Number of federally funded GAANN fellows requested

- One-page summary covering the designated area(s) of national need and the requested number of Federal GAANN fellows.
- The number of federally funded GAANN fellows requested in the abstract and the number of fellows on the GAANN budget form for the First Year should match.
- May be single or double spaced; however other formatting requirements are noted in the Notice Inviting Applications as well as in the Instructions for Completing the Project Narrative.

Narrative

- **Make narrative easy to read and locate information:**
 - Address selection criteria in order and address each even if it is repetitive.
- Readers are not required to assume or look elsewhere to see if the criterion was addressed.
- If you receive assistance **do not assume** that the individual will proofread or address a requirement in the selection criteria.
- **Review application and attachments prior to submitting.**
 - Is the information consistent throughout the application?
 - Review the financial amount requested and number of federal fellows requested on forms and in the narrative. Is this consistent?

Appendices

- **Appendices:**
 - Curriculum Vitae (recommended maximum two (2) pages per faculty member – uploaded together as one document);
 - Course listing;
 - Letters of commitment;
 - Bibliography; and
 - One additional optional appendix, relevant to proposal (recommended maximum of five (5) pages).



GAANN Program Forms

GAANN Statutory Assurances Form

- **This form covers:**
 - Commitment to fellows
 - Stipend
 - Assurance that fellows maintain satisfactory progress
 - The 25% institutional match
 - Assurance not to supplant funds
 - Supervised teaching experience
- Uploaded, after it is signed, as part of the “Other Attachments Form” in grants.gov

GAANN Budget Spreadsheet(s) Form

- **Single and Inter-disciplinary Programs:**
 - Note Classification of Instructional Programs (CIP) code of the area of need from the absolute priority.
 - Appendix to GAANN Regulation 648 lists CIPs.
 - For FY 2021 the estimated number of fellowships awarded from Federal GAANN funds ranges from two to six.
 - Complete Sections A & B on the budget spreadsheet form.

Single Discipline Program

Form Approved
MB No: 1840-0604
Exp. 03/31/2017

GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: 14.08 Civil Engineering	2. Number of fellowships from Federal funds (first year only) 3	3. Additional fellowships from institutional matching contributions
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SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1 st year		2 nd Year		3 rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$102,000		\$102,000		\$102,000		\$306,000	
5. Institutional Payment	\$50,190		\$50,190		\$50,190		\$150,570	
6. Tuition		\$16,352		\$16,352		\$16,352		\$49,056
7. Fees		\$11,566		\$11,566		\$11,566		\$34,698
8. Other Educational Costs		\$10,130		\$10,130		\$10,130		\$30,390
9. Total	\$152,190	\$38,048	\$152,190	\$38,048	\$152,190	\$38,048	\$456,570	\$114,144
10. Total Program Funds (Federal + Non-Federal)	\$190,238		\$190,238		\$190,238		\$570,714	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information.
(Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

NOTE: DO NOT MODIFY OR AMEND THIS PAGE. COPY, SAVE AND ATTACH TO THE "Other Attachments Form".

Inter-Disciplinary Program

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OMB No: 1840-0604
Exp. 03/31/2017

GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: Cybersecurity: 11.01 Computer and Information Sciences, General 11.05 Computer Systems Analysis	2. Number of fellowships from Federal funds 3	3. Additional fellowships from institutional matching contributions
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SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1 st Year		2 nd Year		3 rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$102,000	\$	\$102,000	\$	\$102,000	\$	\$306,000	\$
5. Institutional Payment	\$50,190		\$50,190		\$50,190		\$150,570	
6. Tuition		\$16,352		\$16,352		\$16,352		\$49,056
7. Fees		\$11,566		\$11,566		\$11,566		\$34,698
8. Other Educational Costs		\$10,130		\$10,130		\$10,130		\$30,390
9. Total	\$152,190	\$38,048	\$152,190	\$38,048	\$152,190	\$38,048	\$456,570	\$114,144
10. Total Program Funds (Federal + Non-Federal)	\$190,238		\$190,238		\$190,238		\$570,714	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

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GAANN Budget Spreadsheet(s) Form (continued)

- **Multi-disciplinary Programs:**
 - Funds are split between the departments at an institution.
 - Complete Sections A, B, C, and D of the budget spreadsheets forms.
 - Usually smaller institutions that have difficulty with meeting the 25% required match will apply under this type of application.
 - Usually these types of applications will split the matching between the applying departments.

Multi-disciplinary program

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GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: 14.08 Civil Engineering	2. Number of fellowships from Federal funds 3	3. Additional fellowships from institutional matching contributions 1
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SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1st Year		2nd Year		3rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$102,000	\$34,000	\$102,000	\$34,000	\$102,000	\$34,000	\$306,000	\$102,000
5. Institutional Payment	\$50,190		\$50,190		\$50,190		\$150,570	
6. Tuition		\$16,730		\$16,730		\$16,730		\$50,190
7. Fees		\$		\$		\$		\$
8. Other Educational Costs		\$		\$		\$		\$
9. Total	\$152,190	\$50,730	\$152,190	\$50,730	\$152,190	\$50,730	\$456,570	\$152,190
10. Total Program Funds (Federal + Non-Federal)	\$202,920		\$202,920		\$202,920		\$608,760	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

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Multi-disciplinary program (continued)

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GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM

PART II.- BUDGET INFORMATION

SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: 42.01 Psychology	2. Number of fellowships from Federal funds 2	3. Additional fellowships from institutional matching contributions
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SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1st Year		2nd Year		3rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$68,000	\$	\$68,000	\$	\$68,000	\$	\$204,000	\$
5. Institutional Payment	\$33,460		\$33,460		\$33,460		\$100,380	
6. Tuition		\$25,365		\$25,365		\$25,365		\$76,095
7. Fees		\$		\$		\$		\$
8. Other Educational Costs		\$		\$		\$		\$
9. Total	\$101,460	\$25,365	\$101,460	\$25,365	\$101,460	\$25,365	\$304,380	\$76,095
10. Total Program Funds (Federal + Non-Federal)	\$126,825		\$126,825		\$126,825		\$380,475	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

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Multi-disciplinary program (continued)

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GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM FELLOWSHIP DATA SUMMARY FOR TWO OR MORE DISCIPLINES

SECTION C: FELLOWSHIP DATA FOR TWO OR MORE DISCIPLINES

1. Disciplines: CIP Codes: 14.08 Civil Engineering 22.01 Law and Legal Studies (constitutional law)	2. Total number of fellowships from Federal funds 5	3. Total additional fellowships from institutional matching contributions 1
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SECTION D: SUMMARY OF FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1st Year		2nd Year		3rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$170,000	\$34,000	\$170,000	\$34,000	\$170,000	\$34,000	\$510,000	\$102,000
5. Institutional Payment	\$83,650		\$83,650		\$83,650		\$250,950	
6. Tuition		\$42,095		\$42,095		\$42,095		\$126,285
7. Fees		\$		\$		\$		\$
8. Other Educational Costs		\$		\$		\$		\$
9. Total	\$253,650	\$76,079	\$253,650	\$76,079	\$253,650	\$76,079	\$760,950	\$228,285
10. Total Program Funds (Federal + Non-Federal)	\$329,729		\$329,729		\$329,729		\$989,187	

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Formatting and Applicant Information

Formatting

- **Recommended font:**
 - Times New Roman, courier, Courier New or Aria
 - 12-point font
- **Page limit recommendations:**
 - Single and Inter-disciplinary 40 pages,
 - Multi-disciplinary 40 pages for each applying department
- Double-space all text in the narrative; single space titles, headings, footnotes and items listed in the Notice.
- Table of contents, while not required, is recommended to be two pages and does not counted toward page limit.
- Updated upload grants.gov requirements.

Applicant Information

- Submission through grants.gov.
- Successful applicants:
 - May receive a call from their congressional representative;
 - Will receive a Grant Award Notification (GAN) electronically through the G5 system.
- Directory of successful projects will be available fall 2021 on the GAANN Website under the “Awards” page.
- Unsuccessful applicants will be notified.

Performance Reporting Requirements

Reporting Requirements

- **GAANN program requires:**
 - Annual Performance Report (APR), Final Performance Report, and Supplemental Report.
 - Standard form (SF) 425 Federal Financial Report each year for each APR and the FPR.
- **APR and FPR collect data about each GAANN fellow's:**
 - Academic progress, Financial need, and Supervised teaching experience.
- **Supplemental report updates education and employment data for each funded fellow.**
 - Submitted two years after FPR.
- **2 CFR 200.328 and 329, EDGAR 34 CFR 75.118, 75.590,75.720, and 75.730-732 as well as program regulation 648.66.**

Helpful Hints

Helpful Hints

- How is financial need determined at your institution.
- Address all selection criteria and sub-selection criteria in order.
- Use recent statistical data and quantifiable terms as needed.
- Keep goals and objectives realistic and measurable.
- Use the formatting recommendations.
- Review grammar, spelling and consistency.
- Instructions are in the application instructions document on [grants.gov](https://www.grants.gov).
- Submit application early to avoid problems.

GAANN Information

- <http://www2.ed.gov/programs/gaann/index.html>
- OPE_GAANN_Program@ED.GOV

Questions?