

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8517



Fiscal Year 2015

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

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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 regulations.gov during the public comment period for this collection of information. If you have specific questions about the form, instrument or survey, please contact the U.S. Department of Education, Office of Postsecondary Education, Minority Science and Engineering Improvement Program, 1990 K Street, N.W., 6th Floor, Mail Stop K-OPE-6-6055, Washington, DC 20006.

Dear Applicant Letter

Dear Applicant:

Thank you for your interest in applying for a grant 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 2015 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 (the Department) Website at:

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

This application package includes program background, application instructions, and some of the forms needed to submit a complete application to the Department. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines the competitive preference and invitational priorities, as well as other program and competition details.

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

For the FY 2015 grant competition, there is one competitive preference priority and one invitational priority for this program. For additional information about the priorities, refer to the Federal Register Notice Inviting Applications (the Notice) in the application package.

All applications must be submitted electronically using the Grants.gov Apply site (www.Grants.gov), unless you qualify for an exception to the electronic submission requirement referenced in the Federal Register Notice Inviting Applications. 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 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 Notice. You are reminded that the Notice published in the Federal Register is the official document detailing the requirements for applying for a MSEIP grant. A copy of the Notice is included in this package. You should not rely

upon information in the application package that is inconsistent with the guidance contained within the official Notice.

If you have questions or require additional information, please contact the MSEIP Program Managers: Dr. Stacey Slijepcevic by phone at 202-219-7124 or by email at: stacey.slijepcevic@ed.gov or Dr. Bernadette Hence by phone at 202-219-7038 or by email at: bernadette.hence@ed.gov. If you have difficulty with the application submission in Grants.Gov, please contact Grants.Gov support.

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

Sincerely,

Donald E. Watson
Director, Historically Black Colleges and Universities Division
Office of Postsecondary Education

The Minority Science and Engineering Improvement Program (MSEIP) - Background

PURPOSE

The purpose of the Minority Science and Engineering Improvement Program (MSEIP) is 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. MSEIP supports the Federal Government's efforts to improve and expand the scientific and technological capacity of the United States to support its technological and economic competitiveness.

PROGRAM

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

Eligible applicant institutions include public and private, nonprofit accredited institutions of higher education (IHEs) with minority enrollments that exceed 50 percent of the total enrollment; professional scientific societies; nonprofit science-oriented organizations; and nonprofit four-year accredited colleges and universities that provide needed services to a group of eligible minority institutions or that provide special training for project directors, scientists, and engineers from eligible minority institutions. Additionally, eligible applicants include two-year public or private non-profit IHEs that award associate degrees and are minority institutions that have curricula that include science and engineering subjects and enter into a partnership with a four-year minority IHE. A minority institution is defined in the regulations at [34 CFR 637.4\(b\)](#). This program does not support scholarships for students.

Awards under MSEIP are for 12 to 36 months to support four types of grants: Institutional, Cooperative, Design and Special Project. The term "design projects" means projects that assist minority institutions that do not have their own appropriate resources or personnel to plan and develop long-range science improvement programs. Applicants that receive design grants may not receive an award the following year to execute the planned science improvement program. Therefore, the Department decided not to award Design grants as of Fiscal Year 2011. The other grants are:

Institutional Project grants support the implementation of a comprehensive science improvement plan, which may include any combination of activities for

improving the preparation of minority students, particularly minority women, for careers in science.

Cooperative Project grants assist groups of nonprofit accredited colleges and universities working together to conduct a science improvement program. Any nonprofit accredited college or university may participate in a cooperative grant; however, the fiscal agent must be an eligible minority institution.

Special Project grants are designed to assist minority institutions with activities that improve the quality of training in science and engineering at minority institutions or enhance the minority institution's general scientific research capabilities. A Special Project grant may be given to any applicant supporting activities that provide a needed service to a group of eligible minority institutions. Special grants may also be used to provide in-service training for project directors, scientists, and engineers from eligible minority institutions.

Competition Highlights

1. In the FY 2015 competition, the Department has established one competitive preference priority and one invitational priority. Please note that these priorities are explained in detail in the Notice. **You are urged to fully review the Notice before preparing your application.**

Competitive Preference Priority: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education. Projects that are designed to improve Student Achievement (as defined in the Notice) or other related outcomes by identifying and implementing instructional strategies, systems, and structures that improve postsecondary learning and retention, resulting in completion of a degree in a STEM field.

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

Invitational Priority: Improving STEM Education in the First Two Years of College. Projects designed to improve retention and other student outcomes in the first two years of college through strategies including, but not limited to, one or more of the following:

- (a) Obtaining institutional support and support from accrediting agencies for changes in curricular, pedagogical, and graduation requirements that are necessary to improve the first two years of STEM coursework.
- (b) Developing early intervention tutorial programs to help students academically deficient in STEM reach college level proficiency.

We will not give an application that meets this invitational priority additional points or a competitive or absolute preference over other applications.

2. **Applications submitted for the FY 2015 Minority Science and Engineering Improvement Program competition must be submitted electronically using the Grants.gov Apply site at www.Grants.gov.** Therefore, you must submit an electronic application using procedures outlined in the Federal Register Notice Inviting Applications for New Awards for FY 2015 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.

3. 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 System for Award Management (SAM), which was formerly the Central Contractor Registry (CCR). The System for Award Management is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS and is the government's primary registrant database. You must also maintain an active SAM registration with current information while your application is under review by the Department. Refer to section 'Grants.Gov Submission Procedures and Tips for Applicants' for detailed instructions.

The SAM registration process may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. If you are currently registered with the SAM, please make certain that the TIN associated with your DUNS number is correct. Your SAM registration must be updated annually. This may take three or more business days to complete. Please do NOT contact the MSEIP Program Manager for DUNS or TINS registration.

4. 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 Sponsored Research Office early to minimize problems with submission.

5. Through Grants.gov, you may download a copy of the application package, complete it offline, and then upload and submit your application. **You will submit the application using the same DUNS number that was used when your organization registered with the SAM.**
6. Please note that applications must be submitted by 4:30:00 pm (Washington, D.C. time) on or before the application deadline date. Late applications will not be accepted. **We highly recommend that you submit your application several days before the deadline.**
7. 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 Applicants' section for more details.

8. The Grants.gov site does not allow applicants to “un-submit” applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must “re-submit” the application. If the Department receives duplicate applications, then we will accept and process the application with the latest “date/time received” validation.
9. If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or by Email: support@grants.gov. Contact information can be found at <http://www.grants.gov/contactus/contactus.jsp>, or use the applicant support available on the Web site: http://www.grants.gov/applicants/app_help_reso.jsp.

If you have difficulty with the application submission in Grants.Gov, please contact Grants.Gov support, and not the MSEIP Program Manager.

10. Please note, “.PDF” (Portable Document) files are the only approved file type accepted as detailed in the 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 for links to conversion programs. Please refer to the “Grants.gov Submission Procedures and Tips for Applicants” section, found in this application package, 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 (Grants.Gov recommends at least Adobe Reader 10.1.4). Information on computer and operating system compatibility with Adobe and links to download the latest version are available on Grants.gov. We strongly recommend that you review these details on Grants.gov before completing and submitting your application.

11. 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 and formatting instructions. The page limits are as follows:

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

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

- count. Applicants are allowed to include resumes of the key personnel which **will not** be included in the page count.
12. An applicant **may submit more than one application** as long as each application describes a different project.
 13. 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 who 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 the “Budget Narrative Attachment Form” in Grants.gov. This narrative will not be included in the page count.
 14. Applicants must submit a one-page abstract. The abstract should briefly describe the project goals, target populations, proposed activities, and the anticipated results. Applicants must also indicate the competitive preference priority and/or the invitational priority that is addressed in the application.
 15. Applicants should review the Instructions for Project Narrative and prepare the project narrative into ten sections that correspond to selection criteria (a) through (j) as outlined in the Notice and application. Within the maximum allotted page limit, the Department expects the applicant to address the Competitive Preference Priority and/or Invitational Priority in an integrated response to the selection criteria. Please note that the evaluation plan (e) 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 and measurement of progress throughout the grant award period. The use of an external evaluator is required for the grant.
 16. A panel of three peer reviewers will evaluate the application and assign points based on their assessment of the applicant’s ability to address the selection criteria. The 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 average of the three reviewers’ scores will determine an applicant’s final score. The point distribution for each selection criteria is included in the Notice.
 17. 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 2015, we will not award new grants under the ‘design project’ category.
 18. 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.

We will reject any application that proposes a budget exceeding the maximum award amount listed for a single budget period of 12 months.

19. This program has **no cost sharing or matching requirements**.
20. This program **does not support** scholarships or new construction. It **does support** stipends and renovations.
21. The Education Department General Administrative Regulations (EDGAR) limit 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**.

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 – Browser Support

Grants.gov is a Custom Java Application that uses standard web-browsers as the client. Grants.gov leverages the latest web technologies such as Ajax which relies extensively on JavaScript, HTML, and CSS. Grants.gov recommends you use the most up-to-date web browser possible for the best User Experience. **We strongly recommend ED Staff use Firefox or Chrome; we currently do not have the latest version of Microsoft IE here at Education.** If you are unsure about which version of the browser you are using, please check the following places:

- **Microsoft IE** – the *About Internet Explorer* setting under Help on your toolbar
- **Firefox** – the *About Firefox* setting under Help on your toolbar
- **Chrome**- the *About Google Chrome* setting under the *Customize and Control Google Chrome* option (located on the far right ) in your toolbar options for your browsers.

The table below lists supported Web Browsers:

Web Browser	Support	Comments
Microsoft IE 9/10/11	Supported	
Mozilla Firefox	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Google Chrome	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Apple Safari	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.

For additional information of updates, please see the Grants.gov Browser Support Page. <http://www.grants.gov/web/grants/support/technical-support/software/browser-support.html>

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 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.) Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#). 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.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. 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. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).)]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

- 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 to Grants.gov 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 SAM (formerly 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 received your application submission on time 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. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

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/web/grants/applicants/grant-application-process/application-statuses.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. 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/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If 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/web/grants/about/contact-us.html> 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/web/grants/support/general-support/faqs.html>.

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/web/grants/support/technical-support/recommended-software.html>.

IfError! Hyperlink reference not valid. 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 read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. 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, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
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 Organizations

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>.

TIME REQUIRED?

- Same day. If requested by phone (1-866-705-5711), DUNS is provided immediately.

STEP 2: REGISTER WITH SYSTEM FOR AWARD MAINTENANCE (SAM)

WHY?

- Registering with SAM 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 SAM.
- If your organization is not registered, apply online at www.sam.gov.
- When your organization registers with SAM, you must designate an E-Business Point of Contact (E-Biz POC). This person will create a special password called a Marketing Partner Identification Number (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 three to five business days to process the SAM registration.
- If your organization does not have an EIN or TIN, then please 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 SAM 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 (Authorized Organization Representative)** 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>.

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 at www.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 7039, 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.

Federal Register Notice Inviting Applications for FY15

The following Notice was published in the Federal Register on XXX. A PDF file of this Notice can be obtained using the following link:

The text below is reproduced here for your convenience. The official Notice is the one published in the Federal Register.

FULL TEXT OF THE NOTICE

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Minority Science and

Engineering Improvement Program

AGENCY: Office of Postsecondary Education, Department of
Education

ACTION: Notice.

Overview Information:

Minority Science and Engineering Improvement Program (MSEIP)

Notice inviting applications for new awards for fiscal year
(FY) 2015.

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 60
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 120

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: This notice contains one competitive preference priority and one invitational priority. The competitive preference priority is from the Department's notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 10, 2014 (79 FR 73425).

Competitive Preference Priority: For FY 2015 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(c) (2)(i), we award an additional two points to an application that meets this priority.

The competitive preference priority is:

Competitive Preference Priority -- Promoting Science, Technology, Engineering, and Mathematics (STEM) Education (2 additional points).

Priority: Projects that are designed to improve Student Achievement (as defined in this notice) or other related outcomes by identifying and implementing instructional strategies, systems, and structures that improve postsecondary learning and retention, resulting in completion of a degree in a STEM field.

Note: Applicants must indicate in the one-page abstract and on the MSEIP Eligibility Certification Form in the application package whether they intend to address the competitive preference priority.

Note: Through the competitive preference priority, the Department encourages applicants to implement strategies to improve student outcomes, such as increasing the number of students, including High-need Students (as defined in this notice), who persist and graduate in a STEM field. For example, an institution could implement pedagogies of engagement, such as problem-based learning, or provide Authentic STEM experiences (as defined in this notice), for students in science and engineering programs. Applicants addressing this priority should demonstrate how their proposal will improve STEM education and student outcomes.

Invitational Priority: For FY 2015 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an invitational

priority. Under 34 CFR 75.105(c)(1), we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

The invitational priority is:

Invitational Priority -- Improving STEM Education in the First Two Years of College.

Priority: Projects designed to improve retention and other student outcomes in the first two years of college through strategies including, but not limited to, one or more of the following:

(a) Obtaining institutional support and support from accrediting agencies for changes in curricular, pedagogical, and graduation requirements that are necessary to improve the first two years of STEM coursework.

(b) Developing early intervention tutorial programs to help students academically deficient in STEM reach college level proficiency.

Note: Through the invitational priority, the Department encourages applicants to address systemic barriers that result in high failure and dropout rates during the introductory years of science and engineering programs. Applicants addressing this priority should demonstrate how their proposal will improve STEM education in the first two years of college.

Definitions: The following definitions are from the notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 10, 2014 (79 FR 73425), and apply to the priorities in this notice:

Authentic STEM experiences means laboratory, research-based, or experiential learning opportunities in a STEM (science, technology, engineering, and mathematics) subject in informal or formal settings.

High-minority school means a school as that term is defined by a local educational agency (LEA), which must define the term in a manner consistent with its State's Teacher Equity Plan, as required by section 1111(b)(8)(C) of the Elementary and Secondary Education Act of 1965, as amended (ESEA). The applicant must provide the definition(s) of high-minority schools used in its application.

High-need students means students who are at risk of educational failure or otherwise in need of special assistance and support, such as students who are living in poverty, who attend High-minority schools, who are far below grade level, who have left school before receiving a regular high school diploma, who are at risk of not graduating with a diploma on time, who are homeless, who are in foster care,

who have been incarcerated, who have disabilities, or who are English learners.

Regular high school diploma means the standard high school diploma that is awarded to students in the State and that is fully aligned with the State's academic content standards or a higher diploma and does not include a General Education Development (GED) credential, certificate of attendance, or any alternative award.

Student achievement means--

For grades and subjects in which assessments are required under section 1111(b)(3) of the Elementary and Secondary Act of 1965, as amended (ESEA): (1) A student's score on such assessments; and, as appropriate (2) other measures of student learning, such as those described in the subsequent paragraph, provided that they are rigorous and comparable across schools within a local educational agency (LEA).

For grades and subjects in which assessments are not required under section 1111(b)(3) of the ESEA: (1) Alternative measures of student learning and performance, such as student results on pre-tests, end-of-course tests, and objective performance-based assessments; (2) student learning objectives; (3) student performance on English language proficiency assessments; and (4) other measures of

student achievement that are rigorous and comparable across schools within an LEA.

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

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Education Department debarment and suspension regulations as adopted in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as adopted in 2 CFR part 3474. (d) The regulations for this program in 34 CFR part 646. (e) The notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 10, 2014 (79 FR 73425).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

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: \$2,800,918.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2016 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. We will reject any application that proposes a budget exceeding the maximum award amount listed for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: Institutional Project Grants: 10; Special Project Grants: 1; Cooperative Project Grants: 1.

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 grant the applicant seeks. There are four types of MSEIP grants:

Institutional project, special project, cooperative project, and design project.

Institutional project grants are grants that support the implementation of a comprehensive science improvement plan, which may include any combination of activities for improving the preparation of minority students for careers in science.

There are two types of special project grants. First, there are special project grants for which only minority institutions are eligible. These special project grants support activities that: (1) Improve quality training in science and engineering at minority institutions; or (2) enhance the minority institutions' general scientific research capabilities. There also are special project grants for which all applicants are eligible. These special project grants support activities that: (1) provide a needed service to a group of eligible minority institutions; or (2) provide in-service training for project directors, scientists, and engineers from eligible minority institutions.

Cooperative project grants assist groups of nonprofit accredited colleges and universities to work together to conduct a science improvement program.

Design project grants assist minority institutions that

do not have their own appropriate resources or personnel to plan and develop long-range science improvement programs. We will not award design project grants in the FY 2015 competition.

(a) For institutional project grants, eligible applicants are limited to:

(1) Public and private nonprofit institutions of higher education that (i) Award baccalaureate degrees; and (ii) are minority institutions;

(2) Public or private nonprofit institutions of higher education that (i) award associate degrees; and (ii) are minority institutions that (A) have a curriculum that includes science or engineering subjects; and (B) enter into a partnership with public or private nonprofit institutions of higher education that award baccalaureate degrees in science and engineering.

(b) For special project grants for which only minority institutions are eligible, eligible applicants are described in paragraph (a).

(c) For special project grants for which all applicants are eligible, eligible applicants include those described in paragraph (a), and

(1) Nonprofit science-oriented organizations, professional scientific societies, and institutions of

higher education that award baccalaureate degrees that: (i) provide a needed service to a group of minority institutions; or (ii) provide in-service training to project directors, scientists, and engineers from minority institutions; or

(2) A consortia of organizations, that provide needed services to one or more minority institutions, the membership of which may include (i) institutions of higher education which have a curriculum in science or engineering; (ii) institutions of higher education that have a graduate or professional program in science or engineering; (iii) research laboratories of, or under contract with, the Department of Energy, the Department of Defense or the National Institutes of Health; (iv) relevant offices of the National Aeronautics and Space Administration, National Oceanic and Atmospheric Administration, National Science Foundation and National Institute of Standards and Technology; (v) quasi-governmental entities that have a significant scientific or engineering mission; or (vi) institutions of higher education that have State-sponsored centers for research in science, technology, engineering, and mathematics.

(d) For cooperative project grants, eligible applicants are groups of nonprofit accredited colleges and

universities whose primary fiscal agent is an eligible minority institution as defined in 34 CFR 637.4(b).

Note: As defined in 34 CFR 637.4(b), "minority institution" means an accredited college or university whose enrollment of a single minority group or a combination of minority groups exceeds 50 percent of the total enrollment.

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. Stacey Slijepcevic, U.S. Department of Education, 1990 K Street, NW., Washington, DC 20006-8517. Telephone: (202) 219-7124 or Dr. Bernadette Hence, U.S. Department of Education, 1990 K Street, NW., Washington, DC 20006-8517. Telephone: (202) 219-7038.

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), 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 accessible format (e.g., braille, large print, audiotape, or computer disc) 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 competition.

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 application narrative of each type of MSEIP grant project application as follows:

Institutional project grant: 40 pages;

Special project grant: 35 pages;

Cooperative project grant: 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 use some but not all of the allowable space on a page, it will be counted as a full page in determining compliance with the page limit.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the budget justification; Part III, the one-page abstract, the table of contents, the MSEIP Eligibility Certification Form, required letter(s) of commitment, evidence of partnerships; and Part IV, 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, or if you apply other standards and exceed the equivalent of 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 60 DAYS AFTER DATE OF 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. 7. 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 person listed under For Further Information Contact in section VII of 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 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

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 competition.

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 System for Award Management: 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 System for Award Management (SAM) (formerly 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 SAM 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 to two business days.

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 two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, you will need

to allow 24 to 48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov.

If you are currently registered with SAM, 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 registration annually. This may take three or more business days.

Information about SAM is available at www.Sam.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: www2.ed.gov/fund/grant/apply/sam-faqs.html.

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 at the following Grants.gov Web page: www.grants.gov/web/grants/register.html.

7. Other Submission Requirements: Applications for grants under this competition 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 email 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 MSEIP at www.Grants.gov. You must search for the downloadable application package for this competition 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 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 upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. If you upload a file

type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material. Additional, detailed information on how to attach files is in the application instructions.

- 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 prevents 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: Dr. Stacey Slijepcevic, U.S. Department of Education, 1990 K Street, NW., Room 6014, Washington, DC 20006-8517. Fax: (202) 502-7861 or Dr. Bernadette Hence, U.S. Department of Education, 1990 K Street, NW., Room 6152. 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 7039, 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).

Applicants should 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. Please see the application package for a detailed explanation of these criteria. The selection criteria are as follows:

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

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, achievement of project objectives, 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).

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

3. Special Conditions: Under 2 CFR 3474.10, the Secretary may impose special conditions and, in appropriate

circumstances, high-risk 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 2 CFR part 200, subpart D; 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 notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your 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 of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of 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 of change in the number of full-time, degree-seeking minority undergraduate students at the grantee's institution 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 minority students enrolled at four-year minority-serving institutions in the fields of engineering or physical or biological sciences who graduate within six years of enrollment. Please see the application package for details of data collection and reporting requirements for these measures.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contacts

For Further Information Contact: Dr. Stacey Slijepcevic,
U.S. Department of Education, 1990 K Street, NW., Room 6014,
Washington, DC 20006-8517. Telephone: (202) 219-7124, or by
e-mail: stacey.slijepcevic@ed.gov or Dr. Bernadette Hence,
U.S. Department of Education, 1990 K Street, NW., Room 6152.
Telephone: (202) 219-7038 or by e-mail:
Bernadette.hence@ed.gov.

If you use a TDD or a TTY, 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
compact disc) on request to the program contact persons
listed under For Further Information Contact in section VII
of this notice.

Electronic Access to This Document: 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 via the Federal Digital System at: www.gpo.gov/fdsys.
At this site 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).

To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

Ericka M. Miller,
Acting Assistant Secretary for
Postsecondary Education.

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

[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

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 Standard 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.**

Supplemental Information

General Information

The following information supplements the information provided in the Dear Applicant letter and the 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 Instructions for Project Narrative section of this application package.

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 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 may decide not to 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 and/or email 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.

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 2014-2018. 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: Postsecondary Education, Career and Technical Education, and Adult Education.

Increase college access, affordability, quality, and completion by improving postsecondary education and lifelong learning opportunities for youths and adults.

Goal 2: Elementary and Secondary Education.

Improve the elementary and secondary education system's ability to consistently deliver excellent instruction aligned with rigorous academic standards while providing effective support services to close achievement and opportunity gaps, and ensure all students graduate high school college- and career-ready.

Goal 3: Early Learning.

Improve the health, social-emotional, and cognitive outcomes for all children from birth through 3rd grade, so that all children, particularly those with high needs, are on track for graduating from high school college- and career-ready.

Goal 4: Equity.

Increase educational opportunities for and reduce discrimination against underserved students so that all students are well-positioned to succeed.

Goal 5: Continuous Improvement of the U.S. Education System.

Enhance the education system's ability to continuously improve through better and more widespread use of data, research and evaluation, evidence, transparency, innovation, and technology.

Goal 6: U.S Department of Education Capacity.

Improve the organizational capacities of the Department to implement this strategic plan.

What are the performance indicators for the MSEIP?

The performance indicators for the MSEIP are part of the Department's plan for meeting Goal 1. The specific goal for the MSEIP is "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."

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)

How does the Department of Education determine whether performance goals have been met?

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

Detailed information about APR contents and submission guidelines will be sent to successful applicants within 60 days after the Grant Award Notifications (GAN) are mailed.

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
Application SF424 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.
ED 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 – ED 524 A and B	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 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.
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 include 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.

PART III	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
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. Applicants must also indicate the competitive preference priority and/or the invitational priority that is addressed in the application.
Table of Contents (optional)	Project Narrative Attachment Form	No	Applicants may include the optional Table of Contents at the beginning of the Project Narrative Attachment Form .
The Project Plan - 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 “Project Narrative Attachment Form.”</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>
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>A minimum of one letter is required. Up to three letters can be attached 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>

PART III	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions
Evidence of Partnerships	Other Attachments Form	No	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.
Letter(s) of Support	Other Attachments Form	No	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 members of Congress and others and <u>are not required</u> .
Resumes	Other Attachments Form	No	The “ Other Attachments Form ” is where applicants provide the resume or curriculum vitae of the key personnel, particularly the project director and co-project director(s).
MSEIP Eligibility Certification Form	Other Attachments Form	No	The “ Other Attachments Form ” is where applicants will attach the required MSEIP Eligibility Certification Form.

PART IV	GRANTS.GOV SECTION NAME	<u>Included in the page count?</u>	Instructions: All “Assurances, Certifications, and Survey Forms” are mandatory and <u>must be completed.</u>
Attachment 1	ED GEPA 427 Form	No	Upload in Part IV
Attachment 2	Grants.gov Lobbying Form (formerly Certification Regarding Lobbying (ED 80-0013))	No	Upload in Part IV
Attachment 3	Disclosure of Lobbying Activities (SF-LLL)	No	Upload in Part IV
Attachment 4	Assurances for Non-Construction Programs (SF 424 B)	No	Upload in Part IV

Instructions for Federal Assistance Form SF424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item	Entry:
1.	<p>Type of Submission: (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. 	10.	<p>Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.</p>
		11.	<p>Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <p>A. Increase Award B. Decrease Award (specify) C. Increase Duration D. Decrease Duration E. Other (specify)</p>	12.	<p>Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.</p>
		13.	<p>Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p>Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the federal agency.</p>	15.	<p>Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.</p>		
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.</p>	16.	<p>Congressional Districts Of: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all</p>

5b.	Federal Award Identifier: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
6.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting www.Grants.gov .	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov .	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required);

	<p>f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.</p>	<p>prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify) </td> </tr> </table>	<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify) 	
<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify) 			

[U.S Department of Education note: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL:
http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

Instructions for Department of Education Supplemental Information for the SF424

- 1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.
- 2. Novice Applicant.** Check “Yes” if you meet the definition for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424”. By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the definition for novice applicants.

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the Federal Register will specify this information

3. Human Subjects Research. (See I. A. “Definitions” in attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”)

3a. If Not Human Subjects Research. Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

3a. If Human Subjects Research. Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for U.S. Department of Education Supplemental Information for SF-424.”)

3b. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

3b. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. **(A list of current FWAs is available at: <http://ohrp.cit.nih.gov/search/asearch.asp#ASUR>)** If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the

SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. If applicable, please attach your “Exempt Research” or “Nonexempt Research” narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II, “Instructions for Exempt and Nonexempt Human Subjects Research Narratives” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.

Paperwork Burden Statement. *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. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-0170. If you have comments or concerns regarding the status of your individual submission of this form write directly to: (insert program office), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.*

Definitions for U.S. Department of Education Supplemental Information for the SF-424

Definitions:

Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant’s project or funding period, including any extensions of those periods that extend the grantee’s authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department’s regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” (1) *If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met.* (2) *If an activity involves obtaining private information about a living person in such a way that the information can be **directly or indirectly** linked to that individual, the definition of human subject is met* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.***

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.

[Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. ***[This exemption applies only to retrospective studies using data collected before the initiation of the research.]***

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. ***[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by HHS at the time the regulations were established. We will strictly construe this exemption because it was not intended to apply to ED research.]***

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects “exempt research” or “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked “Yes” for item 3.b. and designated exemption numbers(s), attach the “exempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3.b. you must attach the “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/ocfo/humansub.html>

NOTE: The **State Applicant Identifier** on the SF-424 is for State Use only. Please complete it on the SF-424 in the upper right corner of the form (if applicable).

Instructions for Budget Summary Form ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

You must consult with your Business Office prior to submitting this form.

Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions,
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: <http://www.whitehouse.gov/omb/circulars/index.html>]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplement" requirements ("Restricted Rate" programs) by a

“modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

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. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

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

Project narrative must not exceed the following page limits:

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

Formatting

The following standards will apply:

- 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 use some but not all of the allowable space on a page, it will be counted as a full page in determining compliance with the page limit.

Selection Criteria

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

Within the maximum allotted page limit, the Department expects the applicant to address the Competitive Preference Priority and/or Invitational Priority in an integrated response to the selection criteria. 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 (Total 5 points).
- (b) Plan of operation (Total 20 points).
- (c) Quality of key personnel (Total 5 points).
- (d) Budget and cost effectiveness (Total 10 points).
- (e) Evaluation plan (Total 15 points).
- (f) Adequacy of resources (Total 5 points).
- (g) Potential institutional impact of the project (Total 15 points).
- (h) Institutional commitment to the project (Total 5 points).
- (i) Expected outcomes (Total 10 points).
- (j) Scientific and educational value of the proposed project (Total 10 points).

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

(a) Identification of need

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

(b) Plan of operation

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

(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 impact of the proposed project. Explain how the costs will be effective in achieving the goals of the 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 types of data that you plan to collect to assess the final project outcomes. The evaluation plan should address the use of appropriate controls and techniques that provide for independent evaluation. The use of an external evaluator is required. If you have selected an external evaluator, you may consult him/her to prepare this evaluation plan.

(f) Adequacy of resources

Describe the resources needed in accomplishing the project objectives. Justify the need for specific resources, equipment, and supplies in the project, and that these are adequate to accomplish the project objectives within the schedule.

Describe if these resources are available in your institution (or in partner institutions); or if you plan to acquire them.

(g) Potential institutional impact

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

(h) Institutional commitment to the project

Provide evidence of institutional commitment for this project. Describe the plans for continuing activities after funding ceases. Describe in detail how after federal funding ends the grant burden will be absorbed into regular operations of the institution.

Provide a letter of commitment from the institution's chancellor, president, provost, dean, or CEO of the organization.

(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

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

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.

APPLICANTS ARE REQUIRED TO ADDRESS THIS PROVISION BY ATTACHING A STATEMENT TO THE ED GEPA 427 DOWNLOADED FROM GRANTS.GOV

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.

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 the applicable MSEIP ELIGIBILITY CERTIFICATION FORM.

Applicants must select and complete one of the four forms provided in the next sections of this application package. Once the form has been completed and saved, attach the form as a separate file to the “Other Attachments Form” with your application in Grants.gov. The document must be a PDF (Portable Document) format. Other types of files will not be accepted.

Follow the steps below in filling out the **MSEIP Eligibility Certification Form**.

A. ELIGIBILITY CRITERIA

You are eligible to apply for this MSEIP grant if you qualify as one of the four types of institutions described below. You are **NOT eligible** to apply if you do not qualify as one of the four types.

Identify your institution type from one of the following:

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 criterion 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 criterion 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 consortium of organizations that provides needed services to one or more minority institutions**. The consortium 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.

PROCEED TO STEP B IF YOU QUALIFY AS ONE OF THE FOUR TYPES DESCRIBED ABOVE.

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. ENROLLMENT FIGURES

Provide the enrollment figures for the ethnic and racial groups.

E. TOTAL MINORITY ENROLLMENT

Calculate the total minority enrollment from July 1, 2013 – June 30, 2014.

F. PERCENTAGE OF MINORITY ENROLLMENT

Calculate the percentage of minority enrollment.

G. PRIORITY ADDRESSED IN YOUR APPLICATION

Check the box indicating the Competitive Preference Priority and/or the Invitational Priority that is addressed in your application.

MSEIP 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 awards 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.**

Notes:

- **Evidence of partnership must be included in the attachments.**
- **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, 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, then 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, 2013 through June 30, 2014* 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	
{line 1}	SUBTOTAL (ETHNICITY MINORITY)	
RACE (MINORITY)		RACE (MINORITY)
{line 2}	AMERICAN INDIAN OR ALASKA NATIVE	
{line 3}	BLACK OR AFRICAN AMERICAN	
{line 4}	NATIVE HAWAIIAN OR PACIFIC ISLANDER	
{line 5}	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	
RACE (NON-MINORITY)		RACE (NON-MINORITY)
{line 6}	ASIAN	
{line 7}	WHITE	
{line 8}	TWO OR MORE RACES	
{line 9}	ETHNICITY OR RACE UNKNOWN	
{line 10}	SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)	
{line 11}	TOTAL ENROLLMENT : ADD LINES (1) + (5)+(10)	
{line 12}	TOTAL MINORITY ENROLLMENT: ADD LINES (1) + (5)	

7. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT } \{line\ 12\}}{\text{TOTAL ENROLLMENT } \{line\ 11\}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

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. **Please indicate the Competitive Preference Priority and/or the Invitational Priority that is addressed in your application. We will award an additional two points to an application that meets the Competitive Preference Priority. Applications that address the Invitational Priority will NOT receive additional points. Check all that apply.**

- Competitive Preference Priority: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education. Projects that are designed to improve Student Achievement (as defined in the Notice) or other related outcomes by identifying and implementing instructional strategies, systems, and structures that improve postsecondary learning and retention, resulting in completion of a degree in a STEM field.
- Invitational Priority: Improving STEM Education in the First Two Years of College. Projects designed to improve retention and other student outcomes in the first two years of college through strategies including, but not limited to, one or more of the following:
- (a) Obtaining institutional support and support from accrediting agencies for changes in curricular, pedagogical, and graduation requirements that are necessary to improve the first two years of STEM coursework.
 - (b) Developing early intervention tutorial programs to help students academically deficient in STEM reach college level proficiency.

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.

MSEIP 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.

NOTES:

- **The institution listed below does not have to be a minority institution.**
- **Evidence of partnership must be included in the attachments.**
- **Use an additional sheet to provide information on additional partners and attach with this form.**

Contact Information:

Name of the 4-year institution:

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, 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, then 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, 2013 through June 30, 2014 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	
{line 1}	SUBTOTAL (ETHNICITY MINORITY)	
RACE (MINORITY)		RACE (MINORITY)
{line 2}	AMERICAN INDIAN OR ALASKA NATIVE	
{line 3}	BLACK OR AFRICAN AMERICAN	
{line 4}	NATIVE HAWAIIAN OR PACIFIC ISLANDER	
{line 5}	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	
RACE (NON-MINORITY)		RACE (NON-MINORITY)
{line 6}	ASIAN	
{line 7}	WHITE	
{line 8}	TWO OR MORE RACES	
{line 9}	ETHNICITY OR RACE UNKNOWN	
{line 10}	SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)	
{line 11}	TOTAL ENROLLMENT : ADD LINES (1) + (5)+(10)	
{line 12}	TOTAL MINORITY ENROLLMENT: ADD LINES (1) + (5)	

7. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT } \{line\ 12\}}{\text{TOTAL ENROLLMENT } \{line\ 11\}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

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. **Please indicate the Competitive Preference Priority and/or the Invitational Priority that is addressed in your application. We will award an additional two points to an application that meets the Competitive Preference Priority. Applications that address the Invitational Priority will NOT receive additional points. Check all that apply.**

- Competitive Preference Priority: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education. Projects that are designed to improve Student Achievement (as defined in the Notice) or other related outcomes by identifying and implementing instructional strategies, systems, and structures that improve postsecondary learning and retention, resulting in completion of a degree in a STEM field.
- Invitational Priority: Improving STEM Education in the First Two Years of College. Projects designed to improve retention and other student outcomes in the first two years of college through strategies including, but not limited to, one or more of the following:
- (a) Obtaining institutional support and support from accrediting agencies for changes in curricular, pedagogical, and graduation requirements that are necessary to improve the first two years of STEM coursework.
 - (b) Developing early intervention tutorial programs to help students academically deficient in STEM reach college level proficiency.

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MSEIP 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 included 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, then 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, 2013 through June 30, 2014 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	
{line 1}	SUBTOTAL (ETHNICITY MINORITY)	
RACE (MINORITY)		RACE (MINORITY)
{line 2}	AMERICAN INDIAN OR ALASKA NATIVE	
{line 3}	BLACK OR AFRICAN AMERICAN	
{line 4}	NATIVE HAWAIIAN OR PACIFIC ISLANDER	
{line 5}	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	
RACE (NON-MINORITY)		RACE (NON-MINORITY)
{line 6}	ASIAN	
{line 7}	WHITE	
{line 8}	TWO OR MORE RACES	
{line 9}	ETHNICITY OR RACE UNKNOWN	
{line 10}	SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)	
{line 11}	TOTAL ENROLLMENT : ADD LINES (1) + (5)+(10)	
{line 12}	TOTAL MINORITY ENROLLMENT: ADD LINES (1) + (5)	

7. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT } \{line 12\}}{\text{TOTAL ENROLLMENT } \{line 11\}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

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. Please indicate the Competitive Preference Priority and/or the Invitational Priority that is addressed in your application. We will award an additional two points to an application that meets the Competitive Preference Priority. Applications that address the Invitational Priority will NOT receive additional points. Check all that apply.

- Competitive Preference Priority: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education. Projects that are designed to improve Student Achievement (as defined in the Notice) or other related outcomes by identifying and implementing instructional strategies, systems, and structures that improve postsecondary learning and retention, resulting in completion of a degree in a STEM field.

- Invitational Priority: Improving STEM Education in the First Two Years of College. Projects designed to improve retention and other student outcomes in the first two years of college through strategies including, but not limited to, one or more of the following:
 - (a) Obtaining institutional support and support from accrediting agencies for changes in curricular, pedagogical, and graduation requirements that are necessary to improve the first two years of STEM coursework.

 - (b) Developing early intervention tutorial programs to help students academically deficient in STEM reach college level proficiency.

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MSEIP 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.

Notes:

- You must provide services to at least two minority institutions.
- Evidence of partnership must be included 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.

Notes:

- **Evidence of participation must be attached.**
- **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.

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

<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.

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, then 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.

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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	
{line 1}	SUBTOTAL (ETHNICITY MINORITY)	
RACE (MINORITY)		RACE (MINORITY)
{line 2}	AMERICAN INDIAN OR ALASKA NATIVE	
{line 3}	BLACK OR AFRICAN AMERICAN	
{line 4}	NATIVE HAWAIIAN OR PACIFIC ISLANDER	
{line 5}	SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)	
RACE (NON-MINORITY)		RACE (NON-MINORITY)
{line 6}	ASIAN	
{line 7}	WHITE	
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{line 12}	TOTAL MINORITY ENROLLMENT: ADD LINES (1) + (5)	

9. Please calculate the percentage of minority enrollment.

$$\frac{\text{TOTAL MINORITY ENROLLMENT } \{line\ 12\}}{\text{TOTAL ENROLLMENT } \{line\ 11\}} \times 100 = \text{TOTAL \% OF MINORITY ENROLLMENT}$$

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

10. Please indicate the Competitive Preference Priority and/or the Invitational Priority that is addressed in your application. We will award an additional two points to an application that meets the Competitive Preference Priority. Applications that address the Invitational Priority will NOT receive additional points. Check all that apply.

- Competitive Preference Priority: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education. Projects that are designed to improve Student Achievement (as defined in the Notice) or other related outcomes by identifying and implementing instructional strategies, systems, and structures that improve postsecondary learning and retention, resulting in completion of a degree in a STEM field.
- Invitational Priority: Improving STEM Education in the First Two Years of College. Projects designed to improve retention and other student outcomes in the first two years of college through strategies including, but not limited to, one or more of the following:
- (a) Obtaining institutional support and support from accrediting agencies for changes in curricular, pedagogical, and graduation requirements that are necessary to improve the first two years of STEM coursework.
 - (b) Developing early intervention tutorial programs to help students academically deficient in STEM reach college level proficiency.

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Application Checklist

PART I	GRANTS.GOV SECTION NAME	Check
Application SF424 Forms	Application for Federal Assistance (SF 424)	
ED 424 Forms	Department of Education Supplemental Information for SF 424	

PART II	GRANTS.GOV SECTION NAME	Check
Budget Forms – ED 524 A and B	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	
Budget Narrative – Comprehensive Budget Details for ED Form 524	Budget Narrative Attachment Form	

PART III	GRANTS.GOV SECTION NAME	<u>Check</u>
Abstract	ED Abstract Form	
Table of Contents (optional)	Project Narrative Attachment Form	
The Project Plan - Response to Selection Criteria	Project Narrative Attachment Form	
Letter(s) of Commitment	Other Attachments Form	
Evidence of Partnerships	Other Attachments Form	
Letter(s) of Support	Other Attachments Form	
Resumes	Other Attachments Form	
MSEIP Eligibility Certification Form	Other Attachments Form	

PART IV	GRANTS.GOV SECTION NAME	<u>Check</u>
Attachment 1	ED GEPA 427 Form	
Attachment 2	Grants.gov Lobbying Form (formerly Certification Regarding Lobbying (ED 80-0013))	
Attachment 3	Disclosure of Lobbying Activities (SF-LLL)	
Attachment 4	Assurances for Non-Construction Programs (SF 424 B)	