

**U.S. DEPARTMENT OF EDUCATION**

Office of Postsecondary Education  
Washington, DC 20202



**Fiscal Year 2019**

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

Form Approved  
OMB No. 1840 - 0109, Exp. Date: XX/XX/2022

**CLOSING DATE: XX/XX/XXXX  
11:59:59 P.M., Eastern Time**

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## Dear Applicant Letter

Dear Applicant:

Thank you for your interest in applying for a fiscal year (FY) 2019 grant under the Minority Science and Engineering Improvement Program (MSEIP). This application booklet includes the instructions and forms needed to submit a complete application to the U.S. Department of Education (the Department), including the Mandatory FY 2019 MSEIP Eligibility Certification Form.

We highly recommend that you review the entire application package carefully before preparing and submitting your application. This letter highlights additional items from the FY 2019 application package that will be important to you in applying for grants under this program:

- Information on the MSEIP and details concerning pre-application webinars are accessible at the Department's Web site at:

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

- The FY 2019 Notice Inviting Applications (NIA) published in the *Federal Register* is the official guidance for the competition. Applicants should not rely upon any information that is inconsistent with the official NIA document. For information (including dates and times) about how to submit your application electronically, please refer to the Notice.
- In order to submit an application under MSEIP, all applicants must have an active DUNS number. If you do not have an active DUNS number, you may obtain one online at:  
<http://fedgov.dnb.com/webform>.
- All applications must be submitted electronically using the Grants.gov Apply site ([www.Grants.gov](http://www.Grants.gov)), unless you qualify for an exception to the electronic submission requirement referenced in the Notice. Applicants should also pay particular attention to the section *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.
- All applicants are required to submit a completed Mandatory FY 2019 MSEIP Eligibility Certification Form. **The Mandatory FY 2019 MSEIP Eligibility Certification Form is a critical document used to determine applicant eligibility and is not available through Grants.gov; it is only available in this booklet.** This form should be copied from the booklet, completed, saved, and attached as a separate file to the "Other Attachments Form" with your application in Grants.gov. **(Do not use forms from previous competitions.)**

If you have questions or require additional programmatic information, please contact the MSEIP Senior Program Manager, Dr. Bernadette Hence, by phone at 202-453-7913 or by email at [bernadette.hence@ed.gov](mailto:bernadette.hence@ed.gov). If you have difficulty with the application submission in Grants.Gov, please contact Grants.Gov support.

We look forward to receiving your application and appreciate your efforts in helping to increase the number of minorities, particularly minority women, in science, technology, engineering, and mathematics (STEM) fields.

Sincerely,

Diane Auer Jones  
Principal Deputy Under Secretary  
Delegated to Perform the Duties of Under Secretary and  
Assistant Secretary for the 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 Project grants may also be used to provide in-service training for project directors, scientists, and engineers from eligible minority institutions.

## Competition Highlights

1. **All applications must include and complete one of the Mandatory FY 2019 MSEIP Eligibility Certification Forms.**

- The Mandatory FY 2019 MSEIP Eligibility Certification Form is a critical document used to determine applicant eligibility and is not available through Grants.gov; it is only available in this booklet.
- This form should be copied from the booklet, completed, saved, and attached as a separate file to the “Other Attachments Form” with your application in Grants.gov.

**(Do not use forms from previous competitions.)**

- The lead institution or organization submitting an application must identify the appropriate eligibility criterion and complete the applicable Mandatory FY 2019 MSEIP Eligibility Certification Form.
- Applicants should also indicate on the Mandatory FY 2019 MSEIP Eligibility Certification Form whether they intend to address one or both of the competitive preference priorities and/or the invitational priority.

2. We award an additional two points to an application that meets Competitive Preference Priority 1 or Competitive Preference Priority 2, for a maximum of four additional points.

Competitive Preference Priority 1 -- Promoting Innovation and Efficiency, Streamlining Education With an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers.

Projects that are designed to address the following priority area:

Supporting innovative strategies or research that have the potential to lead to significant and wide-reaching improvements in the delivery of educational services or other significant and tangible educational benefits to students, educators, or other Department stakeholders. **(2 additional points)**

Competitive Preference Priority 2 -- Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens.

Projects that are designed to address the following priority area: Supporting instruction in personal financial literacy, knowledge of markets and economics, and knowledge of higher education financing and repayment or other skills aimed at building personal financial understanding and responsibility. **(2 additional points)**

3. Invitational Priority: We do not give an application that meets this invitational priority a competitive or absolute preference over other applications:

Invitational Priority -- Projects that are Designed to Establish, Improve, or Expand Professional Science Master's (PSM) Degree Programs.

Under this priority, we are particularly interested in projects that are designed to establish, improve, or expand PSM degree programs, which combine traditional academic training with specialized knowledge and skills that: (a) closely align with the expectations and needs of business and industry and (b) prepare students for direct entry into a variety of science, technology, engineering, and math (STEM) career options in business and industry, Federal government, or non-profit organizations. **(0 additional points)**

4. Applicants must submit a one-page abstract. The abstract should briefly describe the project goals, target populations, proposed activities, and anticipated results.

Applicants should also indicate in the abstract the competitive preference priorities and/or invitational priority they intend to address.

5. 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.
6. Applicants should review the Instructions for Project Narrative and prepare the project narrative in ten sections that correspond to selection criteria (a) through (j) as outlined in the Notice and application. We recommend that you limit the Project Narrative to the equivalent of 50 pages; however, there is no penalty if you exceed this recommendation. Please note, the selection criteria for this competition have been updated.
7. The maximum award amount for an **Institutional Project** application is \$250,000 per single budget period of 12 months. We will not fund a project for more than \$250,000 per 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. We will not fund a project for more than \$250,000 per 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. We will not fund a project for more than \$300,000 per 12 months. The maximum project period is up to 36 months, for a total award amount not to exceed \$900,000.

8. An applicant **may submit more than one application** as long as each application describes a different project.
9. 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.**
10. This program has **no cost sharing or matching requirements.**
11. This program **does not support** scholarships or new construction. It **does support** stipends for eligible participants and renovations of STEM facilities.
12. Applicants must submit an electronic application using procedures outlined in the *Federal Register* Notice Inviting Applications for New Awards for FY 2019.

**We will reject your application if you submit your application 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.**

13. In order to submit 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.

Applicants who are unable to submit an application via Grants.gov by the application deadline, because their System for Award Management (SAM) registration is not active, will not be considered for funding.

14. Please note that applications must be submitted by 11:59:59 p.m. Eastern Time on or before the application deadline date. Late applications will not be accepted.
15. **We highly recommend that you submit your application several days before the deadline.**
16. **Assistance from the Principal Office staff is available until 5:00 p.m. Eastern Time, on the application deadline date:**  
Dr. Bernadette Hence  
Senior Program Manager, MSEIP

Office of Postsecondary Education  
Email: [Bernadette.Hence@ed.gov](mailto:Bernadette.Hence@ed.gov)  
202.453.7913

17. 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.” To see the date/time your application was received, login to Grants.gov and click on the Track My Application link.
18. 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, prior to the closing date for submission, 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.
19. 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 at [support@grants.gov](mailto: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](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.**

20. When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word.

Applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word; however, we recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

21. 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 criterion is included in the Notice.

# **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.

#### **Browser Support**

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>.

#### **ATTENTION – Workspace, Adobe Forms and PDF Files**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- 1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
  - a. Adobe Reader: If you decide not to apply by filling out web forms, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.
  - b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
  - c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.
- 3) Submit a Workspace: An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends

submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

- 4) **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

### Helpful Reminders

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://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.]

Primary information about SAM is available at [www.sam.gov](http://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 11:59:59 p.m. Eastern 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. 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, log in to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern 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 11:59:59 p.m. Eastern 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/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.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 [support@grants.gov](mailto:support@grants.gov) or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Eastern Time, 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. 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. (See the Federal Register notice for detailed instructions.)

### **Helpful Hints When Working with Grants.gov**

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>, as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

### **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.)

### **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- 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.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- 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 with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

## 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](http://www.Grants.gov) by 11:59:59 p.m. Eastern Time on or before 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.

## **Notice Inviting Applications for FY 2019**

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Minority Science and  
Engineering Improvement Program (MSEIP)

AGENCY: Office of Postsecondary Education, Department of  
Education.

ACTION: Notice.

SUMMARY: The Department of Education (Department) is  
issuing a notice inviting applications for fiscal year (FY)  
2019 for the MSEIP, Catalog of Federal Domestic Assistance  
(CFDA) number 84.120A. This notice relates to the approved  
information collection under OMB control number 1840-0109.

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].

Pre-Application Webinar information: The Department will  
hold a pre-application meeting via webinar for prospective  
applicants. Detailed information regarding this webinar

will be provided on the website for the MSEIP at  
<http://www2.ed.gov/programs/idadesmsi/index.html>.

ADDRESSES: For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768), and available at [www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf).

FOR FURTHER INFORMATION CONTACT: Dr. Bernadette Hence, U.S. Department of Education, 400 Maryland Avenue, SW, room 250-54, Washington, DC 20202. Telephone: (202) 453-7913.  
Email: [Bernadette.Hence@ed.gov](mailto:Bernadette.Hence@ed.gov).

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.

SUPPLEMENTARY INFORMATION:

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, consistent

with nondiscrimination requirements contained in the U.S. Constitution and Federal civil rights laws.

Priorities: This notice contains two competitive preference priorities and one invitational priority. The competitive preference priorities are from the Secretary's Final Supplemental Priorities and Definitions for Discretionary Grant Programs, published in the *Federal Register* on March 2, 2018 (83 FR 9096) (Supplemental Priorities).

Competitive Preference Priorities: For FY 2019, and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional two points to an application that meets Competitive Preference Priority 1 or Competitive Preference Priority 2, for a maximum of four additional points.

These priorities are:

Competitive Preference Priority 1-- Promoting Innovation and Efficiency, Streamlining Education With an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers (2 points).

Projects that are designed to address the following priority area:

Supporting innovative strategies or research that have the potential to lead to significant and wide-reaching improvements in the delivery of educational services or other significant and tangible educational benefits to students, educators, or other Department stakeholders.

Competitive Preference Priority 2--Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens (2 points).

Projects that are designed to address the following priority area:

Supporting instruction in personal financial literacy, knowledge of markets and economics, and knowledge of higher education financing and repayment (e.g., college savings and student loans) or other skills aimed at building personal financial understanding and responsibility.

Invitational Priority: For FY 2019 and any subsequent year in which we make awards from the list of unfunded applications 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.

This priority is:

Invitational Priority--Projects that are Designed to Establish, Improve, or Expand Professional Science Master's (PSM) Degree Programs.

Under this priority, we are particularly interested in projects that are designed to establish, improve, or expand PSM degree programs, which combine traditional academic training with specialized knowledge and skills that: (a) closely align with the expectations and needs of business and industry and (b) prepare students for direct entry into a variety of science, technology, engineering, and math (STEM) career options in business and industry, Federal government, or non-profit organizations.

Note: Applicants must indicate in the one-page abstract and on the FY 2019 MSEIP Eligibility Certification Form in the application package whether they intend to address one or both of the competitive preference priorities and/or the invitational priority.

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

Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the

Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474. (d) The regulations for this program in 34 CFR part 637. (e) The Supplemental Priorities.

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: \$5,964,726.

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

### Estimated Range of Awards:

Institutional Project Grants: \$200,000-\$250,000.

Special Project Grants: \$200,000-\$250,000.

Cooperative Project Grants: \$275,000-\$300,000.

### Estimated Average Size of Awards:

Institutional Project Grants: \$240,000.

Special Project Grants: \$249,000.

Cooperative Project Grants: \$300,000.

### Maximum Awards:

Institutional Project Grants: \$250,000.

Special Project Grants: \$250,000.

Cooperative Project Grants: \$300,000.

Estimated Number of Awards:

Institutional Project Grants: 19.

Special Project Grants: 2.

Cooperative Project Grants: 2.

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

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: The eligibility of an applicant is dependent on the type of MSEIP 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 2019 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 as defined in 34 CFR 637.4 exceeds 50 percent of the total enrollment.

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

b. Supplement-Not-Supplant: This program involves

supplement-not-supplant funding requirements.

3. Subgrantees: A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

#### IV. Application and Submission Information

1. Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768), and available at [www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf), which contain requirements and information on how to submit an application.

2. Submission of Proprietary Information: Given the types of projects that may be proposed in applications for the MSEIP grant competition, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define "business information" and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. 552, as amended).

Because we plan to make successful applications available to the public, you may wish to request confidentiality of business information.

Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. 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.

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

5. Recommended 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 recommend that you (1) limit the application narrative to no more than 50 pages and (2) use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended page limit does not apply to Part I, the cover sheet; Part II, budget section, including the narrative budget justification; Part IV, the assurance and certifications; or the one-page abstract, the resumes, the biography, or letters of support. However, the recommended page limit does apply to all the application narrative.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 637.32. Applicants should address each of the selection criteria. The points assigned to each criterion are indicated in the parentheses next to the criterion. An applicant may earn up to a total of 100 points based on the selection criteria. All applications will be evaluated based on the selection criteria as follows:

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

(1) The Secretary reviews each application for information that shows the identification of need for the project.

(2) The Secretary looks for information that shows—

(i) An adequate needs assessment;

(ii) An identification of specific needs in science;

and

(iii) Involvement of appropriate individuals, especially science faculty, in identifying the institutional needs.

(b) Plan of operation (Total 20 points).

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) Higher quality in the design of the project;

(ii) An effective plan of management that insures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) Methods of coordination. (See 34 CFR 75.580)

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

(1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project;

(iii) The time that each person referred to in paragraphs (c)(2)(i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of a racial or ethnic minority group, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(d) Budget and cost effectiveness (Total 10 points).

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows—

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objective of the project.

Note: The Comprehensive Budget Narrative will be part of the information reviewed under this selection criterion.

(e) Evaluation plan (Total 15 points).

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project. (See 34 CFR 75.590)

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

Note: In considering the quality of an evaluation plan, for each proposed objective, the Secretary may consider, among other things, the baseline indicators of progress for each proposed grant year, the methods of evaluation, the types of data that will be collected to assess the final project

outcomes and the data collection procedures that will be used, the proposed timetable for conducting the evaluation, and the procedures for analyzing and using both formative and summative data.

Note: In considering whether an evaluation plan shows methods of evaluation that are objective, the Secretary considers whether the evaluation is to be conducted by an independent evaluator.

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

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows—

(i) The facilities that the applicant plans to use are adequate; and

(ii) The equipment and supplies that the applicant plans to use are adequate.

Note: An Applicant should indicate if these resources are available at its institution or at partner institutions or if the applicant plans to acquire them.

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

(1) The Secretary reviews each application to determine the extent to which the proposed project gives

evidence of potential for enhancing the institution's capacity for improving and maintaining quality science education for its minority students, particularly minority women.

(2) The Secretary looks for information that shows—

(i) For an institutional or cooperative project, the extent to which both the established science education program(s) and the proposed project will expand or strengthen the established program(s) in relation to the identified needs; or

(ii) For a special project, the extent to which it addresses needs that have not been adequately addressed by an existing institutional science program or takes a particularly new and exemplary approach that has not been taken by any existing institutional science program.

(h) Institutional commitment to the project (Total 5 points).

(1) The Secretary reviews each application for information that shows that the applicant plans to continue the project activities when funding ceases.

(2) The Secretary looks for information that shows—

(i) Adequate institutional commitment to absorb any after-the-grant burden initiated by the project;

(ii) Adequate plans for continuation of project

activities when funding ceases;

(iii) Clear evidence of past institutional commitment to the provision of quality science programs for its minority students; and

(iv) A local review statement signed by the chief executive officer of the institution endorsing the project and indicating how the project will accelerate the attainment of the institutional goals in science.

(i) Expected outcomes (Total 10 points).

(1) The Secretary reviews each application to determine the extent to which minority students, particularly minority women, will benefit from the project.

(2) The Secretary looks for information that shows—

(i) Expected outcomes likely to result in the accomplishment of the program goal;

(ii) Educational value for science students; and

(iii) Possibility of long-term benefits to minority students, faculty, or the institution.

(j) Scientific and educational value of the proposed project (Total 10 points).

(1) The Secretary reviews each application for information that shows its potential for contributions to science education.

(2) The Secretary looks for information that shows—

(i) The relationship of the proposed project to the present state of science education;

(ii) The use or development of effective techniques and approaches in science education; and

(iii) Potential use of some aspects of the project at other institutions.

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 (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Risk Assessment and Specific Conditions: Consistent with 2 CFR 200.205, before awarding grants under

this competition, the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may impose specific 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.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$250,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through the System for Award Management. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

#### 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. Open Licensing Requirements: Unless an exception applies, if you are awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

4. 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 multiyear 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](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

5. Performance Measures: Under the Government Performance and Results Act, the Department will use the following performance measures to evaluate the success of the MSEIP grants: (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 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.

6. 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 award, 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. 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 person listed under FOR FURTHER INFORMATION CONTACT.

Electronic Access to This Document: The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at [www.govinfo.gov](http://www.govinfo.gov). 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 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](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Diane Auer Jones,  
*Principal Deputy Under Secretary  
Delegated to Perform the Duties of Under  
Secretary and Assistant Secretary for  
the Office of 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](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:

<https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>.

For 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, 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 *Federal Register* 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 is 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) 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 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 2018-2022. 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 2018-2022 plan includes the following four goals:

- Goal 1: Support state and local efforts to improve learning outcomes for all P-12 students in every community.
- Goal 2: Expand postsecondary educational opportunities, improve outcomes to foster economic opportunity and promote informed, thoughtful and productive citizenry.
- Goal 3: Strengthen the quality, accessibility and use of education data through better management, increased privacy protections and transparency.
- Goal 4: Reform the effectiveness, efficiency and accountability of the Department.

### **What are the performance indicators for the MSEIP?**

The performance indicators for the MSEIP are part of the Department's plan for meeting Goal 2. 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 the grantee's 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.**

**Please remember that files submitted as part of your application package may be Word files; however, we recommend that you submit read-only, flattened .PDF files (Portable Document files). There are no longer page limitations; however, we recommend that you limit your project narrative to 50 pages.**

PART I	GRANTS.GOV SECTION NAME	Instructions
<b>Application SF424 Forms</b>	Application for Federal Assistance (SF 424)	The “ <b>Application for Federal Assistance (SF 424)</b> ” is where the applicant will complete the SF 424 form.
<b>ED 424 Forms</b>	Department of Education Supplemental Information for SF 424	The “ <b>Department of Education Supplemental Information for SF 424 Form</b> ” is where the applicant will complete the SF 424 Supplemental Information Form.

PART II	GRANTS.GOV SECTION NAME	Instructions
<b>Budget Forms – ED 524 A and B</b>	<b>U.S. Department of Education Budget Summary ED 524 Form</b>  <b>Section A</b> – Budget Summary U.S. Department of Education Funds  <b>Section B</b> – Budget Summary Non-Federal Funds	The “ <b>Department of Education Budget Information for Non-Construction Programs (ED 524)</b> ” is where the applicant will complete the request for federal grant funds. The non-federal funds* that will be supplied by the institution should be included in Section B.  *The use of non-federal funds is not required for this grant.

PART III	GRANTS.GOV SECTION NAME	Instructions
<b>Budget Narrative – Comprehensive Budget Details for ED form 524</b>	<b>Budget Narrative Attachment Form</b>	The “ <b>Budget Narrative Attachment Form</b> ” 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.
<b>Abstract</b>	<b>ED Abstract Form</b>	The “ <b>ED Abstract Form</b> ” is where applicants will attach a one-page abstract narrative that provides an overview of the proposed MSEIP project and identifies the competitive and/or invitational priorities the applicant is applying under.
<b>MANDATORY FY 2019 MSEIP Eligibility Certification Form</b>	<b>Other Attachments Form</b>	The “ <b>Other Attachments Form</b> ” is where applicants will attach the required MSEIP Eligibility Certification Form.  DO NOT USE PRIOR MSEIP ELIGIBILITY CERTIFICATION FORMS.
<b>The Project Plan - Response to Selection Criteria</b>	<b>Project Narrative Attachment Form</b>	The “ <b>Project Narrative Attachment Form</b> ” 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 “ <b>Project Narrative Attachment Form.</b> ”
<b>Letter(s) of Commitment</b>	<b>Other Attachments Form</b>	The “ <b>Other Attachments Form</b> ” is where applicants will provide a letter of commitment from the institution’s chancellor, president, provost, dean, or CEO.
<b>Evidence of Partnerships</b>	<b>Other Attachments Form</b>	The “ <b>Other Attachments Form</b> ” is where applicants will provide evidence of partnership agreement(s) such as articulation agreement(s) and/or memoranda of understanding (MOUs) with two-year institutions or four-year institutions; schools or school districts; nonprofit science-oriented organizations; or professional scientific societies.

<b>PART III</b>	<b>GRANTS.GOV SECTION NAME</b>	<b>Instructions</b>
<b>Letter(s) of Support</b>	<b>Other Attachments Form</b>	The “ <b>Other Attachments Form</b> ” is where applicants will 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> .
<b>Resumes</b>	<b>Other Attachments Form</b>	The “ <b>Other Attachments Form</b> ” is where applicants will provide the resumes or curricula vitae of the key personnel, particularly the project director and co-project director(s).

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

## Instructions for the SF-424

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><b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• 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.</li> </ul>	10.	<p><b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.</p>
		11.	<p><b>Catalog Of Federal Domestic Assistance Number/Title:</b> 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><b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• 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.</li> </ul> <p>A. Increase Award            D. Decrease Duration B. Decrease Award            E. Other (specify) C. Increase Duration</p>	12.	<p><b>Funding Opportunity Number/Title:</b> (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><b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p><b>Areas Affected By Project:</b> 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><b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.</p>	15.	<p><b>Descriptive Title of Applicant’s Project:</b> (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><b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.</p>		
5a.	<p><b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.</p>	16.	<p><b>Congressional Districts Of:</b> 16a. (Required) Enter the applicant’s congressional district. 16b. Enter all 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</p>
5b.	<p><b>Federal Award Identifier:</b> 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.</p>		
6.	<p><b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.</p>		
7.	<p><b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.</p>		
8.	<p><b>Applicant Information:</b> Enter the following in accordance with agency instructions:</p>		

			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										
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.										
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (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.	<b>Estimated Funding:</b> (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.										
	<b>c. Organizational DUNS:</b> (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 <a href="http://www.Grants.gov">www.Grants.gov</a> .	19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (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.										
	<b>d. Address:</b> 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.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (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.										
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	<b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); 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.)										
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> 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.												
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.												
	<table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit Private</td> </tr> <tr> <td>B. County Government</td> <td>N. Institution of Higher Education</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Individual</td> </tr> <tr> <td>D. Special District Government</td> <td>P. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>E. Regional Organization</td> <td></td> </tr> </table>	A. State Government	M. Nonprofit Private	B. County Government	N. Institution of Higher Education	C. City or Township Government	O. Individual	D. Special District Government	P. For-Profit Organization (Other than Small Business)	E. Regional Organization			
A. State Government	M. Nonprofit Private												
B. County Government	N. Institution of Higher Education												
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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	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)		
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**[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](http://www.grants.gov/applicants/find_grant_opportunities.jsp).]

## **Instructions for U.S. Department of Education Supplemental Information for the SF-424**

**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.**

**Public 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: U.S. Department of Education, Office of Postsecondary Education, Minority Science and Engineering Improvement Program, 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 the Social Security Administration and some Federal welfare benefits programs.]***

(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 Supplant" 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 U.S. Department of Education, Office of Postsecondary Education, Minority Science and Engineering Improvement Program, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## Instructions for Project Narrative

Before preparing the project narrative, applicants should review the Dear Applicant letter, *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

We recommend that you (1) limit the Project Narrative to the equivalent of no more than 50 pages and (2) use the following formatting standards:

### Formatting

- A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides. Page numbers and 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.
- 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.

## 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.

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

All applications will be evaluated based on the selection criteria as follows:

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

(1) The Secretary reviews each application for information that shows the identification of need for the project.

(2) The Secretary looks for information that shows—

- (i) An adequate needs assessment;
- (ii) An identification of specific needs in science; and
- (iii) Involvement of appropriate individuals, especially science faculty, in identifying the institutional needs.

(b) Plan of operation (Total 20 points).

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

- (i) Higher quality in the design of the project;
- (ii) An effective plan of management that insures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) Methods of coordination. (See 34 CFR 75.580)

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

(1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

- (i) The qualifications of the project director (if one is to be used);
- (ii) The qualifications of each of the other key personnel to be used in the project;
- (iii) The time that each person referred to in paragraphs (c)(2)(i) and (ii) of this section

plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of a racial or ethnic minority group, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(d) Budget and cost effectiveness (Total 10 points).

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows—

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objective of the project.

Note: The Comprehensive Budget Narrative will be part of the information reviewed under this selection criterion.

(e) Evaluation plan (Total 15 points).

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project. (See 34 CFR 75.590)

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

Note: In considering the quality of an evaluation plan, for each proposed objective, the Secretary

may consider, among other things, the baseline indicators of progress for each proposed grant year, the methods of evaluation, the types of data that will be collected to assess the final project outcomes and the data collection procedures that will be used, the proposed timetable for conducting the evaluation, and the procedures for analyzing and using both formative and summative data.

Note: In considering whether an evaluation plan shows methods of evaluation that are objective, the Secretary considers whether the evaluation is to be conducted by an independent evaluator.

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

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows—

(i) The facilities that the applicant plans to use are adequate; and

(ii) The equipment and supplies that the applicant plans to use are adequate.

Note: An Applicant should indicate if these resources are available at its institution or at partner institutions or if the applicant plans to acquire them.

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

(1) The Secretary reviews each application to determine the extent to which the proposed project gives evidence of potential for enhancing the institution's capacity for improving and maintaining quality science education for its minority students, particularly minority women.

(2) The Secretary looks for information that shows—

(i) For an institutional or cooperative project, the extent to which both the established science education program(s) and the proposed project will expand or strengthen the established program(s) in relation to the identified needs; or

(ii) For a special project, the extent to which it addresses needs that have not been adequately addressed by an existing institutional science program or takes a particularly new and exemplary approach that has not been taken by any existing institutional science program.

(h) Institutional commitment to the project (Total 5 points).

(1) The Secretary reviews each application for information that shows that the applicant plans to continue the project activities when funding ceases.

(2) The Secretary looks for information that shows—

(i) Adequate institutional commitment to absorb any after-the-grant burden initiated by the project;

(ii) Adequate plans for continuation of project activities when funding ceases;

(iii) Clear evidence of past institutional commitment to the provision of quality science programs for its minority students; and

(iv) A local review statement signed by the chief executive officer of the institution endorsing the project and indicating how the project will accelerate the attainment of the institutional goals in science.

(i) Expected outcomes (Total 10 points).

(1) The Secretary reviews each application to determine the extent to which minority students, particularly minority women, will benefit from the project.

(2) The Secretary looks for information that shows—

(i) Expected outcomes likely to result in the accomplishment of the program goal;

(ii) Educational value for science students; and

(iii) Possibility of long-term benefits to minority students, faculty, or the institution.

(j) Scientific and educational value of the proposed project (Total 10 points).

(1) The Secretary reviews each application for information that shows its potential for contributions to science education.

(2) The Secretary looks for information that shows—

(i) The relationship of the proposed project to the present state of science education;

(ii) The use or development of effective techniques and approaches in science education;

and

(iii) Potential use of some aspects of the project at other institutions.

# General Education Provisions Act (GEPA) Section 427

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

## To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

## What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) 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 provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

## What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

### **Estimated Burden Statement for GEPA Requirements**

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 1.5 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 (Public Law 103-382. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0005.

## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

## Instructions for Completing the **MANDATORY** FY 2019 MSEIP Eligibility Certification Form

**INSTRUCTIONS:** All applications must include a completed Mandatory FY 2019 MSEIP Eligibility Certification Form. The lead institution or organization submitting an application must identify the appropriate eligibility criterion and complete the applicable MANDATORY 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.** This form can be a Word file; however, we highly recommend that you submit a **read-only, flattened .PDF file** (Portable Document file).

Follow the steps below in filling out the **MANDATORY FY 2019 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/organizations 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, or institution of higher education** that awards baccalaureate degrees that provides a needed service to a group of minority institutions; or provides in-service training to project directors, scientists, and engineers from minority institutions.

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

4. **A consortia of organizations that 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.

*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, 2017 – June 30, 2018**.

**F. PERCENTAGE OF MINORITY ENROLLMENT**

Calculate the percentage of minority enrollment.

**MANDATORY** FY 2019 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 Criterion 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 1965, 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"/>	<b>BEHAVIORAL/SOCIAL SCIENCES</b>	
						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:

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

**Enrollment figures should be based on enrollment from July 1, 2017 through June 30, 2018 and must be verifiable using IPEDS data.**

Number of students enrolled by ethnic/racial group	ETHNIC AND RACIAL GROUPS	
<b>ETHNICITY (MINORITY)</b>		<b>ETHNICITY (MINORITY)</b>
	HISPANIC/LATINO OF ANY RACE AND INDIVIDUALS WHO ARE NON-HISPANIC/LATINO ONLY	
{line 1}	<b>SUBTOTAL (ETHNICITY MINORITY)</b>	
<b>RACE (MINORITY)</b>		<b>RACE (MINORITY)</b>
{line 2}	AMERICAN INDIAN OR ALASKA NATIVE	
{line 3}	BLACK OR AFRICAN AMERICAN	
{line 4}	NATIVE HAWAIIAN OR PACIFIC ISLANDER	
{line 5}	<b>SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)</b>	
<b>RACE (NON-MINORITY)</b>		<b>RACE (NON-MINORITY)</b>
{line 6}	ASIAN	
{line 7}	WHITE	
{line 8}	TWO OR MORE RACES	
{line 9}	ETHNICITY OR RACE UNKNOWN	
{line 10}	<b>SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)</b>	
{line 11}	<b>TOTAL ENROLLMENT (ADD LINES 1+5+10)</b>	
{line 12}	<b>TOTAL MINORITY ENROLLMENT (ADD LINES 1+5)</b>	

**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 if your application addresses one or more of the Competitive Preference Priorities listed below.**

Competitive Preference Priority 1--Promoting Innovation and Efficiency, Streamlining Education With an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers.

Projects that are designed to address the following priority area:

Supporting innovative strategies or research that have the potential to lead to significant and wide-reaching improvements in the delivery of educational services or other significant and tangible educational benefits to students, educators, or other Department stakeholders.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 1.

**No**, this application does not address Competitive Preference Priority 1.

Competitive Preference Priority 2--Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens.

Projects that are designed to address the following priority area:

Supporting instruction in personal financial literacy, knowledge of markets and economics, and knowledge of higher education financing and repayment (e.g., college savings and student loans) or other skills aimed at building personal financial understanding and responsibility.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 2.

**No**, this application does not address Competitive Preference Priority 2.

**9. Please indicate if your application addresses the Invitational Priority listed below.**

(We do not give an application that meets this invitational priority a competitive or absolute preference over other applications.)

Invitational Priority--Projects that are Designed to Establish, Improve, or Expand Professional Science Master's (PSM) Degree Programs.

Under this priority, we are particularly interested in projects that are designed to establish, improve, or expand PSM degree programs, which combine traditional academic training with specialized knowledge and skills that: (a) closely align with the expectations and needs of business and industry and (b) prepare students for direct entry into a variety of science, technology, engineering, and math (STEM) career options in business and industry, Federal government, or non-profit organizations. **(0 additional points)**

**Yes**, this application addresses the Invitational Priority.

**No**, this application does not address the Invitational Priority.

**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.**

**MANDATORY** FY 2019 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 Criterion 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 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.

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 PARTNERSHIPS 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 awards 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"/>	<b>BEHAVIORAL/SOCIAL SCIENCES</b>	
						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:

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

**Enrollment figures should be based on enrollment from July 1, 2017 through June 30, 2018 and must be verifiable using IPEDS data.**

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}	<b>SUBTOTAL (ETHNICITY MINORITY)</b>	
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}	<b>SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)</b>	
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}	<b>SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)</b>	
{line 11}	<b>TOTAL ENROLLMENT (ADD LINES 1+5+10)</b>	
{line 12}	<b>TOTAL MINORITY ENROLLMENT (ADD LINES 1+5)</b>	

**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 if your application addresses one or more of the Competitive Preference Priorities listed below.**

Competitive Preference Priority 1--Promoting Innovation and Efficiency, Streamlining Education With an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers.

Projects that are designed to address the following priority area:

Supporting innovative strategies or research that have the potential to lead to significant and wide-reaching improvements in the delivery of educational services or other significant and tangible educational benefits to students, educators, or other Department stakeholders.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 1.

**No**, this application does not address Competitive Preference Priority 1.

Competitive Preference Priority 2--Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens.

Projects that are designed to address the following priority area:

Supporting instruction in personal financial literacy, knowledge of markets and economics, and knowledge of higher education financing and repayment (e.g., college savings and student loans) or other skills aimed at building personal financial understanding and responsibility.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 2.

**No**, this application does not address Competitive Preference Priority 2.

**9. Please indicate if your application addresses the Invitational Priority listed below.**

(We do not give an application that meets this invitational priority a competitive or absolute preference over other applications.)

Invitational Priority--Projects that are Designed to Establish, Improve, or Expand Professional Science Master's (PSM) Degree Programs.

Under this priority, we are particularly interested in projects that are designed to establish, improve, or expand PSM degree programs, which combine traditional academic training with specialized knowledge and skills that: (a) closely align with the expectations and needs of business and industry and (b) prepare students for direct entry into a variety of science, technology, engineering, and math (STEM) career options in business and industry, Federal government, or non-profit organizations.

**(0 additional points)**

**Yes**, this application addresses the Invitational Priority.

**No**, this application does not address the Invitational Priority.

**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.**

**MANDATORY** FY 2019 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 Criterion listed below:

- A nonprofit science-oriented organization, professional scientific society, or institution of higher education that awards baccalaureate degrees that provides a needed service to a group of minority institutions; or provides 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"/>	<b>BEHAVIORAL/SOCIAL SCIENCES</b>	
						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:**

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

**Enrollment figures should be based on enrollment from July 1, 2017 through June 30, 2018 and must be verifiable using IPEDS data.**

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}	<b>SUBTOTAL (ETHNICITY MINORITY)</b>	
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}	<b>SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)</b>	
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}	<b>SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)</b>	
{line 11}	<b>TOTAL ENROLLMENT (ADD LINES 1+5+10)</b>	
{line 12}	<b>TOTAL MINORITY ENROLLMENT (ADD LINES 1+5)</b>	

**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 if your application addresses one or more of the Competitive Preference Priorities listed below.**

Competitive Preference Priority 1--Promoting Innovation and Efficiency, Streamlining Education With an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers.

Projects that are designed to address the following priority area:

Supporting innovative strategies or research that have the potential to lead to significant and wide-reaching improvements in the delivery of educational services or other significant and tangible educational benefits to students, educators, or other Department stakeholders.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 1.

**No**, this application does not address Competitive Preference Priority 1.

Competitive Preference Priority 2--Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens.

Projects that are designed to address the following priority area:

Supporting instruction in personal financial literacy, knowledge of markets and economics, and knowledge of higher education financing and repayment (e.g., college savings and student loans) or other skills aimed at building personal financial understanding and responsibility.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 2.

**No**, this application does not address Competitive Preference Priority 2.

**9. Please indicate if your application addresses the Invitational Priority listed below.**

(We do not give an application that meets this invitational priority a competitive or absolute preference over other applications.)

Invitational Priority--Projects that are Designed to Establish, Improve, or Expand Professional Science Master's (PSM) Degree Programs.

Under this priority, we are particularly interested in projects that are designed to establish, improve, or expand PSM degree programs, which combine traditional academic training with specialized knowledge and skills that: (a) closely align with the expectations and needs of business and industry and (b) prepare students for direct entry into a variety of science, technology, engineering, and math (STEM) career options in business and industry, Federal government, or non-profit organizations.

**(0 additional points)**

- Yes**, this application addresses the Invitational Priority.
- No**, this application does not address the Invitational Priority.

**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.**

**MANDATORY** FY 2019 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 Criterion listed below:

- A consortium 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.

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 one minority institution.
- 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 consortium organization.

**Notes:**

- Evidence of participation must be attached.
- Use an additional sheet to provide information on additional consortium partners and attach with this form.

**Consortium Organization 1:**

**Name of the 4-year institution/organization:**

**Contact Name:**

**Title of Contact Person:**

**Mailing Address:**

**City:**

**State:**

**Zip:**

**Email:**

**Phone:**

**Fax:**

5. **Consortium Type:**

**Please select membership type for the consortium 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 that 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
<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"/>	<b>BEHAVIORAL/SOCIAL SCIENCES</b>	
						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.**

**Enrollment figures should be based on enrollment from July 1, 2017 through June 30, 2018 and must be verifiable using IPEDS data.**

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}	<b>SUBTOTAL (ETHNICITY MINORITY)</b>	
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}	<b>SUBTOTAL (RACE MINORITY) (ADD LINES 2+3+4)</b>	
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}	<b>SUBTOTAL (RACE NON-MINORITY) (ADD LINES 6+7+8+9)</b>	
{line 11}	<b>TOTAL ENROLLMENT (ADD LINES 1+5+10)</b>	
{line 12}	<b>TOTAL MINORITY ENROLLMENT (ADD LINES 1+5)</b>	

**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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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.**

**10. Please indicate if your application addresses one or more of the Competitive Preference Priorities listed below.**

Competitive Preference Priority 1--Promoting Innovation and Efficiency, Streamlining Education With an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers.

Projects that are designed to address the following priority area:

Supporting innovative strategies or research that have the potential to lead to significant and wide-reaching improvements in the delivery of educational services or other significant and tangible educational benefits to students, educators, or other Department stakeholders.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 1.

**No**, this application does not address Competitive Preference Priority 1.

Competitive Preference Priority 2--Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens.

Projects that are designed to address the following priority area:

Supporting instruction in personal financial literacy, knowledge of markets and economics, and knowledge of higher education financing and repayment (e.g., college savings and student loans) or other skills aimed at building personal financial understanding and responsibility.

**(2 additional points)**

**Yes**, this application addresses Competitive Preference Priority 2.

**No**, this application does not address Competitive Preference Priority 2.

**11. Please indicate if your application addresses the Invitational Priority listed below.**

(We do not give an application that meets this invitational priority a competitive or absolute preference over other applications.)

Invitational Priority--Projects that are Designed to Establish, Improve, or Expand Professional Science Master's (PSM) Degree Programs.

Under this priority, we are particularly interested in projects that are designed to establish, improve, or expand PSM degree programs, which combine traditional academic training with specialized knowledge and skills that: (a) closely align with the expectations and needs of business and industry and (b) prepare students for direct entry into a variety of science, technology, engineering, and math (STEM) career options in business and industry, Federal government, or non-profit organizations.

**(0 additional points)**

**Yes**, this application addresses the Invitational Priority.

**No**, this application does not address the Invitational Priority.

**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.**

## Application Checklist

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

<b>PART II</b>	<b>GRANTS.GOV SECTION NAME</b>	<b>Check</b>
<b>Budget Forms – ED 524 A and B</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	

<b>PART III</b>	<b>GRANTS.GOV SECTION NAME</b>	<b>Check</b>
<b>Budget Narrative – Comprehensive Budget Details for ED Form 524</b>	Budget Narrative Attachment Form	
<b>Abstract</b>	ED Abstract Form	
<b>MANDATORY FY 2019 MSEIP Eligibility Certification Form</b>	Other Attachments Form	
<b>The Project Plan - Response to Selection Criteria</b>	Project Narrative Attachment Form	
<b>Letter(s) of Commitment</b>	Other Attachments Form	

<b>PART III</b>	<b>GRANTS.GOV SECTION NAME</b>	<b><u>Check</u></b>
<b>Evidence of Partnerships</b>	Other Attachments Form	
<b>Letter(s) of Support</b>	Other Attachments Form	
<b>Resumes</b>	Other Attachments Form	

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