

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8517



Fiscal Year 2011

**APPLICATION FOR GRANTS
UNDER THE
MINORITY SCIENCE & ENGINEERING
IMPROVEMENT PROGRAM
(CFDA NUMBER: 84.120A)**

**Form Approved
OMB No. 1840 - 0109, Exp. Date: MM/DD/XXXX**

CLOSING DATE: MM DD, XXXX

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Title III of the HEA of 1965, as amended). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1840-0109. Note: Please do not return the completed application to this address.

Dear Applicant:

Thank you for your interest in applying for a grant in the fiscal year (FY) 2011 competition for new awards under the Minority Science and Engineering Improvement Program (MSEIP). The MSEIP supports the Federal government's effort to improve and expand the scientific and technological capacity of the United States by increasing the number of better prepared scientists, engineers, and technical experts from underrepresented ethnic minorities, particularly minority women.

This letter highlights a few items in the FY 2011 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the MSEIP is accessible at the U.S. Department of Education's (Department) Web site at:

<http://www.ed.gov/programs/idadesmsi/index.html>

The application booklet includes the program introduction, instructions, and forms needed to submit a complete application package to the U. S. Department of Education. Please be sure to thoroughly review the entire application booklet for information concerning the MSEIP application requirements. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines invitational and competitive preference priorities as well as other program and competition details.

The Department strongly encourages all applicants to give consideration to the invitational priorities. However, applications that meet these invitational priorities will not receive a competitive or absolute preference over other applications.

For the FY 2011 grant competition, there are three competitive preference priorities and three invitational priorities for this program. Under 34 CFR 75.105 (c) (2) (i), we will award an additional five (5) points to an application that meets Competitive Preference Priority 1. We will give preference to an application that meets Competitive Preference Priority 2 and Competitive Preference Priority 3 over an application of comparable merit that does not meet these priorities.

For the FY 2011 grant competition, applications must be submitted electronically using the Grants.gov Apply site (Grants.gov), unless you qualify for an exception to the electronic submission requirement referenced in the Federal Register. Applicants should also pay particular attention to the section entitled "Grants.gov Submission Procedures and Tips for Applicants" and follow the instructions to learn how to verify that Grants.gov and the Department of Education have received your Grants.gov submission on time and that it was validated successfully.

For information (including dates and times) about how to submit your application electronically, please refer to the official Notice Inviting Applications for New Awards for FY 2011 published in the Federal Register. You are reminded that the document published in the Federal Register (the Closing Date Notice) is the official document detailing the requirements for applying for a MSEIP grant. You should not rely upon any information that is inconsistent with the guidance contained within the official document.

If you have questions or require additional information, please contact the MSEIP Program Manager: Dr. Bernadette M. Hence by phone at (202) 219-7038 or (202) 502 - 7777 or by email at: Bernadette.Hence@ed.gov ; or MSEIP Program Officer: Matthew Willis by phone at (202) 502-7598 or by email at Matthew.Willis@ed.gov.

We appreciate your interest in and support of the Minority Science and Engineering Improvement Program and look forward to receiving your application.

Sincerely,

Lynn B. Mahaffie
Acting Deputy Assistant Secretary
Higher Education Programs

Competition Highlights

1. **Applications submitted for the FY 2011 Minority Science and Engineering Improvement Program competition must be submitted electronically using the Grants.gov Apply site (Grants.gov).** Therefore, you must submit an electronic application using procedures outlined in the Federal Register Notice Inviting Applications for New Awards for FY 2011 (Notice) unless you qualify for one of the exceptions to the electronic submission requirements described in the Notice.

We will reject your application if you submit it in paper format unless, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than 14 calendar days before the application deadline date, a written statement to the Department that you qualify for one of the exceptions.

2. To submit an application you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN) and register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database. You must also maintain an active CCR registration with current information while your application is under review by the Department.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, please make certain that the TIN associated with your DUNS number is correct. Your CCR registration must be updated annually. This may take three or more business days to complete.

If you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. More details are available in the Grants.gov 3-Step Registration Guide.

Only authorized individuals for your organization can submit an application. Please check with your Authorized Representative or Sponsored Research Office early to minimize problems with submission.

3. Once you download an application from Grants.gov, you will be working offline and saving data on your computer.

In order to submit your application, you will need to logon to Grants.gov to upload and submit the application. **You will need to submit an application using the same DUNS number that was used when your organization registered with the CCR.**

4. Please note that applications must be submitted by 4:30:00 pm (Washington, D.C. time) on or before the application deadline date. **We highly recommend that you submit your application several days before the deadline.**
5. You should verify that Grants.gov and the U.S. Department of Education received your submission on time and that it was validated successfully.

If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once the validation process has been completed, the status will change to “Validated” or “Rejected with Errors.” Please refer to the “Grants.gov Submission Procedures and Tips for Applications” section, found in this application for more details.

6. If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: http://www.grants.gov/applications/application_help.jsp.
7. Please note, “.PDF” (Portable Document) files are the only Education approved file type accepted as detailed in the Federal Register application notice. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .PDF format, please refer to the Grants.gov webpage with links to conversion programs. Please refer to the “Grants.gov Submission Procedures and Tips for Applications” section, found in this application for this program for more details.

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application.

8. All applicants are required to adhere to the page limit for any narrative attachments. The Notice, published in the Federal Register, contains specific information governing page limits for each grant type and formatting instructions. The page limits for the FY 2011 competition are as follows:

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

All documents submitted will be included in the page count unless we specifically state that it is not included in the page count. Additionally, if you do not use all of the allowable space on a page, it will be counted as a full page in determining the page count.

9. An applicant may submit more than one application as long as each application describes different projects.
10. Applicants will be allowed to include resumes of the key personnel which will not be included in the page count.
11. Applicants are required to prepare a **detailed and comprehensive budget narrative** for all proposed line items listed in ED Form 524 (Sections A and B). Applicants that fail to provide the proper level of detailed narrative as outlined in the “Instructions for Budget Summary Form” may lose critical points. This narrative should be uploaded under “Budget Narrative Attachment Form” for ED form 524. This narrative will not be included in the page count.
12. In the FY 2011 competition, the Department is particularly interested in applications that meet the following program priorities:

Competitive Preference Priorities (3):

- i. Competitive Preference Priority 1. Applications from institutions that have not received a MSEIP grant within five years prior to this competition.
- ii. Competitive Preference Priority 2. Applications from previous grantees with a proven record of success.
- iii. Competitive Preference Priority 3. Applications that contribute to achieving balance among funded projects with respect to — (a) geographic region; (b) academic discipline; and (c) project type.

Note: We will award an additional five (5) points to an application that meets Competitive Preference Priority 1. Additionally, we will give preference to an application that meets Competitive Preference Priority 2 and Competitive Preference Priority 3 over an application of comparable merit that does not meet these priorities.

Invitational Priorities (3):

- i. Invitational Priority 1. Applications that focus on the development of bridge or articulation programs that target pre-freshmen entering into the science, technology, engineering, or mathematics (STEM) fields.
- ii. Invitational Priority 2. Applications that focus directly on student learning that encourage and facilitate implementation of pedagogical approaches that have been proven effective in increasing student retention and achievement in STEM fields.

- iii. Invitational Priority 3. Applications that focus on mentoring programs designed to increase the number of underrepresented students who graduate with STEM undergraduate degrees.

Please note that these priorities are explained in detail in the Federal Register Notice Inviting Applications for New Awards for FY 2011. You are urged to fully review the Notice carefully for additional details explaining the competitive preference priorities before preparing your application.

13. New MSEIP grants will be awarded on a competitive basis for the following three types of grants: Institutional, Cooperative, and Special projects. An applicant may apply for more than one type of MSEIP grant. Please note, for FY 2011, we will not award new grants under the ‘design project’ category.
14. The point distribution for FY 2011 is included in the Federal Register notice. Peer reviewers will assign points based on their assessment of the applicant’s ability to address the selection criteria.
15. Information provided in the abstract is limited to one double-spaced page and must be uploaded into the ED Abstract Form.
16. The application must be received on or before the deadline date and time. Late applications will not be accepted. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.
17. 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 will not fund any application at an amount exceeding the applicable maximum award level.

18. This program has no cost sharing or matching requirements.

19. This program does not support scholarships or new construction. It does support stipends and renovations.
20. The Education Department Administrative Regulations (EDGAR) limits reimbursement to grantees for indirect costs they incur under grants to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or a maximum of 8% of a modified total direct cost base, **whichever is less.**
21. Finally, we would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the potential of applicants to successfully reach their individual project goals, which are driven by the performance indicators for the MSEIP.

The evaluation plan should not only include formative and summative measures, but also, address the use of appropriate controls and techniques that provide for independent evaluation. The evaluation plan should shape the development of the project from the beginning of the grant period and provide benchmarks for the monitoring of progress and measurement of that progress throughout the grant award period and include an external evaluator. You should pay close attention to the information provided in the Instructions for Project Narrative section of this application regarding the development of your evaluation activity.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education **Grants.gov Submission Procedures and Tips for Applicants**

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization’s e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: <http://www.grants.gov/securitycommebiz/>.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application.** Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it

takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK**– You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below.

Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

Electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify

for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the

Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs:
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

Grants.gov Registration Instructions for Organization

The following instructions provide registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization. Registration is a one-time process that is required before representatives of an organization can submit grant application packages electronically through Grants.gov. **The registration process can take up to four weeks** depending on your organization and whether all steps are taken in a timely manner. For more information, visit http://www07.grants.gov/applicants/get_registered.jsp.

Note: If you are an individual applying for a grant on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, visit http://www.grants.gov/applicants/individual_registration.jsp. If you apply as an individual to a grant designated for organizations, your application will be rejected.

STEP 1: OBTAIN DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

WHY?

- The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

HOW?

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.
- If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at <http://fedgov.dnb.com/webform/displayHomePage.do>.

TIME REQUIRED?

- Same day. You will receive DUNS number information online.

STEP 2: REGISTER WITH CENTRAL CONTRACTOR REGISTRATION (CCR)

WHY?

- Registering with the CCR is required for organizations to use Grants.gov.

HOW?

- Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.
- If your organization is not registered, apply online at <http://www.ccr.gov>.

- When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an MPIN.
- This MPIN gives the E-Biz POC authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. These designated staff members are called Authorized Organization Representatives (AORs).

TIME REQUIRED?

- If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), allow one to three business days to complete the entire CCR registration.
- If your organization does not have an EIN or TIN, allow two weeks for obtaining the EIN or TIN from the Internal Revenue Service (IRS) if requested via phone or Internet.
- Your organization needs to renew its CCR registration once a year, which may take up to five business days. You will not be able to move on to Step 3 until this step is completed.

STEP 3: CREATE GRANTS.GOV USERNAME & PASSWORD

WHY?

- An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.

HOW?

- To create a username and password, AORs must complete a profile on Grants.gov (using their organization's DUNS number) at <https://apply07.grants.gov/apply/OrcRegister>.
- AORs must wait one business day after their organization registers with the CCR before creating a profile.

TIME REQUIRED?

- Same day. After the AOR has completed the profile, he/she will be prompted to create a username and password that will allow the user to log in and check their approval status immediately.

STEP 4: AOR AUTHORIZATION

WHY?

- Only the E-Biz POC can approve AORs, who then have the ability to submit applications on behalf of the organization.

HOW?

- When an AOR registers with Grants.gov, that organization's E-Biz POC is notified by email.
- The E-Biz POC must then log in to Grants.gov (using the organization's DUNS number for the username and the MPIN password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications.
- When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.

TIME REQUIRED?

- This depends on how long it takes the E-Biz POC to log in and approve the AOR. Once the approval is completed, the AOR can immediately submit an application.

STEP 5: TRACK AOR STATUS

WHY?

- To verify that the organization's E-Biz POC has approved the AOR.

HOW?

- AORs can log in using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC.

TIME REQUIRED?

- Logging in as an applicant is instantaneous. The approval process depends on how long it takes the E-Biz POC to log in and approve the AOR.

Application Transmittal Instructions

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the **Application Procedures as described in the Federal Register Notice announcing the grant competition.**

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register Notice.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically:

You must submit your grant application through the Internet using the **Grants.gov Apply site (Grants.gov)**.by 4:30:00 p.m. (Washington, D.C. time) on the application deadline date.

Submission of Paper Applications by Mail:

If you qualify for an exception to the electronic submission requirement, you may submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number **84.120A**)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will **not** consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Submission of Paper Applications by Hand Delivery:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number **84.120A**)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

Application Control Center Hours of Operation

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Minority Science and Engineering Improvement Program (MSEIP)

Notice inviting applications for new awards for fiscal year
(FY) 2011.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.120A.

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 30
DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 90 DAYS
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The MSEIP is designed to effect long-
range improvement in science and engineering education at
predominantly minority institutions and to increase the flow
of underrepresented ethnic minorities, particularly minority
women, into scientific and technological careers.

Priorities: In accordance with 34 CFR 75.105(b)(2)(iv), these priorities are from allowable activities specified in section 352 of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1067b(b)).

Competitive Preference Priorities: For FY 2011, three priorities are competitive preference priorities based on 34 CFR 637.31(c). Under 34 CFR 75.105(c)(2)(i), we award an additional five (5) points to an application that meets Competitive Preference Priority 1. Under 34 CFR 75.105(c)(2)(ii), we give preference to an application that meets Competitive Preference Priority 2 and Competitive Preference Priority 3 over an application of comparable merit that does not meet these priorities.

These priorities are:

Competitive Preference Priority 1. Applications from institutions that have not received a MSEIP grant within five years prior to this competition.

Competitive Preference Priority 2. Applications from previous grantees with a proven record of success.

Competitive Preference Priority 3. Applications that contribute to achieving balance among funded projects with respect to--(a) geographic region; (b) academic discipline; and (c) project type.

Invitational Priorities: For FY 2011, three priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1. Applications that focus on the development of bridge or articulation programs that target pre-freshmen entering into the science, technology, engineering, or mathematics (STEM) fields.

Invitational Priority 2. Applications that focus directly on student learning and encourage and facilitate implementation of pedagogical approaches that have been proven effective in increasing student retention and achievement in STEM fields.

Invitational Priority 3. Applications that focus on mentoring programs designed to increase the number of underrepresented students who graduate with STEM undergraduate or graduate degrees.

Program Authority: 20 U.S.C. 1067-1067k.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for this program in 34 CFR part 637.

Note: The regulations in 34 CFR Part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$9,503,000 for awards for the MSEIP for FY 2011, of which we intend to use an estimated \$3,053,984 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2012 from the list of unfunded applications from this competition.

Estimated Range of Awards: Institutional Project Grants: \$150,000-\$250,000. Special Project Grants: \$100,000-\$250,000. Cooperative Project Grants: \$250,000-\$300,000.

Estimated Average Size of Awards: Institutional Project Grants: \$200,000. Special Project Grants: \$175,000. Cooperative Project Grants: \$275,000.

Maximum Awards: Institutional Project Grants: \$250,000. Special Project Grants: \$250,000. Cooperative Project Grants: \$300,000. For each type of grant, we will not fund

any application at an amount exceeding the specified maximum amount for a single budget period of 12 months. We may choose not to further consider or review applications with budgets that exceed the maximum amounts if we conclude, during our initial review of the application, that the proposed goals and objectives cannot be obtained with the specified maximum amount. The Assistant Secretary for Postsecondary Education may change the maximum amounts through a notice published in the Federal Register.

Estimated Number of Awards: Institutional Project Grants: eleven (11). Special Project Grants: three (3). Cooperative Project Grants: two (2).

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: The eligibility of an applicant is dependent on the type of MSEIP project. There are four types of MSEIP projects: Institutional, Design, Special Projects, and Cooperative. We will not award Design Project grants in the FY 2011 competition.

A. For Institutional and Special Projects described in 34 CFR 637.12 through 637.14, eligible applicants include

public and private nonprofit minority institutions of higher education as defined in section 361(1) and (2) of the HEA.

B. For Special Projects described in 34 CFR 637.14(b) and (c), eligible applicants are, in addition to those described in paragraph A, nonprofit science-oriented organizations, professional scientific societies, institutions of higher education that award baccalaureate degrees and meet the requirements of section 361(3) of the HEA, and consortia of organizations that meet the requirements of section 361(4) of the HEA.

C. For Cooperative Projects described in 34 CFR 637.15, 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), a 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.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application via the Internet at Grants.gov. If

you do not have access to the Internet, please contact Dr. Bernadette M. Hence by phone at (202) 219-7038 or by e-mail: Bernadette.Hence@ed.gov; or Matthew Willis by phone at (202) 502-7598 or by e-mail: Matthew.Willis@ed.gov, U.S. Department of Education, 1990 K Street, NW., Washington, DC 20006-8517.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact persons listed in this section.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We have established a mandatory page limit for the narrative portion for each type of MSEIP grant project. The page limits are as follows: Institutional grant application: 40 pages. Special Projects application: 35

pages. Cooperative Project application: 50 pages. You must limit the application narrative (Part III) to these established page limits, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and a document identifier may be within the 1" margin.

- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, and graphs. These items may be single spaced; however, they will count toward the page limit.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10 point font in charts, tables, figures, and graphs.

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

- If you do not use all of the allowable space on a page, it will be counted as a full page in determining the page count.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the budget justification; Part IV, the one-page abstract, the table of contents, the MSEIP Eligibility Certification Form, required letter(s) of commitment, evidence of partnerships, or the assurances and certifications. If you include any attachments or appendices not specifically requested, these items will be counted as part of the program narrative (Part III) for purposes of the page limit requirement. You must include your complete responses to the selection criteria in the program narrative.

We will reject your application if you exceed the page limit. We will also reject your application if you fail to provide the MSEIP Eligibility Certification Form.

3. Submission Dates and Times:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 30 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, if you qualify for an

exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the persons listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 105 DAYS AFTER DEADLINE DATE FOR TRANSMITTAL OF APPLICATIONS]

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered

with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. Other Submission Requirements:

Applications for grants under the MSEIP, CFDA Number 84.120A, must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the MSEIP, CFDA Number 84.120A, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then

upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Minority Science and Engineering Improvement Program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.120, not 84.120A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and

submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also

find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must attach any narrative sections of your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number.

(This notification indicates receipt by Grants.gov only, not

receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date,

please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Karen W. Johnson, U.S. Department of Education, 1990 K Street, NW., room 6032, Washington, DC 20006-8517. FAX: (202) 502-7861.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.120A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.120A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 637.32 (a) through (j), and are as follows:

(a) Identification of need for the project (Total 5 points).

(b) Plan of operation (Total 15 points).

(c) Quality of key personnel (Total 10 points).

(d) Budget and cost effectiveness (Total 15 points).

(e) Evaluation plan (Total 15 points).

(f) Adequacy of resources (Total 5 points).

(g) Potential institutional impact of the project
(Total 10 points).

(h) Institutional commitment to the project (Total 10
points).

(i) Expected Outcomes (Total 10 points).

(j) Scientific and educational value of the proposed
project (Total 5 points).

Applicants must address each of the selection criteria. The
total weight of the selection criteria is 100 points; the
weight of each criterion is noted in parentheses.

2. Review and Selection Process: We remind potential
applicants that in reviewing applications in any
discretionary grant competition, the Secretary may consider,
under 34 CFR 75.217(d)(3), the past performance of the
applicant in carrying out a previous award, such as the
applicant's use of funds, and compliance with grant
conditions. The Secretary may also consider whether the
applicant failed to submit a timely performance report or
submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the
Secretary also requires various assurances including those
applicable to Federal civil rights laws that prohibit
discrimination in programs or activities receiving Federal

financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

Additional factors we consider in selecting an application for an award are in 34 CFR 75.217.

Tiebreaker for Institutional, Special Project, and Cooperative Grants. If there are insufficient funds for all applications with the same total scores, applications will receive preference in the following order: first, applications that satisfy the requirement of Competitive Preference Priority 1; second, applications that satisfy the requirements of Competitive Preference Priority 2 in combination with Competitive Preference Priority 3; and third, applications that satisfy the requirements of Competitive Preference Priority 2.

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we will notify your U.S. Representative and U.S. Senators and send you a Grant Award Notice (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: The Secretary has established the following key performance measures for assessing the effectiveness of the MSEIP: (1) the percentage change in the number of full-time, degree-seeking minority undergraduate students at grantee institutions enrolled in the fields of engineering or physical or biological sciences, compared to the average minority enrollment in the same fields in the three-year period immediately prior to the beginning of the current grant; (2) the percentage of full-time undergraduate minority students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same institution in the fields of engineering or physical or biological sciences; and (3)(a) in four-year

grantee institutions, the percentage of minority students who enrolled in the fields of engineering or physical or biological sciences who graduate within six years of enrollment; or (b) in two-year grantee institutions, the percentage of minority students enrolled in the fields of engineering or physical or biological sciences who graduate within three years of enrollment.

VII. Agency Contacts

For Further Information Contact: Dr. Bernadette M. Hence, U.S. Department of Education, 1990 K Street, NW., Washington, DC 20006-8517 by telephone: (202) 502-7777, or by e-mail: Bernadette.Hence@ed.gov or Matthew Willis by phone at (202) 502-7598 or by e-mail: Matthew.Willis@ed.gov, U.S. Department of Education, 1990 K Street, NW., Washington, DC 20006-8517.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact persons listed under For Further Information Contact in Section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister. To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html.

Dated:

Eduardo M. Ochoa
Assistant Secretary for
Postsecondary Education.

Authorizing Legislation

Authorizing Legislation:

Title III, Part E, of the Higher Education Act of 1965, as amended:

PART E—MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM

SUBPART 1—MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM

The legislative authorization for the Minority Science and Engineering Improvement Program is Title III, Part E, Subpart 1, Secs. 350-365 of the Higher Education Act of 1965, as amended. The legislative authorization can be downloaded from the following Web site: <http://www.ed.gov/programs/idadesmsi/legislation.html>.

Code of Federal Regulations

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2005]

From the U.S. Government Printing Office via GPO Access

[CITE: 34CFR637.1]

The Code of Federal Regulations governing the Minority Science and Engineering Improvement Program can be downloaded from the following Web site:
http://www.access.gpo.gov/nara/cfr/waisidx_04/34cfr637_04.html

Intergovernmental Review State Single Point of Contact

Executive Order 12372 (Intergovernmental Review of Federal Programs)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.pdf>

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [84.120A], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30:00 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

General Education Provisions Act (GEPA) Section 427

*ALL APPLICANTS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color disability, or age.*

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Improve student achievement, with a focus on bringing all students to grade level in reading and mathematics by 2014.

Goal 2: Increase the academic achievement of all high school students.

Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

The performance indicators for the Minority Science and Engineering Improvement Program (MSEIP) are part of the Department's plan for meeting Goal 3. The Department's specific goal for this program is "to increase the participation of underrepresented ethnic minorities, particularly minority women, in scientific and technological careers".

Performance Indicators for MSEIP

The following performance indicators are used to determine the effectiveness of MSEIP grants:

- 1) Minority Enrollment in Science and Engineering:** the percentage change in the number of full-time, degree-seeking minority undergraduate students at grantee institutions enrolled in the fields of engineering or physical or biological sciences, compared to the average minority enrollment in the same fields in the three-year period immediately prior to the beginning of the current grant. (Source: IPEDS)
- 2) Persistence of Minority Science and Engineering Undergraduates:** the percentage of full-time undergraduate minority students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same institution in the fields of engineering or physical or biological sciences. (Source: Annual Performance Reports)
- 3) Graduation of Minority Science and Engineering Undergraduates:** a) in four-year grantee institutions, the percentage of minority students who enrolled in the fields of engineering or physical or biological sciences who graduate within six years of enrollment; or b) in two-year grantee institutions, the percentage of minority students enrolled in the fields of engineering or physical or biological sciences who graduate within three years of enrollment. (Source: IPEDS)

An applicant that receives a grant award will be required to submit annual performance reports as a condition of the award. These reports will document the extent to which project goals and objectives are met.

Instructions for Completing the Application Package

The MSEIP application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. Please note: Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

PART I	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
424 Forms	Application for Federal Assistance (SF 424)	No	The “ Application for Federal Assistance (SF 424) ” is where the applicant will upload the (SF 424) form.
Supplemental 424 Forms	Department of Education Supplemental Information for SF 424	No	The “ Department of Education Supplemental Information for SF 424 Form ” is where the applicant will upload the SF 424 Supplemental Information Form.

PART II	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
Budget Forms	U.S. Department of Education Budget Summary ED 524 Form Section A – Budget Summary U.S. Department of Education Funds Section B – Budget Summary Non-Federal Funds	No	The Department of Education Funds Budget Information for non-construction Programs (ED 524) is where the applicant uploads the request for federal grant funds. The *non-federal funds that will be supplied by the institution should be included in Section B. *The use of non-federal funds is not required for this grant.

PART III	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
Budget Narrative – Comprehensive Budget Details for ED form 524	Budget Narrative Attachment Form	No	The “ Budget Narrative Attachment Form ” is where applicants will attach the budget narrative that describes the justifications for Section A and B federal and non-federal funds that includes all costs that are allowable, reasonable, and necessary for the proposed MSEIP project. This includes justifications for the personnel, fringe benefits, travel, equipment, supplies, other, training stipends, indirect costs, and total costs.
Abstract	ED Abstract Form	No	The “ ED Abstract Form ” is where applicants will attach a one-page abstract narrative that provides an overview of the proposed MSEIP project.
Table of Contents	Project Narrative Attachment Form	No	<p>The “Project Narrative Attachment Form” is where applicants will attach the Table of Contents.</p> <p>It is not mandatory that applicants provide a “Table of Contents” since files are being uploaded separately. If one is submitted, it should be loaded under the “Optional Project Narrative Attachment File.”</p>
Response to Selection Criteria	Project Narrative Attachment Form	Yes	<p>The “Project Narrative Attachment Form” is where applicants will attach their narrative responses to the ten (10) selection criteria that will be used to evaluate applications submitted for this competition; load using the “Mandatory Project Narrative Attachment File.”</p> <p>For this section the page limits are as follows:</p> <p><u>Institutional Project Applications</u> – Maximum 40 pages</p> <p><u>Special Project Applications</u> - Maximum 35 pages</p> <p><u>Cooperative Project Applications</u> - Maximum 50 pages</p>

PART III	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
Letter(s) of Commitment	Other Attachments Form	*No	<p>The “Other Attachments Form” is where applicants provide a letter of commitment from the institution’s chancellor, president, provost, dean, or CEO.</p> <p>One letter is required and will not be included in the page count.</p> <p>*Any additional letters <u>over three</u> will be included in the page count. If you submit more than 3 letters of commitment, we will count the shortest letters towards the page count.</p>
Evidence of Partnerships	Other Attachments Form	No	<p>The “Other Attachments Form” is where applicants provide evidence of partnership agreement(s) such as articulation agreement(s) and/or memorandum of understanding(s) (MOUs) with two-year institutions or four-year institutions; schools or school districts; nonprofit science-oriented organizations; or professional scientific societies.</p>
Letter(s) of Support	Other Attachments Form	Yes	<p>The “Other Attachments Form” is where applicants provide letters of support outside of the required letter of commitment and evidence of partnerships. They may include support from congressmen and others and <u>are not required</u>.</p>
Resumes	Other Attachments Form	No	<p>The “Other Attachments Form” is where applicants provide the resume or vitae of the key personnel, particularly the project director and co-project director(s).</p>
MSEIP Eligibility Certification Form	Other Attachments Form	No	<p>The “Other Attachments Form” is where applicants will attach the required MSEIP Eligibility Certification Form.</p>

PART IV	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
	ED GEPA 427 Form	No	Upload in Part IV
	Grants.gov Lobbying Form (formerly Certification Regarding Lobbying (ED 80-0013))	No	Upload in Part IV
	Disclosure of Lobbying Activities (SF-LLL)	No	Upload in Part IV
	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (ED 80-0014)	No	Upload in Part IV
	Survey on Ensuring Equal Opportunity for Applicants	No	Upload in Part IV
	Assurances for Non-Construction Programs (SF 424 B)	No	Upload in Part IV

All “Assurances, Certifications, and Survey Forms” **must be completed.**

Supplemental Information

General Information

The following information supplements the information provided in the Dear Applicant letter and the Closing Date Notice.

A. Criteria for Funding

All applications for grants under the Minority Science and Engineering Improvement Program (MSEIP) must include the MSEIP Eligibility Certification Form to be considered for funding. All applications are considered new submissions and evaluated using the selection criteria listed in the program regulations (34 CFR 637.32) and discussed in the next section of instructions.

B. Length of New Award

Applicants may apply for a maximum grant performance period up to 36 months in duration. Funding for the second and third performance periods are contingent upon additional funds being appropriated by Congress and the grantee making satisfactory progress.

C. Evaluation of Applications for Awards

Panels comprised of three non-Federal reviewers each, read each assigned application. Each reviewer will prepare an independent written evaluation of the application and assign points for each selection criterion.

D. Selection of Grantees

The Secretary will select an application for funding in rank order, based on the application's total score for the selection criteria and competitive preference priority points. If there are insufficient funds to fund all applications with the same total score, the Secretary will choose among the tied applications so as to serve geographical areas and eligible populations that have been underserved by the MSEIP (34 CFR 637.31).

E. Applicant Funding

Applicants should pay close attention to the "Maximum Award" section of the Notice. The Department will not fund any application at an amount exceeding the applicable maximum award level.

F. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new MSEIP grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

G. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants.

Instructions for Project Narrative

Before preparing the project narrative, applicants should review the Dear Applicant letter, the Federal Register Notice, program statute, and program regulations for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Federal Register notice and this package.

Page Limits

Please note: you must limit the section of the narrative that addresses the selection criteria to the following pages:

Institutional Project Applications - 40 pages

Special Project Applications – 35 pages

Cooperative Project Applications – 50 pages

Formatting

A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). **If you do not use all lines on a page, it will be counted as a full-page in determining the page count.**

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 637.32 of the MSEIP regulations as identified in this application (see “Authorizing Legislation and Regulations”). The Project Narrative should provide, in detail, the information that addresses each selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis in the Federal Register Notice.

To facilitate the review of applications, provide responses to each of the following selection criteria in the following order:

- (a)** Identification of need for the project
- (b)** Plan of operation
- (c)** Quality of key personnel
- (d)** Budget and cost effectiveness
- (e)** Evaluation plan
- (f)** Adequacy of resources
- (g)** Potential institutional impact of the project

- (h) Institutional commitment to the project
- (i) Expected outcomes
- (j) Scientific and educational value of the proposed project

The following guidance may assist you in addressing each of the selection criteria:

(a) Identification of need

Describe the assessment that indicated a need for the project. What specific needs in science and engineering resulted from the assessment? Describe the individuals who were involved in identifying the institutional need, especially science faculty or community representatives.

(b) Plan of operation

Describe the project design. Provide a clear description of how the project objectives relate to the purpose of the program. 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.

(c) 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.

(d) 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 significance 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.).

(e) 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 data that will result from the planned assessment of the project and the use of evaluation results. The evaluation plan should address the use of appropriate controls and techniques that provide for independent evaluation. The use of an outside evaluator is required.

(f) Adequacy of resources

Explain what resources the applicant plans to use in accomplishing the project objectives. Explain how the specific resources, equipment, and supplies the applicant will use in the project are adequate to accomplish the project objectives.

(g) Potential institutional impact

Explain how the proposed project will expand or strengthen the institution's approach in increasing the number of minority students, especially minority women, entering science and math programs in terms of enrollment, retention, persistence, or graduation improvements.

(h) Institutional commitment to the project

Describe the plans for continuing activities after funding ceases. Project a clear indication of how the after-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.

(i) 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.

(j) Scientific and educational value of the proposed project

Provide information that explains the relationship of the proposed project to the present state of science education and how science education for minority students, particularly women, will improve. Provide how the project will contribute to the development of effective techniques and approaches to science education and the potential uses of the project at other institutions.

Instructions for Completing the MSEIP Eligibility Certification Form

INSTRUCTIONS: All applications must include a completed MSEIP Eligibility Certification Form. The lead institution or organization submitting an application must identify the appropriate eligibility criteria and complete that MSEIP ELIGIBILITY CERTIFICATION FORM.

Applicants must complete these forms from this document (the application package.) Once the forms have been completed and saved, the applicant must attach the documents (separate files) to the “Other Attachments Form” in the Grants.gov system. The document must be a PDF (Portable Document) format. Other types of files will not be accepted. Please note: Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

A. IDENTIFY THE APPROPRIATE ELIGIBILITY CRITERIA

1. **A public or private nonprofit institution of higher education that awards baccalaureate degrees and qualifies as a minority institution** as defined in Section 365 of the Higher Education Act of 1965, as amended.

Applicants that meet this eligibility criteria may apply for an Institutional Project; Special Project; or Cooperative Project.

2. **A public or private nonprofit institution of higher education that awards associate degrees and qualifies as a minority institution** as defined in Section 365 of the Higher Education Act of 1965, as amended; has a curriculum that includes science or engineering subjects; and enters into a partnership with public or private nonprofit institutions of higher education that award baccalaureate degrees in science and engineering.

Applicants that meet this eligibility criteria may apply for an Institutional Project; Special Project; or Cooperative Project.

3. **A nonprofit science-oriented organization, professional scientific society, and institution of higher education** that awards baccalaureate degrees that provide a needed service to a group of minority institutions; or provide in-service training to project directors, scientists, and engineers from minority institutions.

Applicants that meet this eligibility criterion may apply for a Special Project.

4. **A consortia of organizations that provides needed services to one or more minority institutions.** The consortia membership may include: institutions of higher education which have a curriculum in science or engineering; institutions of higher education that have a graduate or professional program in science or engineering; research laboratories

of, or under contract with, the Department of Energy; private organizations that have science or engineering facilities; or quasi-governmental entities that have a sufficient scientific or engineering mission.

Applicants that meet this eligibility criterion may apply for a Special Project.

B. IDENTIFICATION OF MSEIP PROJECT

Select the type of MSEIP project for this application.

C. ACADEMIC DISCIPLINE

- a. Identify all academic disciplines that this MSEIP project will address.
- b. If the academic discipline is not listed in the Academic Discipline Table, please fill-in the academic discipline.

D. PROVIDE THE ENROLLMENT FIGURES FOR THE ETHNIC AND RACIAL GROUPS.

E. CALCULATE THE TOTAL MINORITY ENROLLMENT from July 1, 2009 – June 30, 2010.

F. CALCULATE THE PERCENTAGE OF MINORITY ENROLLMENT.

G. IDENTIFY THE INVITATIONAL PRIORITY YOUR APPLICATION ADDRESSES. CHECK ALL THAT APPLY.

**MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM
ELIGIBILITY CERTIFICATION FORM
for
FOUR-YEAR MINORITY INSTITUTIONS**

1. By checking the box below, you certify that you are eligible to apply for the MSEIP grant under the Eligibility Criteria listed below:

- A public or private nonprofit institution of higher education that award baccalaureate degrees and qualifies as a minority institution as defined in Section 365 of the Higher Education Act of 1969, as amended.

2. Please select the type of MSEIP grant you are applying for:

- a. Institutional Project grant
b. Special Project grant
c. Cooperative Project grant

3. If you checked “c – Cooperative Project grant,” please provide the contact information for the cooperative partnership.

[Evidence of partnership must be placed in the attachments.]

Note: Use an additional sheet to provide information on additional partners and attach with this form.

Cooperative Grant Partner 1:

Name of the Institution/Organization:

Contact Name:

Title of Contact Person:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Fax:

4. Please select from the table below, the academic discipline(s) that this MSEIP project will address.

ACADEMIC DISCIPLINE TABLE

SCIENCE		PHYSICAL SCIENCES		ENGINEERING		ENGINEERING TECHNOLOGY	
Agricultural Sciences	<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Chemical Engineering	<input type="checkbox"/>	Civil Engineering Technology	<input type="checkbox"/>
Biological Sciences	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Mechanical Engineering Technology	<input type="checkbox"/>
Computer Sciences	<input type="checkbox"/>	Physics	<input type="checkbox"/>	Electrical Engineering	<input type="checkbox"/>	Other Technology	<input type="checkbox"/>
Earth, Atmospheric, and Ocean Sciences	<input type="checkbox"/>	Other Physical Sciences:	<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>		
Mathematical Sciences	<input type="checkbox"/>			Other Engineering	<input type="checkbox"/>	BEHAVIORAL/SOCIAL SCIENCES	
						Psychology	<input type="checkbox"/>
						Social Sciences	<input type="checkbox"/>

5. If the discipline is not listed above, please provide the discipline which may include (overlapping areas among two or more sciences, technology, or engineering disciplines:

6. Please provide the enrollment figures for the LEAD INSTITUTION applying for this grant.

Enrollment figures should be based on enrollment from *July 1, 2009 through June 30, 2010* and *must* be verifiable using IPEDS data and should include full-time and part-time students in credit and non-credit courses.

Number of students enrolled by ethnic/racial group	Ethnic and Racial Groups	
ETHNICITY (MINORITY)		ETHNICITY (MINORITY)
	HISPANIC/LATINO OF ANY RACE AND INDIVIDUALS WHO ARE NON-HISPANIC/LATINO ONLY	
	SUBTOTAL (ETHNICITY MINORITY)	
RACE (MINORITY)		RACE (MINORITY)
	AMERICAN INDIAN OR ALASKA NATIVE	
	BLACK OR AFRICAN AMERICAN	
	NATIVE HAWAIIAN OR PACIFIC ISLANDER	
	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	
RACE (NON-MINORITY)		RACE (NON-MINORITY)
	ASIAN	
	WHITE	
	TWO OR MORE RACES	
	SUBTOTAL (RACE MINORITY) (ADD LINES 6+7+8)	
	TOTAL ENROLLMENT(ADD LINES (1) + (5)+(8))	

_____ Total Minority Enrollment (ADD LINES (1) + (5) (LINE 11)

7. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT \{LINE 11\}}}{\text{TOTAL ENROLLMENT \{LINE 10\}}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

The term “**minority**” means Hispanic/Latino of any race, American Indian, Alaskan Native, Black or African American, Native Hawaiian or Pacific Islander or other ethnic group underrepresented in science and engineering.

The term “**minority institution**” means an institution of higher education whose enrollment of a single minority or a combination of minorities (as defined above) exceeds 50 percent of the total enrollment.

Note: The enrollment will be verified by the U.S. Department of Education using the most current version of IPEDS data to determine eligibility.

8. Applications that address Invitational Priorities will not receive additional points. Please identify the Invitational Priority your application addresses. Check all that apply.

- Invitational Priority 1. Applications that focus on the development of bridge or articulation programs that target pre-freshmen entering into the science, technology, engineering, or mathematics (STEM) fields.
- Invitational Priority 2. Applications that focus directly on student learning that encourage and facilitate implementation of pedagogical approaches that have been proven effective in increasing student retention and achievement in STEM fields.
- Invitational Priority 3. Applications that focus on mentoring programs designed to increase the number of underrepresented students who graduate with STEM undergraduate degrees.

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties, which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

**MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM
ELIGIBILITY CERTIFICATION FORM
for
TWO-YEAR MINORITY INSTITUTIONS**

1. By checking the box below, you certify that you are eligible to apply for the MSEIP grant under the Eligibility Criteria listed below:

A public or private nonprofit institution of higher education that: awards associate degrees and qualifies as a minority institution as defined in Section 365 of the Higher Education Act of 1969, as amended; has a curriculum that includes science or engineering subjects; and enters into a partnership with public or private nonprofit institutions of higher education that award baccalaureate degrees in science and engineering.

2. Please select the type of MSEIP grant you are applying for:

- a. Institutional Project grant
b. Special Project grant
c. Cooperative Project grant

3. **REQUIRED PARTNESHIPS FOR TWO-YEAR INSTITUTIONS:**

- a) Please provide the name of the institution and contact information for the required partnership with a public or private nonprofit institution of higher education that award baccalaureate degrees in science and engineering.

[The institution listed below does not have to be a minority institution.]

[Evidence of partnership must be placed in the attachments.]

Contact Information:

Name of the 4-year institution:

Contact Name:

Title of Contact Person:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Fax:

Note: Use an additional sheet to provide information on additional partners and attach with this form.

4. Please select from the table below, the academic discipline(s) that this MSEIP project will address.

ACADEMIC DISCIPLINE TABLE

SCIENCE		PHYSICAL SCIENCES		ENGINEERING		ENGINEERING TECHNOLOGY	
Agricultural Sciences	<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Chemical Engineering	<input type="checkbox"/>	Civil Engineering Technology	<input type="checkbox"/>
Biological Sciences	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Mechanical Engineering Technology	<input type="checkbox"/>
Computer Sciences	<input type="checkbox"/>	Physics	<input type="checkbox"/>	Electrical Engineering	<input type="checkbox"/>	Other Technology	<input type="checkbox"/>
Earth, Atmospherics, and Ocean Sciences	<input type="checkbox"/>	Other Physical Sciences:	<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>		
Mathematical Sciences	<input type="checkbox"/>			Other Engineering	<input type="checkbox"/>	BEHAVIORAL/SOCIAL SCIENCES	
						Psychology	<input type="checkbox"/>
						Social Sciences	<input type="checkbox"/>

5. If the discipline is not listed above, please provide the discipline which may include (overlapping areas among two or more sciences, technology, or engineering disciplines:

6. Please provide the enrollment figures for the LEAD INSTITUTION applying for this grant.

Enrollment figures should be based on enrollment from *July 1, 2009 through June 30, 2010* and *must* be verifiable using IPEDS data and should include full-time and part-time students in credit and non-credit courses.

Number of students enrolled by ethnic/racial group	Ethnic and Racial Groups	
ETHNICITY (MINORITY)		
	HISPANIC/LATINO OF ANY RACE; AND INDIVIDUALS WHO ARE NON-HISPANIC/LATINO ONLY	
	SUBTOTAL (ETHNICITY MINORITY)	<i>{LINE 1}</i>
RACE (MINORITY)		
	AMERICAN INDIAN OR ALASKA NATIVE	<i>{LINE 2}</i>
	BLACK OR AFRICAN AMERICAN	<i>{LINE 3}</i>
	NATIVE HAWAIIAN OR PACIFIC ISLANDER	<i>{LINE 4}</i>
	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	<i>{LINE 5}</i>
RACE (NON-MINORITY)		
	ASIAN	
	WHITE	<i>{LINE 6}</i>
	TWO OR MORE RACES	<i>{LINE 7}</i>
	SUBTOTAL (RACE MINORITY) (ADD LINES 6+7+8)	<i>{LINE 9}</i>
	TOTAL ENROLLMENT(ADD LINES (1) + (5)+(8))	<i>{LINE 10}</i>

_____ Total Minority Enrollment (ADD LINES (1) + (5) **(LINE 11)**

6. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT } \{LINE 11\}}{\text{TOTAL ENROLLMENT } \{LINE 10\}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

The term “**minority**” means Hispanic/Latino of any race, American Indian, Alaskan Native, Black or African American, Native Hawaiian or Pacific Islander or other ethnic group underrepresented in science and engineering.

The term “**minority institution**” means an institution of higher education whose enrollment of a single minority or a combination of minorities (as defined above) exceeds 50 percent of the total enrollment.

Note: The enrollment will be verified by the U.S. Department of Education using the most current version of IPEDS data to determine eligibility.

7. Applications that address Invitational Priorities will not receive additional points. Please identify the Invitational Priority your application addresses. Check all that apply.

- Invitational Priority 1. Applications that focus on the development of bridge or articulation programs that target pre-freshmen entering into the science, technology, engineering, or mathematics (STEM) fields.
- Invitational Priority 2. Applications that focus directly on student learning that encourage and facilitate implementation of pedagogical approaches that have been proven effective in increasing student retention and achievement in STEM fields.
- Invitational Priority 3. Applications that focus on mentoring programs designed to increase the number of underrepresented students who graduate with STEM undergraduate degrees.

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties, which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

**MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM
ELIGIBILITY CERTIFICATION FORM
for
NONPROFIT SCIENCE ORIENTED
ORGANIZATIONS...**

1. By checking the box below, you certify that you are eligible to apply for the MSEIP grant under the Eligibility Criteria listed below:

A nonprofit science-oriented organization, professional scientific society, and institution of higher education that awards baccalaureate degrees that provide a needed service to a group of minority institutions; or provide in-service training to project directors, scientists, and engineers from minority institutions.

2. By checking the box below, you certify that you are applying for the following MSEIP grant:

Special Project grant

3. Please provide the names of the minority institutions that you will provide services/training to for this grant.

[You must provide services to at least two minority institutions.]

[Evidence of partnership must be placed in the attachments.]

MINORITY INSTITUTION 1:

Name of the 4-year institution:

Contact Name:

Title of Contact Person:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Fax:

MINORITY INSTITUTION 2:

Name of the 4-year institution:

Contact Name:

Title of Contact Person:

Mailing Address:

City:
 State:
 Zip:

Email:
 Phone:
 Fax:

Note: Use an additional sheet to provide information on additional partners and attach with this form.

4. Please select from the table below, the academic discipline(s) that this MSEIP project will address.

ACADEMIC DISCIPLINE TABLE

SCIENCE		PHYSICAL SCIENCES		ENGINEERING		ENGINEERING TECHNOLOGY	
Agricultural Sciences	<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Chemical Engineering	<input type="checkbox"/>	Civil Engineering Technology	<input type="checkbox"/>
Biological Sciences	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Mechanical Engineering Technology	<input type="checkbox"/>
Computer Sciences	<input type="checkbox"/>	Physics	<input type="checkbox"/>	Electrical Engineering	<input type="checkbox"/>	Other Technology	<input type="checkbox"/>
Earth, Atmospherics, and Ocean Sciences	<input type="checkbox"/>	Other Physical Sciences:	<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>		
Mathematical Sciences	<input type="checkbox"/>			Other Engineering	<input type="checkbox"/>	BEHAVIORAL/SOCIAL SCIENCES	
						Psychology	<input type="checkbox"/>
						Social Sciences	<input type="checkbox"/>

5. If the discipline is not listed above, please provide the discipline which may include (overlapping areas among two or more sciences, technology, or engineering disciplines:

6. Please provide the enrollment figures for the LEAD INSTITUTION applying for this grant.

Enrollment figures should be based on enrollment from *July 1, 2009 through June 30, 2010* and *must* be verifiable using IPEDS data and should include full-time and part-time students in credit and non-credit courses.

Number of students enrolled by ethnic/racial group	Ethnic and Racial Groups	
ETHNICITY (MINORITY)		
	HISPANIC/LATINO OF ANY RACE; AND INDIVIDUALS WHO ARE NON-HISPANIC/LATINO ONLY	
	SUBTOTAL (ETHNICITY MINORITY)	<i>{LINE 1}</i>
RACE (MINORITY)		
	AMERICAN INDIAN OR ALASKA NATIVE	<i>{LINE 2}</i>
	BLACK OR AFRICAN AMERICAN	<i>{LINE 3}</i>
	NATIVE HAWAIIAN OR PACIFIC ISLANDER	<i>{LINE 4}</i>
	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	<i>{LINE 5}</i>
RACE (NON-MINORITY)		
	ASIAN	
	WHITE	<i>{LINE 6}</i>
	TWO OR MORE RACES	<i>{LINE 7}</i>
	SUBTOTAL (RACE MINORITY) (ADD LINES 6+7+8)	<i>{LINE 9}</i>
	TOTAL ENROLLMENT(ADD LINES (1) + (5)+(8))	<i>{LINE 10}</i>

_____ Total Minority Enrollment (ADD LINES (1) + (5) **(LINE 11)**

7. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT \{LINE 11\}}}{\text{TOTAL ENROLLMENT \{LINE 10\}}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

The term “**minority**” means Hispanic/Latino of any race, American Indian, Alaskan Native, Black or African American, Native Hawaiian or Pacific Islander or other ethnic group underrepresented in science and engineering.

The term “**minority institution**” means an institution of higher education whose enrollment of a single minority or a combination of minorities (as defined above) exceeds 50 percent of the total enrollment.

Note: The enrollment will be verified by the U.S. Department of Education using the most current version of IPEDS data to determine eligibility.

8. Applications that address Invitational Priorities will not receive additional points. Please identify the Invitational Priority your application addresses. Check all that apply.

- Invitational Priority 1. Applications that focus on the development of bridge or articulation programs that target pre-freshmen entering into the science, technology, engineering, or mathematics (STEM) fields.
- Invitational Priority 2. Applications that focus directly on student learning that encourage and facilitate implementation of pedagogical approaches that have been proven effective in increasing student retention and achievement in STEM fields.
- Invitational Priority 3. Applications that focus on mentoring programs designed to increase the number of underrepresented students who graduate with STEM undergraduate degrees.

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties, which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

**MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM
ELIGIBILITY CERTIFICATION FORM
for
CONSORTIA OF ORGANIZATIONS**

1. **By checking the box below, you certify that you are eligible to apply for the MSEIP grant under the Eligibility Criteria listed below:**

A consortia of organizations that provides needed services to one or more minority institutions. The consortia membership may include: institutions of higher education which have a curriculum in science or engineering; institutions of higher education that have a graduate or professional program in science or engineering; research laboratories of, or under contract with, the Department of Energy; private organizations that have science or engineering facilities; or quasi-governmental entities that have a sufficient scientific or engineering mission.

2. **By checking the box below, you certify that you are applying for the following MSEIP grant:**

Special Project grant

3. **Please provide the names of the minority institutions that you will provide services/training to for this grant.**

[You must provide services to at least two minority institutions.]

[Evidence of partnership must be placed in the attachments.]

MINORITY INSTITUTION 1:

Name of the 4-year institution:

Contact Name:

Title of Contact Person:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Fax:

MINORITY INSTITUTION 2:

Name of the 4-year institution:

Contact Name:

Title of Contact Person:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Fax:

- 4. Please provide the contact information and member type for each consortia organization.** [Evidence of participation must be attached.]

Note: Use an additional sheet to provide information on additional consortia partners and attach with this form.

Consortia Organization 1:

Name of the 4-year institution/Organization:

Contact Name:

Title of Contact Person:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Fax:

- 5. Consortia Type:**

Please select membership type for the consortia organization listed above.

<input type="checkbox"/>	(1) institutions of higher education which have a curriculum in science or engineering;
<input type="checkbox"/>	(2) institutions of higher education that have a graduate or professional program in science or engineering;
<input type="checkbox"/>	(3) research laboratories of, or under contract with, the Department of Energy;
<input type="checkbox"/>	(4) private organizations that have science or engineering facilities; or
<input type="checkbox"/>	(5) quasi-governmental entities that have a sufficient scientific or engineering mission.

Note: Use an additional sheet to provide information on additional consortia partners types and attach with this form.

6. Please select from the table below, the academic discipline(s) that this MSEIP project will address.

ACADEMIC DISCIPLINE TABLE

SCIENCE		PHYSICAL SCIENCES		ENGINEERING		ENGINEERING TECHNOLOGY	
Agricultural Sciences	<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Chemical Engineering	<input type="checkbox"/>	Civil Engineering Technology	<input type="checkbox"/>
Biological Sciences	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Mechanical Engineering Technology	<input type="checkbox"/>
Computer Sciences	<input type="checkbox"/>	Physics	<input type="checkbox"/>	Electrical Engineering	<input type="checkbox"/>	Other Technology	<input type="checkbox"/>
Earth, Atmospherics, and Ocean Sciences	<input type="checkbox"/>	Other Physical Sciences:	<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>		
Mathematical Sciences	<input type="checkbox"/>			Other Engineering	<input type="checkbox"/>	BEHAVIORAL/SOCIAL SCIENCES	
						Psychology	<input type="checkbox"/>
						Social Sciences	<input type="checkbox"/>

7. If the discipline is not listed above, please provide the discipline which may include (overlapping areas among two or more sciences, technology, or engineering disciplines:

8. Please provide the enrollment figures for the LEAD INSTITUTION applying for this grant.

Enrollment figures should be based on enrollment from July 1, 2009 through June 30, 2010 and *must* be verifiable using IPEDS data and should include full-time and part-time students in credit and non-credit courses.

Number of students enrolled by ethnic/racial group	Ethnic and Racial Groups	
ETHNICITY (MINORITY)		
	HISPANIC/LATINO OF ANY RACE; AND INDIVIDUALS WHO ARE NON-HISPANIC/LATINO ONLY	
	SUBTOTAL (ETHNICITY MINORITY)	{LINE 1}
RACE (MINORITY)		
	AMERICAN INDIAN OR ALASKA NATIVE	{LINE 2}
	BLACK OR AFRICAN AMERICAN	{LINE 3}
	NATIVE HAWAIIAN OR PACIFIC ISLANDER	{LINE 4}
	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	{LINE 5}
RACE (NON-MINORITY)		
	ASIAN	
	WHITE	{LINE 6}
	TWO OR MORE RACES	{LINE 7}
	SUBTOTAL (RACE MINORITY) (ADD LINES 6+7+8)	{LINE 9}
	TOTAL ENROLLMENT(ADD LINES (1) + (5)+(8))	{LINE 10}

_____ Total Minority Enrollment (ADD LINES (1) + (5) **(LINE 11)**

9. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT} \{\text{LINE 11}\}}{\text{TOTAL ENROLLMENT} \{\text{LINE 10}\}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

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