

Institutional Support for GAANN Program Development at Rutgers

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Michael Mueller, MA, M.Phil., ABD
Senior Grant Facilitator

Office of Proposal Development
Office of the Vice President for Research & Graduate & Professional Education

micmuell@vpr.rutgers.edu

Rutgers' 2009 Institutional GAANN Application Development Process

- 5 of 10 departmental applications submitted were awarded (50% success rate vs. @ 10% nationally)
- Coordinated institutional approach to GAANN application development and continuing GAANN program support from Rutgers' research office, participating Rutgers graduate school deans, and Rutgers' Graduate School-New Brunswick (GSNB) are chief reason for success
- Department of Education technical assistance workshop info and campus resource and institutional support info was disseminated to campus proposers via follow-up on-campus GAANN application development assistance workshop

On-campus GAANN Application Development Assistance Workshop

- Review/explanation of Department of Education's technical assistance workshop & application materials
- Careful deconstruction of application instructions in RFP
- Discussion & incorporation into GAANN proposals, of Rutgers' **centralized approach** (through the GSNB) to support for all graduate training programs, including financial support, diversity recruitment, mentoring, teacher training programs, and evaluation and assessment of grad student learning & professional training outcomes
- Intensive budget building workshop with grant specialists from Rutgers' sponsored research office featuring templates & sample budgets

Deconstruction of Application Instructions

On-campus workshop featured careful review and discussion of all application instructions:

- **Format** (page limits, acceptable fonts, line spacing, margins, etc.)
- **Narrative** (strict guidelines and review criteria, point scoring system)
- **Limited appendices** (CVs, course listings, support letters, bibliography, optional appendix, page limits)
- **Deadline(s)** including advanced internal deadline to allow critique, editing, and proofing of proposals, and to fix any e-Application errors
- **Submission process** (technical support for electronic submission from Rutgers' research office & Department of Education)

Suggestion: *Use application instructions as the exact outline for your application narrative. Structure narrative to have separate (even numbered) paragraphs for each point under each major criteria heading. Do not worry if you repeat yourself multiple times.*

Institutional Support for Graduate Student Training

- **Training as Instructors**
 - Teaching Assistant Project - <http://taproject.rutgers.edu/index.php3>
 - Introduction to College Teaching course; Certificate in Teaching with Technology; Master Teacher Observation program; other grad school-specific teacher training opportunities
- **Preparing for Careers in Research**
 - Program specific workshops on grant writing (GSNB)
 - Serving as near-peer research mentors of undergrads in research (REUs, NSF I3 “I-Cubed” Project, etc.)
- **Career Preparation**
 - Workshops in collaboration with Career Services Office, NSF I3 “I-Cubed” Project activities
- **Academic Integrity/Ethics**
 - Graduate School New Brunswick publishes pamphlet on Research Ethics/Academic Integrity
- **Recruiting, Mentoring and Advising**
 - GSNB Northeast Alliance for Graduate Education and the Professorate (NEAGEP) consortium, REUs, Graduate Recruitment Office, other diversity recruitment activities
 - GSNB pamphlets on Ethics Training, Mentoring Students)
 - NSF I3 Project, preparation for graduate study, mentoring & professional development activities
- **GSNB and Rutgers Graduate Schools’ Financial Support for GAANNs**
 - \$3K/fellow for health insurance (GSNB); fee waivers & matching fellowship(s) from school deans

Evaluation & Assessment

- NEW: Campus-wide graduate training program (IGERTs, GAANNs) support services, including evaluation & assessment, coordinated by GSNB
- NEW: Sample timeline of department level formative (annual), summative (final), and supplemental (2 years after final) evaluation plans with suggested logic models and assessment tools/metrics
- NEW: Outside Evaluator (paid for by VP of Research)
 - Collect statistics on GAANNs (vs. pre-GAANN or non-GAANN student outcomes)
 - Ph.D. completion rates
 - Enhanced diversity
 - Time to degree
 - Student learning/training/career development outcomes
- Sharing best practices with GAANN PIs (annual meeting)
 - Enhancing Ph.D. completion/shortening time to degree
 - Enhancing diversity
 - Discipline-specific TA training
 - Recruitment and mentoring, especially of underrepresented groups
 - Placement and tracking in teaching and research careers

Budget Building

- Research Office grant specialists provide faculty with worksheet & accurate numbers for developing GAANN budgets with easy-to-understand breakdowns based on:
 - Federal funds
 - Stipend + institutional payment x # of fellowships requested
 - University Match
 - At least 25% of total federal commitment; funds come from the participating Rutgers graduate school deans and the GSNB
 - Match satisfied through institutional payment for 1 additional fellowship per year with full first-year, out-of state tuition and stipend (with 8% escalator for each subsequent year)
 - Graduate school deans provide funds to cover difference between GAANN institutional payment and actual institutional tuition cost for Federally-funded GAANN fellows
 - GSNB provides \$3K for all fellows each year for mandatory health insurance (with 8% annual escalator)
 - Match will be more than legally required 25% minimum (describe in narrative, e.g.):
 - Extra tuition cost for all fellows beyond GAANN institutional payment
 - Health benefits for federally-supported and institutionally-supported fellows paid by institution
 - Recommend qualitative statements; what you promise as your match
YOU CAN LEGALLY BE HELD TO BY Department of Education!

Research Office Grant Specialists Provide & Discuss Sample Budget Worksheet

Form Approved
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PROGRAM SPECIFIC FORM

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

SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE								
1. Discipline and CIP code Chemistry 40.0501	2. Number of fellowships from Federal funds 4		3. Additional fellowships from institutional matching contributions 1					
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	120,000	30,000	120,000	30,000	120,000	30,000	360,000	90,000
5. Institutional Payment	54,208		54,208		54,208		162,624	
6. Tuition		21,876		14,516		15,667		52,059
7. Fees		841		908		980		2,729
8. Other Educational Costs		15,000		16,240		17,459		48,699
9. Total	174,208	67,717	174,208	61,664	174,208	64,106	522,642	193,487
10. Total Program Funds (Federal + Non-Federal)	241,925		235,872		238,314		716,129	

Putting it All Together: Identify and Deploy Institutional Support

- Get institution's administration to buy-in and identify source(s) of required institutional match
- Research office maintains online site for supporting documents
 - GAANN guidelines from Federal Register Dept. of Education
 - GAANN RFP
 - GAANN performance guidelines
 - Previous (successful) proposals & (unsuccessful) proposal reviewer comments
 - Today's GAANN Technical Assistance Workshop materials
 - Evaluation plan materials/activities to enhance diversity from Rutgers GSNB
 - Budget materials/worksheets and accurate cost figures from research office
 - TA Project activities to complement discipline-specific training during year of required supervised teaching
- Rutgers' GSNB centrally coordinates graduate training programs, teacher training, evaluation of GAANN activities, and assessment of student learning outcomes
- Research office designates one resource person to assist with application and budget development questions and to critique, edit, and proofread final application drafts

8 Ways the Sponsored Research Office Can Help

1. Conduct on-campus follow up technical assistance workshop
2. Maintain online site for supporting documents & resource material
3. Help with technical application and budget development questions
4. Steer proposers in the right direction for help
5. Contact Department of Education program officers for information
6. Designate one (knowledgeable) staff person on campus who can assist proposers
7. Stay on top of proposers and encourage them to finish early to allow internal review before external deadline (iterative proposal drafts & budget check)
8. Review/edit/critique/proof proposal narratives
 - 4 of 5 successful Rutgers proposals were reviewed, critiqued, edited, and proofed by grant facilitators
 - 3 unsuccessful proposals were also reviewed, so nothing is guaranteed!