

# GAANN FY 2012 Technical Assistance Workshop

December 20, 2011

# Disclaimer

- This document is a brief summary of the program regulations and application requirements.
- Do not rely solely on the information in this document.
- Please refer to the Notice Inviting Applications and the program regulations published in the Federal Register for additional information, as these are the official documents governing the competition.

# Talking Points

# GAANN Fellowship Program Description

- GAANN provides fellowships through academic departments of institutions of higher education to assist graduate students of superior ability who demonstrate financial need and plan to pursue the highest graduate degree available at their institution in a designated area of national need.

# FY 2012 GAANN

## Areas of National Need

- Area Studies\*
- Biological Sciences/Life Sciences (aka Biology)
- Chemistry
- Computer and Information Sciences
- Engineering
- Foreign Languages and Literatures\*
- Mathematics
- Nursing
- Physics
- Education Evaluation, Research, and Statistics

\*New areas of need

# What's New

- Areas of Need:
  - Area Studies
  - Foreign Languages and Literatures

## What's New (continued)

- Point changes in selection criteria:
  - Quality of the Graduate Academic Program decreased to 20 points.
  - Quality of the Supervised Teaching Experience increased to 10 points.
  - Project Administration increased to 8 points.
  - Institutional Commitment increased to 15 points.

# Competition Dates

- Notice Inviting Applications: December 15, 2011
- Closing date: January 20, 2012
- Tentative application review dates: April 2012
- Announcements: late summer 2012

# Submission Procedures

- Grants.gov
  - Tutorials
  - FY 2012 GAANN application booklet
    - Review “Competition Highlights”
      - New uploading requirements
      - Clarifying Page limit instructions
    - Instructions
    - Program Specific Forms

# Program Overview

# Legislative Authority

- The Graduate Assistance in Areas of National Need fellowship program is authorized under Title VII, of the Higher Education Act of 1965, Part A, subpart 2, as amended.

# Grant Award Characteristics

- GAANN federal funding is provided for three-years (36 months).
- GAANN provides funding for between three to six fellowships
- Average award amount in FY 2011 is \$175,900
- Institutional match of 25% of federal funds with institutional funds.
- Institution required to provide an additional two years of funding to ensure the fellow has five years of consistent funding.

## Grant Award Characteristics (continued)

- Intent is to provide a consistent source of funding.
- Designed not to supplant existing funds at the institution, but to increase the number of US students within the areas of need in the academic department.

# GAANN Regulation Section 648.2

- Who is eligible for a GAANN grant?
  - Any academic department of an institution of higher education that provides a course of study leading to a graduate degree in an area of national need;
  - Program of study must have been in existence for at least four years.
  - Only one application per department may be submitted during a competition.

# GAANN Regulation Section 648.4

- What is included in the grant?
  - Stipend
  - Institutional Payment

# GAANN Regulation Section 648.4 (continued)

- Stipend

- Stipend used to cover the fellows' living expenses.
- Academic year 2011/2012 is up to \$30,000, depending on the students demonstrated level of need.
- Stipend based on the fellows stated level of need determined under title IV, part f.
  - Need determined by the institutions financial aid office.

# GAANN Regulation Section 648.4 (continued)

## ● Institutional Payment

- GAANN fellowship also includes an institutional payment accepted by the institution in lieu of tuition and fees normally charged to the student.
- Academic year 2011 is \$13,975.
- Adjusted annually based on the Consumer Price Index from the previous year.

# GAANN Regulation Section 648.7

- What is the institutional matching requirement?
  - Recipient institutions must provide, from non-federal funds, an institutional matching contribution (cost-share) equal to at least 25 percent of the amount of the grant.

# GAANN Regulation Section 648.20

- How does an institution apply for a grant?
  - Submit an application that responds to the appropriate selection criteria in Section 648.31;
  - Describe the current academic program for which the grant is being sought;
  - Request a specific number of fellowships to be awarded on a full-time basis;
  - Make a concerted effort to seek talented students from traditionally underrepresented backgrounds;

## GAANN Regulation Section 648.20 (continued)

- Make fellowship awards to students that meet the requirements of Section 648.40;
- Provide assurances the institution will provide the institutional matching requirement; and
- Provide assurance the academic department will provide at least one year of supervised training instruction.

# GAANN Regulation Sec. 648.40

- How does an academic department select fellow?
  - In selecting GAANN fellows, institutions must consider only students that:
    - Are a U.S. Citizen or Permanent Resident;
    - Demonstrate financial need;
    - Demonstrate superior academic ability;
    - Have an excellent academic record; and
    - Plan to pursue the highest graduate degree available in their course of study at the institution.

# Financial Need

- Before a fellowship is awarded financial need is determined using title IV, part F, of the HEA.
- Financial aid office is responsible for determining the student's demonstrated level of need.
- The HEA establishes what components can be used to determine a student's Cost of Attendance (COA).
  - A student's COA's generally consists of books and supplies, transportation, room and board, and other miscellaneous personal expenses.

## Financial Need (continued)

- Health insurance can be included in the COA only if it is required for every student to have health insurance at your institution.
- Students must have financial need determined using the Free Application for Federal Student Aid (FAFSA) in order to verify any expected family contribution (EFC) towards expenses.

## Financial Need (continued)

- To calculate a students' financial need:
  - $(COA - EFC = \text{financial need})$
- Before applying to this competition, perspective applicants should consult with their financial aid office to determine if the need component under the GAANN program is a good fit for your institution.
- For more in depth questions regarding financial need, please email: [carney.mccullough@ed.gov](mailto:carney.mccullough@ed.gov).

# GAANN Regulation Section 648.60

- When does an academic department make a commitment to a fellow?
  - At any point in his or her graduate study for the length of time necessary for the student to complete the course of graduate study, but in no case longer than five years.
  - Not only for “recruitment”, but can put students already enrolled at the institution, as long as they qualify under Section 648.40 of the regulations.

# GAANN Regulation Section 648.62

- How can the institutional payment be used?
  - Must first be applied to cover tuition and fee expenses; then, if any institutional payment funds remain,
  - May be used to cover other educational expenses such as:

## GAANN Regulation Section 648.62 (continued)

- 1) Costs for rental or purchase of books, materials, or supplies;
- 2) Costs of computer hardware, project specific hardware;
- 3) Membership fees of professional associations;
- 4) Travel, per diem, and registration fees related to educational activities;
- 5) Research expenses; and
- 6) Costs to cover the fellows' health benefits, as long as it's a requirement at your institution.

# GAANN Regulation Section 648.63

- How can the institutional matching contribution be used?
  - To provide additional fellowships to graduate students;
  - Pay for tuition and fees;
  - Pay for the costs of providing a fellows instruction that are not included in the tuition and fees paid to the institution;
  - Supplement the stipend received by a fellow as long as it doesn't exceed the fellows demonstrated level of need.

# GAANN Regulation Section 648.64

- Neither the GAANN program funds nor the institutional matching funds may not be used to pay for general operational overhead costs of the academic department.
  - General operational overhead costs are defined in Section 648.9 What definitions apply?

# GAANN Regulation Section 648.70

- What conditions must be met by the fellow?
  - Maintain satisfactory academic progress;
  - Devote full-time to studying or research; and
  - Not engage in full-time employment, except on a part-time basis in teaching, researching, or other similar activities.

# Selection Criteria

# Selection Criteria

- Meeting the purpose of the program.....7 Points
  - Extent of need for the project.....5 Points
  - Quality of the graduate academic program...20 Points
  - Quality of the supervised teaching.....10 Points
  - Recruitment plan.....5 Points
  - Project administration.....8 Points
  - Institutional commitment.....15 Points
  - Quality of key personnel.....5 Points
  - Budget.....5 Points
  - Evaluation.....15 Points
  - Adequacy of resources.....5 Points
- Total Points 100 Points

# Meeting the purpose of the program

(7 points)

- The Secretary reviews each application to determine how well the project will meet the purposes of the program, including the extent to which--

## Meeting the purpose of the program (continued)

- A. The applicant's general and specific objectives for the project are realistic and measurable;
- Goals and objective(s) of the project should be clearly stated using up-to-date statistical data to support your statements.
  - For example: The main objective of this program is to increase the number of nursing scholars at the PhD level to assume educational and leadership roles. The AACN says U.S. nursing schools during 2008 turned away 42,000 qualified applicants to baccalaureate and graduate nursing programs and nearly three-quarters -- 73.5 percent -- of the nursing schools blamed faculty shortages for those rejections.

## Meeting the purpose of the program (continued)

- B. The applicant's objectives for the project seek to sustain and enhance the capacity for teaching and research at the institution and at State, regional, or national levels;
- Ensure that objectives address the capacity for teaching and researching at the institution and at either the State, regional, or national levels.

## Meeting the purpose of the program (continued)

- C. The applicant's objectives seek to institute policies and procedures to ensure the enrollment of talented graduate students from traditionally underrepresented backgrounds;
  - Reference policies and programs that would ensure enrollment of women or other underrepresented groups.
  - Objectives for seeking students from underrepresented groups should be realistic.

## Meeting the purpose of the program (continued)

- D. The applicant's objectives seek to institute policies and procedures to ensure that it will award fellowships to individuals who satisfy the requirements of Section 648.40.
- Required to establish specific policies and procedures to ensure compliance with Section 648.40 of the GAANN program regulations.

## Meeting the purpose of the program (continued)

- Section 648.40 states the selection of GAANN Fellows must be based on the following criteria:
  - Excellent academic record;
  - Demonstrated financial need;
  - Citizenship or permanent residence requirements;
  - Expressed plan to pursue the highest degree awarded at the institution; and
  - Career goals in teaching or research.

# Extent of need for the project

(5 points)

- The Secretary considers the extent to which a grant under the program is needed by the academic department by considering--

## Extent of need for the project (continued)

- A. How the applicant identified the problems that form the specific needs of the project;
- When identifying the problems to be addressed in the project, the applicant should provide recent statistical data to make a good case.
    - For example: Within the state of Pennsylvania, 835 students in fiscal year 2009 were not admitted to nursing programs due to inadequate numbers of nursing faculty.
    - Remember to use the Bibliography in the appendix.

## Extent of need for the project (continued)

- B.** The specific problems to be resolved by successful realization of the goals and objectives of the project;
- The problems identified should be understandable and the information should convince the reader that the proposed plan will make a significant impact on solving problematic concerns.

## Extent of need for the project (continued)

- C. How increasing the number of fellowships will meet the specific and general objectives of the project.
  - For example: The GAANN Fellowship will add to our student pool by providing the opportunity to recruit and educate PhD students who have professed a desire to work in academia and teach future generations of nurses.

# Quality of the graduate academic program (20 points)

- The Secretary reviews each application to determine the quality of the current graduate academic program for which project funding is sought, including--

## Quality of the graduate academic program (continued)

- A. The course offerings and academic requirements for the graduate program;
- A list of course offerings along with the academic requirements for the graduate programs involved should be provided in this section.
    - Remember that course offerings with descriptions should be included as a part of the appendix so space may be saved in the narrative section.
    - Interdisciplinary and multidisciplinary proposals should also provide a list of course offerings and academic requirements for all departments.

## Quality of the graduate academic program (continued)

- B.** The qualifications of the faculty, including education, research interest, publications, teaching ability, and accessibility to graduate students;
- For example the qualifications of the faculty involved with the project as it relates to:
    - Education of the faculty,
    - Research interest,
    - Publications,
    - Teaching ability, and
    - Accessibility to graduate students (i.e. student to faculty ratio, office accessibility)
  - Include a two page CV's for each of the key faculty involved with the program in the appendix.

## Quality of the graduate academic program (continued)

### C. The focus and capacity for research;

- Describe facilities, faculty, or state-of-the-art equipment to support research projects specified in the proposal.
- Provide specific examples that demonstrate how committed the institution is to research (i.e., the allocation of federal or state research dollars to support a specific research project or any other external funding the institution may receive to demonstrate the level of commitment to research).

## Quality of the graduate academic program (continued)

- D. Any other evidence the applicant deems appropriate to demonstrate the quality of its academic program.
- Take this opportunity to highlight such accomplishments as national rankings, Nobel laureates, annual conferences, memberships in national academies, and funding increases (to cite a few examples).
  - Letters of support may be mentioned and used to demonstrate the quality of the graduate program.
    - Letters of support should be included in the appendix.

# Quality of the supervised teaching

(10 points)

- The Secretary reviews each application to determine the quality of the teaching experience the applicant plans to provide fellows under this program, including the extent to which the project-

## Quality of the supervised teaching (continued)

- A. Provides each fellow with the required supervised training in instruction;
- Section 648.61 of the GAANN program regulations states that an institution must provide at least one year of supervised training in instruction at the graduate or undergraduate level.
    - Discuss specific programs, courses, seminars and conferences to be offered GAANN Fellows to prepare them for a possible career in teaching.
    - The applicant should not use the supervisory teaching requirement to fill part-time faculty positions. The goal should be to expose the GAANN Fellow to a supervised teaching experience.
      - Treat them as future faculty.

## Quality of the supervised teaching (continued)

- B.** Provides adequate instruction on effective teaching techniques;
- Highlight any instructional strategies or techniques that will be used to prepare GAANN Fellows for teaching responsibilities.
  - May offer education courses, training seminars, or assign a mentor/advisor to the GAANN Fellow to develop effective teaching skills.

## Quality of the supervised teaching (continued)

- C. Provides extensive supervision of each fellow's teaching performance;
  - Provide information to show how frequently and how closely they will mentor or instruct the fellow in an effort to monitor teaching performance.
    - Who will mentor the fellow?
    - Who will monitor the fellow?

## Quality of the supervised teaching (continued)

- D. Provides adequate and appropriate evaluation of the fellow's teaching performance.
- How will the fellow's teaching performance be evaluated?
    - Examples: (1) providing biweekly or monthly evaluation meetings to offer constructive criticism to the GAANN Fellow; (2) videotaping a classroom session to evaluate performance; and (3) receiving feedback from the students being instructed by the GAANN Fellow.
  - How will the mentor and/or monitor provide feedback?
  - What opportunities will the fellow be given to improve teaching performance?

# Recruitment plan

(5 points)

- The Secretary reviews each application to determine the quality of the applicant's recruitment plan, including--

## Recruitment plan (continued)

- A. How the applicant plans to identify, recruit, and retain students from traditionally underrepresented backgrounds in the academic program for which fellowships are sought;
- Provide a realistic plan for identifying, recruiting, and retaining underrepresented groups by highlighting specific policies or programs.

## Recruitment plan (continued)

- B.** How the applicant plans to identify eligible students for fellowships;
- Provide a plan to identify eligible students for GAANN.
  - Section 648.40 of the GAANN program regulations state that the selection of GAANN Fellows must be based on the following criteria: outstanding academic record; demonstrated financial need; meeting citizenship or permanent residence requirements; expressed plan to pursue a Ph.D., and career goals in teaching or research.

## Recruitment plan (continued)

- C. The past success of the academic department in enrolling talented graduate students from traditionally underrepresented backgrounds;
  - Highlight past successes for recruiting from traditionally underrepresented backgrounds using statistical data to support claims.

## Recruitment plan (continued)

- D. The past success of the academic department in enrolling talented graduate students for its academic program.
- Highlight past successes for enrolling talented graduate students using statistical data to support claims.

# Project administration

(8 points)

- The Secretary reviews the quality of the proposed project administration, including--

## Project administration (continued)

- A. How the applicant will select fellows, including how the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, religion, gender, age or disabling condition;
- A statement should be included in this section indicating that the selection of GAANN Fellows will be made without regard to race, color, national origin, religion, gender, age, or disabling condition.

## Project administration (continued)

- B.** How the applicant proposes to monitor whether a fellow is making satisfactory progress toward the degree for which the fellowship has been awarded;
- Should provide an assessment of the student's progress towards completion of degree requirements.
    - For example the assessment could include: being assigned a mentor; a review of the fellow's academic performance; and the steps taken to ensure timely completion of important examinations required for degree completion

## Project administration (continued)

- C. How the applicant proposes to identify and meet the academic needs of fellows;
- Discuss how you intend meeting the academic needs of all GAANN Fellows such as helping them design and carry out any internship, teaching, and/or research requirements.

## Project administration (continued)

- D. How the applicant proposes to maintain enrollment of graduate students from traditionally underrepresented backgrounds; and
- Discuss specific programs, policies, and procedures that supports the retention of graduate students from traditionally underrepresented groups.

## Project administration (continued)

- E. The extent to which the policies and procedures the applicant proposes to institute for administering the project are likely to ensure efficient and effective project implementation, including assistance to and oversight of the project director.
- How will those involved in the administration of the GAANN program ensure implementation and oversight of the program and the project director?
  - How will information be disseminated?
  - The responsibilities of the project director and other key personnel should be highlighted to ensure effective administration of the fellowship program.

# Institutional commitment

(15 points)

- The Secretary reviews each application for evidence that--

## Institutional commitment (continued)

- A. The applicant will provide, from any funds available to it, sufficient funds to support the financial needs of the fellows if the funds made available under the program are insufficient;
- Include a discussion demonstrating the level of financial commitment institution will provide should the amount of federal funding fall short.
  - If needs analysis of a fellow indicates additional support is necessary, institution should include information regarding other sources of funding that may be provided to the GAANN Fellow.
  - For FY 2011 the maximum stipend a fellow can receive is up to \$30,000 to cover cost of living expenses, and an institutional payment of \$13,975 to cover tuition and fee expenses.

# Institutional commitment (continued)

- Provide detailed information as to how you intend to meet the 25 percent matching requirement.
- GAANN Regulation Section 648.7 states the institutional matching contributions must equal at least 25 percent of the Federal funds requested.
- GAANN Regulations Section 648.63 provides that the institutional matching requirement may be used to provide additional fellowships, cover tuition and fee expenses not covered by the institutional payment, pay for a fellow's instruction, and supplement the fellow's stipend.

## Institutional commitment (continued)

- B.** The institution's social and academic environment is supportive of the academic success of student from traditionally underrepresented backgrounds on the applicant's campus;
- Highlight information about the social and academic environment that is supportive of students from traditionally underrepresented groups such as
    - The availability of academic support services,
    - Student organizations, and
    - Professional and social associations on campus.

## Institutional commitment (continued)

- C. Students receiving fellowships under this program will receive stipend support for the time necessary to complete their courses of study, but in no case longer than five years;
- GAANN provides stipend and tuition payment to support fellows up to three years.
  - Institution is required to provide two additional years of support not to exceed a period of up to five years.

## Institutional commitment (continued)

- D. The applicant demonstrates a financial commitment, including the nature and amount of the institutional matching contribution, and other institutional commitments that are likely to ensure the continuation of project activities for a significant period of time following the period in which the project receives Federal financial assistance.
- Include any other information that highlights the institution's commitment to ensure that the fellow reaches success.
  - If a fellow requires time beyond the duration of the GAANN grant, the institution should provide assurances in their proposal that additional funding will be provided.

# Quality of key personnel

(5 points)

- The Secretary reviews each application to determine the quality of key personnel the applicant plans to use on the project, including--

## Quality of key personnel (continued)

- A. The qualifications of the project director.
  - Designate a department chair, graduate program director or other faculty member with leadership responsibilities as the Project Director.
  - Provide narratives regarding the background and experience of the Project Director.
- B. The qualification of other key personnel to be used in the project.
  - Key personnel will assist with the management of the project.
  - Provide narratives regarding the background of other key personnel that will be associated with the GAANN.

## Quality of key personnel (continued)

- C. The time commitments of the key personnel, including the project director, to the project;
  - GAANN Regulations do not provide specific time commitments; **however**,
    - State time commitment as a percentage:
      - Most project director's will devote 10%;
      - Most key personnel will devote between 5% - 10% of their academic year to the project.
    - The percentage of time devoted to the project should be enough to ensure it is successful.

## Quality of key personnel (continued)

- D. How the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected without regard to race, color, national origin, religion, gender, age, or disabling condition, except pursuant to a lawful affirmative action plan.
- Ensure application addresses this selection criterion in this section.

# Budget

(5 points)

- The Secretary reviews each application to determine the extent to which--

## Budget (continued)

- A. The applicant shows a clear understanding of the acceptable uses of program funds;
  - Remember program funds cannot be used for general operational overhead costs
  - Stipend is determined under title IV, part f.
- B. The costs of the project are reasonable in relation to the objectives of the project.
  - Demonstrate that project costs are reasonable in relation to the desired outcome of the project.
  - For example: GAANN fellows will only receive stipend up to their stated level of need, as determined under title IV, part f received from our institutions financial aid office.

## Budget (continued)

- Neither GAANN funds nor the institutional matching funds may be used to pay for overhead costs.
  - Sec. 648.64 (What are unallowable costs?) of the GAANN Program Regulations.
    - Some examples include the costs of supervision, recruitment, capital outlay, and indirect costs.
- Both Federal GAANN funds and Institutional Matching funds are only for fellowships.

## Budget (continued)

- Federal GAANN funds include:
  - Maximum academic year 2011/2012 stipend amount is \$30,000.
    - For a fellow's subsistence.
    - Stipend may vary between fellows depending on their need.
  - Academic year 2011/2012 institutional payment is estimated to be \$13,975.
    - For a fellow's tuition and fees.
    - Accepted in lieu of charging the fellow tuition and fees.

# Budget - Stipend

- A fellows' demonstrated level of financial need is determined under title IV, part F of the Higher Education Act of 1965, as amended.
  - GAANN Regulation 648.51 (What is the amount of a stipend?)
- GAANN fellowship is awarded after a students' need is determined.

# Budget - Institutional Payment

- Accepted in lieu of charging tuition and fees.
- Refer to Sec. 648.62 (How can the institutional payment be used?) of the GAANN Program Regulations.

# Budget – Matching/Cost-Share

- May be used to provide additional fellowships (fellows need is to be determined using title IV, part F).
  - Matching fellows have the same requirements as the federally funded GAANN fellows.
- Refer to Sec. 648.63 (How can the institutional matching contribution be used?) of GAANN program regulations.
- Each budget period the institutional match must be 25% of federal GAANN funds expended.

# Evaluation plan

(15 points)

- The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation--

## Evaluation plan (continued)

- A. Relate to the specific goals and measurable objectives of the project;
- Goals and objectives should be clearly stated and relate directly to the evaluation measures established.
  - Evaluation measures should be able to assess if the applicant is on track towards achieving the goals and objectives outlined in the proposal.

## Evaluation plan (continued)

- B.** Assess the effect of the project on the student receiving fellowships under this program, including the effect on persons of different racial and ethnic backgrounds, genders, and ages, and on persons with disabilities who are served by the project;
- Establish a series of evaluation measures to determine the effects of the project on the students receiving the GAANN Fellowship.
  - For example, the applicant could measure the effects of the project on students receiving the GAANN fellowship by collecting data on: the academic records of fellows and non-fellows; student and faculty surveys of GAANN Fellows and all graduate students; the performance of all fellows on preliminary examinations; and time-to-degree completion rates for fellows and non-fellows.

## Evaluation plan (continued)

- C. List both process and product evaluation questions for each project activity and outcomes, including those of the management plan;
  - For example:
    - Did the GAANN program result in an increase of the number of students from underrepresented backgrounds?
    - Did we effectively advertise our GAANN program so as to convey the prestige and value associated with it?
    - Are GAANN fellows making satisfactory academic progress?
    - Is the supervised teaching experience enhancing the GAANN fellows teaching skills?
    - Did the number of Ph.D. graduates who pursued academic careers increase?

## Evaluation plan (continued)

- D. Describe both the process and product evaluation measures for each project activity and outcome;
- Applicants should establish a series of qualitative and quantitative evaluation measures for each project activity so that they can recommend and implement changes to the program based upon the outcome of the analysis of the data.

## Evaluation plan (continued)

- E. Describe the data collection procedures, instruments, and schedules for effective data collection;
  - Data collection procedures should address what, when, and by whom.

## Evaluation plan (continued)

- F. Describe how the applicant will analyze and report the data so that it can make adjustments and improvements on a regular basis; and
- Data should be analyzed so that successes and shortcomings can be highlighted and adjustments can be made accordingly.

## Evaluation plan (continued)

- G. Include a time-line chart that relates key evaluation processes and benchmarks to other project component processes and benchmarks.
  - Should include a time-line chart that identifies when key evaluation processes and benchmarks will occur throughout the three year period.

# Evaluation Timeline Chart Example

## GAANN Timeline Chart 2012-2014

	J	F	M	A	M	J	J	A	S	O	N	D
Assemble GAANN Committee	X											
Committee meetings	X	X	X		X		X		X		X	
Prepare and mail recruiting materials	X					X	X					
Receive applications and set up interviews	X						X	X				
Interview candidates	X								X			
Review candidates and select fellows	X									X	X	
Notify applicants	X										X	
Orientation for fellows		X										
Advising		X		X				X				
Recruitment and organize a mentor pool	X	X										
Develop industry contacts	X	X	X	X	X	X	X	X	X	X	X	X
Prepare evaluation materials				X								
Evaluate program					X						X	
Program adjustments and improvements						X						X
Prepare evaluation report						X						X
Committee meets and plans for next year												X

# Adequacy of resources

(5 points)

- The Secretary review each application to determine the adequacy of the resources that the applicant makes available to graduate students receiving fellowships under this program, including--

## Adequacy of resources (continued)

- Facilities, Equipment and Supplies specific to the fellow's field of study:
  - Facilities:
    - Laboratory and Office space available to fellows
    - Computer Labs and Libraries
  - Equipment:
    - Specific equipment and/or machines used for research in the project area
    - Laptops/Computers available to fellows
  - Supplies:
    - Paper
    - Books

# The Application

# Types of Applications

- **Single Discipline (40 pages)**
  - A proposal that requests funding in one of the accepted areas of need.
- **Inter-disciplinary (40 pages)**
  - A proposal that request funding for a single proposed program of study that involves academic fields in two or more disciplines.
  - **Note: The maximum page limit is 40 pages.**

# Types of Applications (continued)

- **Multi-disciplinary (40 pages per department)**
  - A proposal that is submitted that addresses two or more proposed programs of study that are INDEPENDENT and UNRELATED to one another.
  - For example: Engineering School and Physics school decide to submit a proposal together to meet the 25% match requirement.
    - May submit a multidisciplinary proposal IF the proposed programs are independent and unrelated to one another.

# Types of Applications (continued)

- Page limit:
  - Each page in which there are words will be counted as one full page.
  - If you do not use all of the allowable space on a page, it will be counted as a full page in determining compliance with the page limit.

# The Application

- Consists of:
  - Standard Forms
  - Program Forms
  - Abstract
  - Narrative
  - Appendices

# Standard Forms

- Standard Forms:
  - Application for Federal Assistance (SF 424),
  - Department of Education Supplemental Information for the SF 424,
  - Certification Regarding Lobbying Form,
  - Assurances Non-Construction Programs Form (SF424B),
  - Disclosure of Lobbying Activities, SF-LLL, and
  - Survey on Ensuring Equal Opportunity for Applicants Form.
- Standard Forms are in [grants.gov](https://www.grants.gov).

# Program Forms

- Program Forms:
  - GAANN Statutory Assurances Form
  - GAANN Budget Spreadsheet(s) Form
- Found only in the application booklet
- Program Forms must be completed and uploaded into Grants.gov.
- New upload requirement
  - Federal Register Notice and Competition Highlights

# Abstract

- Abstract

<b>Institution name</b>
<b>Type of application (Single, Inter-disciplinary, Multi-disciplinary)</b>
<b>Area of national need</b>
<b>Degree level of program of study (Master's or Doctoral degree)</b>
<b>Length of time degree program has been in existence</b>
<b>Number of federally funded GAANN fellows requested</b>

- Short summary covering the designated area(s) of national need and the anticipated number of GAANN fellows to be involved.
- May be single or double spaced.

# Narrative

- Address each criterion, even if you addressed it under another selection criterion.
  - May sound repetitive, but follow the instructions to fully address each selection criteria in each section.

## Narrative (continued)

- Readers are not required to assume or look elsewhere in the application to see if the criterion was addressed.
  - You MUST address each criterion, even if it's repetitive.

# Appendices

- Appendices:
  - Curriculum Vitae (maximum two (2) pages per faculty member – uploaded as one document);
  - Course listing;
  - Letters of support;
  - Bibliography; and
  - One additional optional appendix, relevant to proposal (maximum of five (5) pages).

# Formatting & Applicant Information

# Formatting

- Formatting:
  - Use one of the acceptable fonts:
    - Times New Roman
    - Courier
    - Courier New
    - Arial
  - Use of any other font will not be accepted, this includes Times Roman and Arial New.

# Formatting (continued)

- Formatting:
  - Page limit requirements:
    - Single and Inter-disciplinary (40 pages),
    - Multi-disciplinary (40 pages for each department that is applying)
  - Must not use less than a 12-point font, however can use a 10-point font only in charts, tables, figures, graphs, footnotes and endnotes.
  - Double space ALL text in the application narrative. Only single space text in: charts, tables, figures and graphs.

# Formatting (continued)

- New page limit requirements:
  - A partial page will count as a full page toward the page limit.
  - Each page on which there are words will be counted as one full page.

# Formatting (continued)

- New uploading requirements:
  - Any narrative sections and all other attachments to an application must be uploaded as files in a .PDF (Portable Document) read-only, non-modifiable format.
  - Do not upload an interactive or fillable .PDF file.
  - If you upload a file type other than a read-only, non-modifiable .PDF or submit a password-protected file, we will not review that material

# Applicant Information

- Submission through [grants.gov](https://www.grants.gov).
- Successful applicants:
  - May receive a call from their congressional representative;
  - Will receive a Grant Award Notification (GAN) which is official notification that application was successful.

## Applicant Information (continued)

- Directory of successful projects will be available late summer 2012 on the GAANN Website under the “Awards” page.
- Unsuccessful applicants will be notified by mail. Letters are sent to address on the SF424.
  - Ensure addresses are correct and complete on the Application for Federal Assistance (SF 424) before submission of application.

# Helpful Hints

# Helpful Hints

- Before you apply:
  - Is GAANN a good fit for your institution?
    - Eligible students must demonstrate financial need.
    - One year supervisory teaching experience at the graduate and/or undergraduate level.
- Address all selection criteria as well as the sub-selection criteria, even if it's repetitive.
- Use recent statistical data to support your research.
- Keep your goals and objectives realistic and measurable.

## Helpful Hints (continued)

- Do not deviate from the formatting requirements.
- Review the “Competition Highlights” section of the application booklet.
- Address each criterion, even if the information is repeated in another section of the application.
  - Readers are not required to refer to another section of the application to see if something was addressed.

# Program Forms

# Program Forms

- Found only in the application booklet:
  - GAANN Statutory Assurances Form
  - GAANN Budget Spreadsheet(s) Form
  - Instructions provided in application booklet on how to upload the documents.

# GAANN Statutory Assurances Form

- This form covers:
  - Commitment to fellows
  - Stipend
  - Assurance that fellows maintain satisfactory progress
  - The 25% institutional match
  - Assurance not to supplant funds
  - Supervised teaching experience

# GAANN Budget Spreadsheet(s) Form

- Single Disciplinary Programs:
  - Requests funding for one program of study in one of the GAANN areas of need.
  - Must state the Classification of Instructional Programs (CIP) code of the area in which the Master's or Doctoral degree will be awarded.
  - Number of fellowships awarded from Federal funds range from three to six.
  - Uses Sections A & B on the budget spreadsheet form.

# Single Discipline Program

Form Approved  
OMB No: 1840-0604  
Exp. 06/30/2014

## GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

### SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: 40.05 Chemistry	2. Number of fellowships from Federal funds  3	3. Additional fellowships from institutional matching contributions
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### SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1 <sup>st</sup> year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$90,000	\$	\$90,000	\$	\$90,000	\$	\$270,000	\$
5. Institutional Payment	\$41,925		\$41,925		\$41,925		\$125,775	
6. Tuition		\$13,975		\$13,975		\$13,975		\$41,925
7. Fees		\$9,504		\$9,504		\$9,504		\$28,512
8. Other Educational Costs		\$9,504		\$9,504		\$9,504		\$28,512
9. Total	\$131,925	\$32,983	\$131,925	\$32,983	\$131,982	\$32,983	\$395,775	\$98,949
10. Total Program Funds (Federal + Non-Federal)	\$164,908		\$164,908		\$164,908		\$494,724	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

**NOTE: DO NOT MODIFY OR AMEND THIS PAGE. COPY, SAVE AND ATTACH TO THE "Other Attachments Form".**

# GAANN Budget Spreadsheet(s) Form

- Inter-disciplinary Programs:
  - Requests funding for a program of study that involves academic fields in two or more disciplines.
  - Must list the Classification of Instructional Programs (CIP) codes for each area in which the Master's or Doctoral degree will be awarded.
  - Uses Sections A & B on the budget spreadsheet form.

# Inter-Disciplinary Program

Form Approved  
OMB No: 1840-0604  
Exp. 06/30/2014

## GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

### SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: Bioengineering and Biomedical Engineering 14.05, Electrical, Electronic, and Communications Engineering 14.10; Biology: 26.01	2. Number of fellowships from Federal funds  3	3. Additional fellowships from institutional matching contributions
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### SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$90,000	\$	\$90,000	\$	\$90,000	\$	\$270,000	\$
5. Institutional Payment	\$41,925		\$41,925		\$41,925		\$125,775	
6. Tuition		\$13,975		\$13,975		\$13,975		\$41,925
7. Fees		\$9,504		\$9,504		\$9,504		\$28,512
8. Other Educational Costs		\$9,504		\$9,504		\$9,504		\$28,512
9. Total	\$131,925	\$32,983	\$131,925	\$32,983	\$131,982	\$32,983	\$395,775	\$98,949
10. Total Program Funds (Federal + Non-Federal)	\$164,908		\$164,908		\$164,908		\$494,724	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

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# GAANN Budget Spreadsheet(s) Form

- Multi-disciplinary Programs:
  - Consist of two or more programs of study in the GAANN areas of need that are independent and unrelated to each other.
  - Funds are split between the departments.
  - Use Sections A, B, C, and D of the budget spreadsheets forms.

# Multi-disciplinary program

Form Approved  
OMB No: 1840-0604  
Exp. 06/30/2014

## GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

### SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: 11.01 Computer & Information Science	2. Number of fellowships from Federal funds 3	3. Additional fellowships from institutional matching contributions 1
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### SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1st Year		2nd Year		3rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$90,000	\$30,000	\$90,000	\$30,000	\$90,000	\$30,000	\$270,000	\$90,000
5. Institutional Payment	\$41,925		\$41,925		\$41,925		\$125,775	
6. Tuition		\$13,975		\$13,975		\$13,975		\$41,925
7. Fees		\$		\$		\$		\$
8. Other Educational Costs		\$		\$		\$		\$
9. Total	\$131,925	\$43,975	\$131,925	\$43,975	\$131,982	\$43,975	\$395,775	\$131,925
10. Total Program Funds (Federal + Non-Federal)	\$175,900		\$175,900		\$175,900		\$527,700	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

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# Multi-disciplinary program (continued)

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## GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM PART II.- BUDGET INFORMATION

### SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline: CIP Code: 27.01 Mathematics	2. Number of fellowships from Federal funds 3	3. Additional fellowships from institutional matching contributions
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### SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1st Year		2nd Year		3rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$90,000	\$	\$90,000	\$	\$90,000	\$	\$270,000	\$
5. Institutional Payment	\$41,925		\$41,925		\$41,925		\$125,775	
6. Tuition		\$22,538		\$22,538		\$22,538		\$67,614
7. Fees		\$		\$		\$		\$
8. Other Educational Costs		\$		\$		\$		\$
9. Total	\$131,925	\$22,538	\$131,925	\$22,538	\$131,982	\$22,538	\$395,7750	\$67,614
10. Total Program Funds (Federal + Non-Federal)	\$154,463		\$154,463		\$154,463		\$463,389	

Note: Please refer to 34 CFR Part 648 Subpart F--What are the Administrative Responsibilities of the Institution for budget information. (Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

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# Multi-disciplinary (continued)

Form Approved  
OMB No: 1840-0604  
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## GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM FELLOWSHIP DATA SUMMARY FOR TWO OR MORE DISCIPLINES

### SECTION C: FELLOWSHIP DATA FOR ONE OR MORE DISCIPLINES

1. Disciplines: CIP Codes: 11.01 Computer & Info Science 27.01 Mathematics	2. Total number of fellowships from Federal funds  6	3. Total additional fellowships from institutional matching contributions  1
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### SECTION D: SUMMARY OF FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Allowable Cost Categories	1st Year		2nd Year		3rd Year		Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends	\$180,000	\$30,000	\$180,000	\$30,000	\$180,000	\$30,000	\$540,000	\$90,000
5. Institutional Payment	\$83,850		\$83,850		\$83,850		\$251,550	
6. Tuition		\$36,513		\$36,513		\$36,513		\$109,539
7. Fees		\$		\$		\$		\$
8. Other Educational Costs		\$		\$		\$		\$
9. Total	\$263,850	\$66,513	\$263,850	\$66,513	\$263,850	\$36,513	\$791,500	\$199,539
10. Total Program Funds (Federal + Non-Federal)	\$330,363		\$330,363		\$330,363		\$991,089	

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# Performance Reporting Requirements

# Reporting Requirements

- GAANN program requires submission of an Annual Performance Report (APR) and an SF 425 Federal Financial Report each year.
- APR collects data about each GAANN fellow's:
  - Academic progress;
  - Financial need;
  - Supervised teaching experience; and
- APR submitted each April by the project director.

## Reporting Requirements (continued)

- SF 425 Federal Financial Report provides details related to the amount of all disbursements, and the required 25<sup>0</sup>% institutional match.
- Submitted by Sponsored Programs Office semi-annually.

## Reporting Requirements (continued)

- A final performance report (FPR) and an SF 425 are required 90 days after the end of the final budget period.
- Submission of these reports is required under the Education Department General Administrative Regulations (EDGAR) volume 34 CFR 74.51, 75.590, 75.720, and 75.730-732.
- Additional requirement:
  - Supplement to the FPR is required two years after the grant ends.

# GAANN Information

- <http://www2.ed.gov/programs/gaann/index.html>
- OPE\_GAANN\_Program@ED.GOV