

Minority Science and Engineering Improvement Program 2013 Application Guidelines

Education Department Contact
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Full Application Package

First and Foremost:

- * If you have not read the 109-page application package fully, we suggest you do so.
 - * [Link to MSEIP application package in Grants.gov](#)
 - * Most of your questions will be answered in that Document.
- * However, the Federal Notice is the only legal document.
- * Minority Science and Engineering Improvement Program (MSEIP), CFDA 84.120A; Notice Inviting Applications

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Problems submitting to Grants.gov

- * Problems with DUNS –
 - * Contact CCR (SAM); and 'NOT' MSEIP Program Officers.
- * Problems submitting application to Grants.gov
 - * Please contact Grants.gov Customer Support at
 - * 1-800-518-4726 or by E-mail: support@grants.gov.
 - * Contact information can be found at
 - * <http://www.grants.gov/contactus/contactus.jsp>, or
 - * use the applicant support available on the Web site: http://www.grants.gov/applicants/app_help_reso.jsp.
- * DO NOT call ED-MSEIP Program Officers

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Some KEY Reminders Page Limits for Narratives

Please adhere to the **page limit** for the narrative attachments. We **will reject** your application if it exceeds these limits.

The page limits for project narrative are as follows:

- * **Institutional Project applications – 40 pages**
- * **Special Project applications – 35 pages**
- * **Cooperative Project applications – 50 pages**

For other attachments, please see application package pages 65-68. Use checklist on pages 108-109.

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Submission Deadline

Please submit your application ahead of the May 31 deadline.

- * We **will reject** your application if received after 4:30.00 p.m. Washington DC time on **31 May**.
- * Grants.gov will not accept your application after the above deadline.
- * You should verify that Grants.gov and the U.S. Department of Education received your submission on time and that it was validated successfully.

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Applications

- * An applicant **may submit more than one application** as long as each application describes a different project.
- * Note the tiebreaker information below.
- * Proposals to continue an ongoing grant will not be considered.
- * Scale up of a completed grant, with evidence of success, can be proposed.

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Tiebreaker for all Grants

If there are insufficient funds for all applications with the same total scores, applications will receive preference in the following manner.

The Secretary gives priority to applicants which have not previously received funding from the program and to previous grantees with a proven record of success, as well as to applications that contribute to achieving balance among funded projects with respect to: (1) Geographic region; (2) Academic discipline; and (3) Project type.

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MSEIP 2013 Highlights

- * Grants will be awarded on a competitive basis.
- * A panel of three independent, external peer reviewers will assign points based on their assessment of the applicant's ability to address the selection criteria. The average of the three reviewers' scores will determine an applicant's final score.
- * This program has **no cost sharing or matching requirements**.
- * This program **does not support** scholarships or new construction.
- * It **does support** stipends and renovations.

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Maximum Award

- * The maximum award amount for an **Institutional Project** application is **\$250,000 per single budget period of 12 months**. The maximum project period is up to 36 months, for a total award amount not to exceed \$750,000.
- * The maximum award amount for a **Special Project** application is **\$250,000 per single budget period of 12 months**. The maximum project period is up to 36 months, for a total award amount not to exceed \$750,000.
- * The maximum award amount for a **Cooperative Project** application is **\$300,000 per single budget period of 12 months**. The maximum project period is up to 36 months, for a total award amount not to exceed \$900,000.
- * Applicants should pay close attention to the "Maximum Award" section of the Notice. **The Department may decide not to fund any application at an amount exceeding the applicable maximum award level.**

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Competitive Preference Priority

Competitive Preference Priority: Increasing Postsecondary Success. Projects that are designed to increasing the number and proportion of high-need students (as defined in the Federal Notice) who persist in and complete college or other postsecondary education and training.

- * **Note:** We will award an additional **two points** to an application that meets the Competitive Preference Priority.

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Invitational Priority 1

- * No additional points for this priority.
- * **Invitational Priority 1: Institutionalize Practices which have Evidence of Success.** Building institutional capacity to effect long-range improvement in science and engineering education through projects that are supported by strong or moderate evidence of effectiveness.
- * "... we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications."

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Invitational Priority 2

- * No additional points for this priority.
- * **Invitational Priority 2: Improve STEM Education in the First Two Years of College.** This invitational priority invites applications to eliminate systemic problems and impediments that result in high failure and dropout rates within the introductory years of science and engineering programs. We invite applications for projects that are designed to improve student success and retention in the first two years.
- * See Federal Register Notice for details.

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MSI Eligibility

- * A MSI (Minority-Serving Institution) must have more than 50 percent minority student enrollment.
- * This is the **ONLY** eligibility criterion on minority.
- * Please see page 89 of the application package for details
- * The eligibility form must be submitted with the application.
- * **Enrollment figures should be based on enrollment from July 1, 2011 through June 30, 2012 and must be verifiable using IPEDS data and should include full-time and part-time students in credit and non-credit courses.**

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Ethnic and Racial Minority

- * Ethnic Minority
 - * Latino or Hispanic
 - * Racial Minority
 - * American Indian or Alaska Native
 - * Black or African American
 - * Native Hawaiian or Pacific Islander
- Percent Minority Enrollment = $100 \times (\text{Total Minority Enrollment}) / (\text{Total Enrollment})$

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Institutional Project Grants

- * **Institutional project grants** are grants that support the implementation of a comprehensive science improvement plan, which may include any combination of activities for improving the preparation of minority students for careers in science.
- * Estimated number of awards in FY 2013: 10

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Institutional Grants - Eligibility

- (a) For institutional project grants, eligible applicants are limited to:**
- * (1) Public and private nonprofit institutions of higher education that: (i) Award baccalaureate degrees; and (ii) are minority institutions;
 - * (2) Public or private nonprofit institutions of higher education that
 - * (i) Award associate degrees; and
 - * (ii) are minority institutions that
 - (A) have a curriculum that includes science or engineering subjects; and
 - (B) enter into a partnership with public or private nonprofit institutions of higher education that award baccalaureate degrees in science and engineering.

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Special Project Grants - I

- Estimated number of awards in FY 2013: 1
There are **two types of special projects grants**.
- Type A special projects grants**
Special projects grants for which **minority institutions are eligible**.
- * These special projects grants support activities that:
 - (1) improve quality training in science and engineering at minority institutions; or
 - (2) enhance the minority institutions' general scientific research capabilities. For special projects grants for which minority institutions are eligible, eligible applicants are described in paragraph (a).

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Special Projects Grants - II

- Type B special projects grants**
Special projects grants for which **all applicants (not just MSIs) are eligible**. These special projects grants support activities that:
- (1) provide a needed service to a group of eligible minority institutions; or
 - (2) provide in-service training for project directors, scientists, and engineers from eligible minority institutions.

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Special Projects Grants for which MSIs and non-MSIs are Eligible

- * For Type B, eligible applicants include those described in paragraph (a), and
- * (1) Nonprofit science-oriented organizations, professional scientific societies, and institutions of higher education that award baccalaureate degrees that: (i) Provide a needed service to a group of minority institutions; or (ii) provide in-service training to project directors, scientists, and engineers from minority institutions; or
- * (2) A consortia of organizations, that provide needed services to one or more minority institutions, the membership of which may include—
 - * (i) Institutions of higher education which have a curriculum in science or engineering;
 - * (ii) Institutions of higher education that have a graduate or professional program in science or engineering;
 - * (iii) research laboratories of, or under contract with, the Department of Energy, the Department of Defense or the National Institutes of Health;
 - * (iv) relevant offices of the National Aeronautics and Space Administration, National Oceanic and Atmospheric Administration, National Science Foundation and National Institute of Standards and Technology;
 - * (v) quasi-governmental entities that have a significant scientific or engineering mission; or
 - * (vi) institutions of higher education that have State-sponsored centers for research in science, technology, engineering, and mathematics.

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Cooperative Grants

- * Estimated number of awards in FY 2013: 1
- * **For cooperative projects grants**, eligible applicants are groups of nonprofit accredited colleges and universities whose primary fiscal agent is an eligible minority institution as defined in 34 CFR 637.4(b).
- * **Note:** As defined in 34 CFR 637.4(b), “minority institution” means an accredited college or university whose enrollment of a single minority group or a combination of minority groups exceeds 50 percent of the total enrollment.

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The Specific Objectives of MSEIP

- * (a) to improve access of minority students in undergraduate and graduate science and engineering through community outreach programs conducted through eligible minority institutions,
- * (b) to improve in the quality of preparation of students for careers in science, technology, engineering, and mathematics (STEM) and graduate work,
- * (c) to improve the capability of minority institutions for self-assessment, management, and evaluation of their science programs and dissemination of their results, and
- * (d) to improve existing capabilities of minority institutions in the areas of planning and implementation of science and engineering programs, so they will achieve the ability to compete more effectively in assistance programs not specifically intended for minority groups or institutions.

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Selection Criteria

- * (a) Identification of need for the project (Total 5 points)
- * (b) Plan of operation (Total 20 points)
- * (c) Quality of key personnel (Total 5 points)
- * (d) Budget and cost effectiveness (Total 10 points)
- * (e) Evaluation plan (Total 15 points)
- * (f) Adequacy of resources (Total 5 points)
- * (g) Potential institutional impact of the project (Total 15 points)
- * (h) Institutional commitment to the project (Total 5 points)
- * (i) Expected Outcomes (Total 10 points)
- * (j) Scientific and educational value of the proposed project (Total 10 points)

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Identification of Need

- * Describe the specific needs in science and engineering education that you have identified, and describe the approach you used in this analysis. Justify your needs with relevant data or metrics of evidence used in this assessment. How did these needs lead to formulation of the goals for the proposed project?
- * (Total 5 points)

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Plan of Operation

- * Describe the project design comprehensively and in full detail. Provide a clear description of how the project objectives relate to the project goals. Discuss the plan for managing the grant that ensures proper and efficient administration of the project, including methods of coordination across organizational units. Describe how resources and personnel will be used to achieve each of the project objectives.
- * (Total 20 points)

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Quality of Key Personnel

- * Describe the qualifications of the project director, co-project director(s) and other key personnel for the proposed project. Include any evidence of past experience and training, in fields related to the objectives of the project, as well as other relevant information. Indicate the required time commitment of the project director, co-project director(s), and other key personnel.
- * (Total 5 points)

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Budget and Cost Effectiveness

- * Demonstrate and justify that the budget is adequate to support the proposed project. Explain how the costs are reasonable in relation to the objectives, design, and potential impact of the proposed project. Explain how the costs will be effective in achieving the goals of MSEIP.
- * (The Comprehensive Budget Narrative will be reviewed with this response.)
- * (Total 10 points)

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Evaluation Plan

- * For each proposed objective, describe the methods of evaluation, data collection procedures that will be used, the proposed timetable for conducting the evaluations, and procedures for analyzing and using both formative and summative data. Identify the baseline indicators of progress for each proposed grant year.
- * Discuss the types of data that you plan to collect to assess the final project outcomes. The evaluation plan should address the use of appropriate controls and techniques that provide for independent evaluation. The use of an external evaluator is required. If you have selected an external evaluator, you may consult him/her to prepare this evaluation plan.
- * (Total 15 points)

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Adequacy of Resources

- * Describe the resources needed in accomplishing the project objectives. Justify the need for specific resources, equipment, and supplies in the project, and that these are adequate to accomplish the project objectives within the schedule.
- * Describe if these resources are available in your institution (or in partner institutions); or if you plan to acquire them.
- * (Total 5 points)

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Potential Institutional Impact

- * Explain how the proposed project will expand or strengthen the institution's capacity and ability in increasing the number of minority students, especially minority women, entering science and math programs in terms of enrollment, retention, persistence, or graduation improvements.
- * (Total 15 points)

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Institutional Commitment to the Project

- * Provide evidence of institutional commitment for this project. Describe the plans for continuing activities after funding ceases. Describe in detail how after the federal funding ends, the grant burden will be absorbed into regular operations of the institution.
- * Provide a letter of commitment from the institution's chancellor, president, provost, dean, or CEO of the organization.
- * (Total 5 points)

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Expected Outcomes

- * Discuss the assessed likelihood that the expected outcomes will be achieved as a result of the project. Explain the anticipated benefits for minority students, especially women, who participate in the program. Describe the possibility of long-term benefits to participating students, the faculty and the institution resulting from successful completion of the grant.
- * (Total 10 points)

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Scientific and Educational Value of the Proposed Project

- * In the context of the present state of science and engineering education, especially for minority students, particularly women, describe how your project will enhance this knowledge. Describe how the project will contribute to the development of effective techniques and approaches to science and engineering education. Describe your plans for sharing this new knowledge with other institutions.
- * (Total 10 points)

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