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Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)

Program Solicitation

NSF 01-137

DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES
DIVISION OF HUMAN RESOURCE DEVELOPMENT

LETTER OF INTENT DUE DATE(S) (*optional*): September 15, 2001

FULL PROPOSAL DEADLINE(S): December 1, 2001

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SUMMARY OF PROGRAM REQUIREMENTS

GENERAL INFORMATION

Program Title: Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)

Synopsis of Program: This program provides awards to enhance the quality of science, mathematics, engineering and technology (SMET) instructional and outreach programs at Historically Black Colleges and Universities as a means to broaden participation in the Nation's SMET workforce. Support is available for the implementation of comprehensive institutional approaches to strengthen SMET teaching and learning in ways that improve access to, retention within and graduation from SMET programs. Proposed activities should be the result of a careful analysis of institutional needs, address institutional and NSF goals, and have the potential to result in significant and sustainable improvements in SMET program offerings. Typical project implementation strategies include curriculum enhancement; faculty professional development; undergraduate research; academic enrichment; infusion of technology to enhance SMET instruction; collaborations with research institutions and industry; and, other activities that meet institutional needs.

Cognizant Program Officer(s):

- Dr. Victor A. Santiago, Program Director, Directorate for Education and Human Resources, Division of Human Resource Development, Room 815, telephone: (703) 292-4673, e-mail: vsantiag@nsf.gov.

Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

- 47.076 --- Education and Human Resources

ELIGIBILITY INFORMATION

- **Organization Limit:** Historically Black Colleges and Universities that currently offer associate, baccalaureate or graduate degrees in science, mathematics, engineering and technology (SMET) fields.

- **PI Eligibility Limit:** The Principal Investigator will normally be the Chief Academic Officer of the institution, or other senior academic official.

- **Limit on Number of Proposals:** Only one proposal (for either a planning grant or an implementation award) per institution in any one year.

AWARD INFORMATION

- **Anticipated Type of Award:** Cooperative Agreement
- **Estimated Number of Awards:** Approximately 4 cooperative agreements and 6 planning grants.
- **Anticipated Funding Amount:** Approximately $2 million pending the availability of funds.

PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

- **Letters of Intent:** Submission of Letters of Intent is optional. Please see the full program announcement/solicitation for further information.
- **Full Proposals:** Supplemental Preparation Guidelines
    - The program announcement/solicitation contains supplements to the standard Grant Proposal Guide (GPG) proposal preparation guidelines. Please see the full program announcement/solicitation for further information.

B. Budgetary Information

- **Cost Sharing Requirements:** Cost Sharing is Specialized. Please see the full program solicitation for further information.
- **Indirect Cost (F&A) Limitations:** Not Applicable.
- **Other Budgetary Limitations:** Other budgetary limitations apply. Please see the full program announcement/solicitation for further information.

C. Deadline/Target Dates

- **Letters of Intent (*optional*):** September 15, 2001
- **Preliminary Proposals (*optional*):** None
- **Full Proposal Deadline Date(s):** December 1, 2001

D. FastLane Requirements

- **FastLane Submission:** Required
- **FastLane Contact(s):**
  - Ms. Vicki Smoot, Financial Operations Specialist, Directorate for Education and Human Resources, Division of Human Resource Development, Room 815, telephone: (703) 292-4677, e-mail: vsmoot@nsf.gov.
  - Ms. Jamie Scipio, Lead Program Assistant, Directorate for Education and Human Resources, Division of Human Resource Development, Room 815, telephone: (703) 292-4675, e-mail: jscipio@nsf.gov.
  - FastLane Help Desk, telephone: (703) 292-8040, e-mail: fastlane@nsf.gov.

PROPOSAL REVIEW INFORMATION

- **Merit Review Criteria:** National Science Board approved criteria apply.

AWARD ADMINISTRATION INFORMATION

- **Award Conditions:** Standard NSF award conditions apply.
- **Reporting Requirements:** Standard NSF reporting requirements apply.

I. INTRODUCTION

Programs managed by the Division of Human Resource Development (HRD), within the Directorate for Education and Human Resources, seek to increase the participation and advancement of underrepresented groups and institutions at every level of science, mathematics, engineering, and technology (SMET) education and research. In so doing, these programs contribute to attainment of an outcome goal of the NSF Strategic Plan FY 2000-2005: A diverse, internationally competitive and globally-engaged workforce of scientists, engineers and well-prepared citizens.

The programs of the ethnic diversity continuum (Tribal Colleges and Universities Program, Historically Black Colleges and Universities Undergraduate Program, Louis Stokes Alliances for Minority Participation, Alliances for Graduate Education and the Professoriate, and Centers of Research Excellence in Science and Technology) provide coordinated and integrated approaches to developing and leveraging individual talents and institutional infrastructures in order to increase substantially the number of underrepresented ethnic minorities well prepared for participation and leadership in the SMET workforce. Managed synergistically, these programs enable seamless student transitions from undergraduate study at the associate and baccalaureate levels to attainment of doctoral degrees as well as strengthen the research vigor and competitiveness of graduate students and faculty at participating institutions.

Although programs in the Division of Human Resource Development focus primarily on underrepresented communities, all NSF programs encourage proposals that incorporate this goal. See NSF Guide to Programs (NSF 01-3), Web address http://www.nsf.gov for descriptions of all NSF funding opportunities

II. PROGRAM DESCRIPTION

The Historically Black Colleges and Universities Undergraduate Program (HBCU-UP) promotes sustainable improvement of science, mathematics, engineering and technology undergraduate programs that are demonstrably in need of significant enhancement at those Historically Black Colleges and Universities where access to research environments and other resources in support of high quality instruction have been less available. Support is available for the implementation of comprehensive institutional approaches to strengthen SMET teaching and learning in ways that improve access to, retention within and graduation from SMET disciplines. Through this program, assistance is provided to eligible institutions in their efforts to prepare students for careers in science, mathematics, engineering and technology fields. The National Science Foundation intends to allow maximum flexibility in the design of efforts to improve undergraduate SMET education. However, proposed activities should be the result of a careful analysis of institutional needs, address institutional and NSF goals, and have the potential to result in significant and sustainable improvements in the quality of SMET programs. The examples provided below illustrate the possible scope of implementation project activities.

Typical project implementation strategies include course and curriculum development, reform and enhancement; faculty professional development; the integration of active learning pedagogies into the SMET curriculum; K-12 outreach; student support, academic enrichment activities and internships; student retention and placement; infusion of technology to enhance SMET instruction; collaborations with research institutions, business and industry; and other activities that meet institutional needs. While the primary focus of HBCU-UP is at the associate and baccalaureate degree levels, projects are encouraged to address student advancement through the critical transition points during SMET education - the transition between high school and college, 2- and 4-year colleges, undergraduate and graduate studies, and from college to the workplace.

CURRICULUM ENHANCEMENT. Course and curriculum development or enhancement are critical to achieve sustainable institution-wide improvements in undergraduate SMET education. Applicants may include plans to strengthen and update the SMET curricula through the development, adaptation and implementation of instructional materials, experiences and practices. Supportable activities include, but are not limited to:

- development and introduction of SMET program offerings;
- restructuring the SMET curricula, courses and laboratories through the incorporation of advances in science and engineering knowledge, research-based teaching and learning techniques and practices, and through the integration of technology into the curricula;
- revision of SMET gate-keeping and bottleneck courses based on appropriate content and performance standards; and,
- integration of student research and other active learning pedagogies into the curriculum.

FACULTY DEVELOPMENT. A well-trained faculty with continuous learning opportunities remains an integral part of a strong institutional infrastructure that positively impacts the quality of undergraduate education. Faculty development activities suitable for HBCU-UP support include, but are not limited to the following:

- sabbaticals and exchange programs to enhance research competencies and knowledge of recent technological developments;
- professional development workshops on innovative teaching practices and assessment;
- visiting faculty, including industry practitioners;
- special seminars to enhance disciplinary knowledge;
- faculty reassigned time or released time to participate in appropriate SMET curricular reform and academic enhancement activities;
- opportunities to participate in research in conjunction with student experiences; and,
- faculty reassigned time or released time to mentor students.

UNDERGRADUATE TRAINING AND RESEARCH EXPERIENCES. Stipends may be provided to students (U.S. citizens and permanent residents, only) at eligible institutions who are engaged in SMET related research or training activities. Research experiences may be provided on campus with local investigators or at off-campus sites (e.g., industrial, academic, governmental research laboratories). Activities suitable for HBCU-UP support include, but are not limited to the following:

- development of appropriate partnerships with other academic institutions, industrial laboratories, national laboratories, and NSF-supported research centers to ensure quality student training and research experiences that complement academic studies;

- meaningful internships or cooperative education opportunities related to students' skill development at appropriate off-campus sites.

ADVISORY COMMITTEE. Implementation projects should establish an external advisory committee, normally chaired by the college or university President. This committee will help guide the implementation and assessment of project activities. The size of the committee is left to the discretion of the applicants. However, there should be adequate representation from partner institutions, industry and the local community. Prospective candidates for the committee should be identified in the Project Description.

PROJECT STAFF. Project staffing requirements will depend on the design, scope and the discipline focus. General NSF provisions allow salaries of project staff to be requested as direct costs. However, implementation proposals should include plans to sustain project activities after NSF funding has ended. In addition to the Principal Investigator who is normally the Chief Academic Officer of the institution, typical implementation project management consists of a Project Manager and a Steering Committee with faculty from the relevant disciplines or programs.

PROJECT LENGTH. Implementation projects will be funded up to five years and should be designed to produce significant and sustainable improvements in undergraduate SMET education. Information bearing on project implementation, faculty participation and student participation and performance will be required on an annual basis. Planning grants with have a duration of up to 12-months. In support of the total time-frame, both types of proposals must include a detailed management plan and activity timeline covering the entire duration of the project, describing major activities, milestones and the responsibilities of each participating academic program or partner organization.

PROJECT SIZE. Ideally, implementation projects should seek to influence all SMET program offerings. Applicants should clearly state the academic programs, numbers of faculty and students that will benefit from project activities. The scope of the project should be clearly defined within the context of the institution.

TECHNICAL ASSISTANCE. Technical assistance will be offered through regional proposal development workshops for eligible institutions that submit a letter of intent in response to this program solicitation. Dissemination of "best practices" and post-award general technical assistance will be offered to grantee institutions through regional workshops.

PLANNING GRANTS. Planning grants will be supported to fund institutional self-assessments and the development of action plans to enhance SMET instruction. Proposals should (1) describe the current status of the institution's SMET program, infrastructure and student enrollment; and, (2) describe the activities to be supported through the planning grant, including surveys, research, consultations, program evaluations, and development of models or strategic plans to improve SMET instruction. Planning grant activities suitable for support include, but are not limited to faculty reassigned time or released time to participate in appropriate project activities; visiting faculty or consultants; computer services; and, professional travel that will contribute to the quality of the planning effort.

III. ELIGIBILITY INFORMATION

Organizations eligible to submit proposals include those Historically Black Colleges and Universities that currently offer associate, baccalaureate or graduate degrees in science, mathematics, engineering and technology (SMET) fields.

IV. AWARD INFORMATION

Estimated program budget, number of awards and average award size/duration are subject to the availability of funds. Implementation grants are expected to range from $200,000 to $500,000 per year for up to five years. Proposing institutions must contribute from non-federal sources one half of the cost of any equipment that is requested through this program. Equipment costs may not exceed 30% of the total budget request.

Support is also available for planning grants of up to $50,000 with a 12 month duration to fund institutional self assessments and the development of action plans to enhance SMET programming.

Funds should be budgeted for the project director to attend a two-day grantee meeting in the Washington, DC area each award year.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

Letters of Intent: Letters of intent are optional and will be used to offer proposal preparation assistance through regional workshops.

Full Proposal:

Proposals submitted in response to this program announcement/solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF *Grant Proposal Guide* (GPG). The complete text of the GPG is available electronically on the NSF Web Site at: http://www.nsf.gov/cgi-bin/getpub?gpg. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (301) 947-2722 or by e-mail from pubs@nsf.gov.

FastLane, NSF's interactive system to conduct business over the Internet, must be used to prepare and submit proposals to the Historically Black Colleges and Universities Undergraduate Program. Adobe Reader must be installed on your computer in order to use FastLane. Proposal Preparation Instructions are available at http://www.fastlane.nsf.gov/a1/newstan.htm. Your organization must register with NSF as a FastLane organization. Your institution's Sponsored Research office or equivalent will be our primary contact point and will be responsible for the initial FastLane access. If you have technical questions related to using FastLane, you can contact the FastLane Help Desk at 1-800-673-6188. The FastLane HelpDesk can also be contacted by sending your questions to fastlane@nsf.gov.

Organizations applying for the first time, or which have not received an NSF award within the preceding two years, should refer to the Grant Policy Manual (GPM), Section 501 (http://www.nsf.gov:80/bfa/cpo/gpm95/ch5.htm#ch5-2), for instructions on specific information that may be requested by NSF or consult the Prospective New Awardee Guide (NSF 99-78) on the NSF website at http://www.nsf.gov/bfa/cpo/oversite/start.htm. To facilitate proposal preparation, Frequently Asked Questions (FAQs) regarding proposal preparation and submission are available electronically on the NSF website at http://www.nsf.gov/bfa/cpo/policy/ques.htm.

The Grant Proposal Guide (http://www.nsf.gov/pubs/2001/nsf012a/nsf0102_2.html) provides guidance for the preparation and submission of proposals to NSF. Additional guidance regarding the preparation of educational and training proposals is available in A Guide for Proposal Writing (NSF 98-91).

Proposals submitted to the Historically Black Colleges and Universities Undergraduate Program should contain the following sections:

- INFORMATION ABOUT PRINCIPAL INVESTIGATORS AND CO-PRINCIPAL INVESTIGATORS. NSF requests information on the gender, race, ethnicity and disability status of individuals named as PIs/co-PIs on proposals and awards. Except for the required information about current or previous Federal research support and the name(s) of the PI/co-PI, submission of the information is voluntary. Refer to the Grant Proposal Guide (GPG), NSF 01-2 for guidelines.

- COVER SHEET.
  In FastLane, under "NSF Unit Consideration," select "HISTORICALLY BLACK COLLEGES AND UNIVERSITIES UNDERGRADUATE PROGRAM" as the program to consider the proposal. Select "DIVISION OF HUMAN RESOURCE DEVELOPMENT" as the division to consider the proposal. If the proposal is for a planning grant, begin the project title with the words "Planning Grant for..."

- PROJECT SUMMARY.
  Not more than one page in length, the summary should consist of a self-contained description of the activities that would be implemented if the proposal were funded.

- TABLE OF CONTENTS.
  A Table of Contents is automatically generated for the proposal by the FastLane system.

- PROJECT DESCRIPTION.
  This section is the main body of the proposal and may not exceed 15 pages. The description of the project should: (1) clearly state project goals, objectives, and a timeline for proposed activities with an indication of their anticipated impact; (2) provide a clear picture of the current status of the institution's SMET infrastructure and an institutional plan to enhance the SMET program by indicating the anticipated value added by the NSF-supported efforts; (3) build on existing research about underrepresented minority participation in the SMET educational continuum; (4) describe the expected impact of the project across SMET offerings at the institution; (5) describe the management structure that will be used to communicate and facilitate project goals throughout the institution; (6) provide a list of external advisory committee members; and, (7) provide evidence of the commitment of the proposing institution to the improvement of undergraduate SMET education including plans and resource alignment strategies to continue elements of the project after NSF funding ends.

  EVALUATION. An evaluation and assessment plan is required within the Project Description so that project development and implementation can be monitored at all stages. One of the key objectives of the HBCU-UP is to improve the quality of undergraduate SMET education through the development, adaptation and implementation of effective educational techniques and practices to enhance SMET instruction. Accordingly, proposed evaluation and assessment plans should include indicators of progress that address the extent to which: (1) educational techniques and practices shown to be effective elsewhere, are adapted or modified for use at the awardee institution; (2) a plan has been developed to assess the effectiveness of the educational techniques or practices implemented; (3) faculty at the awardee institution have been prepared to use the modified educational techniques or practices; (4) modified techniques or practices have been incorporated into the curriculum; (5) innovative courses or program components are developed; (6) the effectiveness of implemented educational techniques, practices, courses or components is assessed; and, (7) project activities affect student learning and student access to quality SMET education as defined by measurable quantitative student-based outcomes such as:

- number of SMET majors involved in active learning activities or research activities;
- number of SMET majors who have enrolled in and successfully completed newly developed or revised courses or programs;
- rates of successful completion of SMET gate-keeper courses;
- student retention in SMET disciplines;
- number of SMET graduates with Grade Point Averages of 3.0 or higher;
- number of SMET students matriculating into 4-year colleges; and,
- number of graduates that enter the SMET workforce.
- For those projects that acquire equipment, indicators of success should also address the extent to which the equipment has been successfully incorporated into the curriculum. For information about evaluation methodology, see User-Friendly Handbook for Mixed Method Evaluations (NSF 97-153).

- REFERENCES CITED.
  Reference information is required. Refer to the Grant Proposal Guide (GPG), NSF 01-2 for guidelines.

- BIOGRAPHICAL SKETCHES.
  Biographical sketches of no more than two pages should be provided for each person listed as Senior Personnel (i.e., principal investigator or project director, co-principal investigators, project manager). Refer to the Grant Proposal Guide (GPG), NSF 01-2 for guidelines.

- PROPOSAL BUDGET.
  In addition to the required budgets, a budget description of up to three pages is required to provide the necessary detail and justification about budget line items. Refer to the Grant Proposal Guide (GPG), NSF 01-2 for guidelines.

- CURRENT AND PENDING SUPPORT.
  This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. Refer to the Grant Proposal Guide (GPG), NSF 01-2 for guidelines.

- FACILITIES, EQUIPMENT AND OTHER RESOURCES.
  This section of the proposal is used to assess the adequacy of the organizational resources available to perform the effort proposed. Proposers must describe only those resources that are directly applicable.

- SPECIAL INFORMATION AND SUPPLEMENTARY DOCUMENTATION.
  This section is optional and is not considered an appendix. Refer to the Grant Proposal Guide (GPG), NSF 01-2 for guidelines.

- APPENDICES.
  Appendices may not be included unless a deviation has been authorized. Refer to chapter II, Section A. of the Grant Proposal Guide (GPG), NSF 01-2 for information on deviations.

PLANNING GRANTS. Institutions that are eligible to submit proposals to the Historically Black Colleges and Universities Undergraduate Program may apply for a planning grant to help the institution conduct an assessment of its SMET infrastructure and develop an institutional plan to enhance its SMET program. Proposals for planning grants should include the sections indicated above presenting a clear picture of the planned activities, goals and methods and indicating the impact of NSF support. HBCU-UP planning grants are expected to provide up to $50,000 for 12 months. These awards are non-renewable. Project Directors are welcome to confer with NSF HBCU-UP staff prior to proposal submission.

Proposers are reminded to identify the program solicitation number (NSF 01-137) in the program announcement/solicitation block on the proposal Cover Sheet (NSF Form 1207). Compliance with this requirement is critical to determining the relevant proposal processing guidelines. Failure to submit this information may delay processing.

B. Budgetary Information

If equipment is requested, the proposing institution must contribute from non-federal sources one half of the equipment cost.

The proposed cost sharing must be shown on Line M on the proposal budget. Documentation of the availability of cost sharing must be included in the proposal. Only items which would be allowable under the applicable cost principles, if charged to the project, may be included as the awardee's contribution to cost sharing. Contributions may be made from any non-Federal source, including non-Federal grants or contracts, and may be cash or in-kind (see OMB Circular A-110, Section 23). It should be noted that contributions counted as cost-sharing toward projects of another Federal agency may not be counted towards meeting the specific cost-sharing requirements of the NSF award. All cost-sharing amounts are subject to audit. Failure to provide the level of cost-sharing reflected in the approved award budget may result in termination of the NSF award, disallowance of award costs and/or refund of award funds to NSF.

Other Budgetary Limitations: Equipment costs may not exceed 30% of the total budget request.

C. Deadline/Target Dates

Proposals must be submitted by the following date(s):
Letters of Intent (*optional*): September 15, 2001
Full Proposals *by 5:00 PM local time*: December 1, 2001

D. FastLane Requirements

Proposers are required to prepare and submit all proposals for this Program Solicitation through the FastLane system. Detailed instructions for proposal preparation and submission via FastLane are available at: http://www.fastlane.nsf.gov/a1/newstan.htm. For FastLane user support, call 1-800-673-6188 or e-mail fastlane@nsf.gov.

Submission of Signed Cover Sheets. The Authorized Organizational Representative (AOR) must electronically sign the proposal Cover Sheet to submit the required proposal certifications (see Chapter II, Section C of the Grant Proposal Guide for a listing of the certifications). The AOR must provide the required certifications within five working days following the electronic submission of the proposal. Further instructions regarding this process are available on the FastLane website at: http://www.fastlane.nsf.gov.

VI. PROPOSAL REVIEW INFORMATION

A. NSF Proposal Review Process

Reviews of proposals submitted to NSF are solicited from peers with expertise in the substantive area of the proposed research or education project. These reviewers are selected by Program Officers charged with the oversight of the review process. NSF invites the proposer to suggest at the time of submission, the names of appropriate or inappropriate reviewers. Care is taken to ensure that reviewers have no conflicts with the proposer. Special efforts are made to recruit reviewers from non-academic institutions, minority-serving institutions, or adjacent disciplines to that principally addressed in the proposal.

Proposals will be reviewed against the following general review criteria established by the National Science Board. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will be asked to address only those that are relevant to the proposal and for which he/she is qualified to make judgements.

What is the intellectual merit of the proposed activity?
How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of the prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?
How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Principal Investigators should address the following elements in their proposal to provide reviewers with the information necessary to respond fully to both of the above-described NSF merit review criteria. NSF staff will give these elements careful consideration in making funding decisions.

Integration of Research and Education
One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects, and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learning perspectives.

Integrating Diversity into NSF Programs, Projects, and Activities
Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- is essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

A summary rating and accompanying narrative will be completed and signed by each reviewer. In all cases, reviews are treated as confidential documents. Verbatim copies of reviews, excluding the names of the reviewers, are sent to the Principal Investigator/Project Director by the Program Director. In addition, the proposer will receive an explanation of the decision to award or decline funding.

B. Review Protocol and Associated Customer Service Standard

All proposals are carefully reviewed by at least three other persons outside NSF who are experts in the particular field represented by the proposal. Proposals submitted in response to this announcement/solicitation will be reviewed by Panel Review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The Program Officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation.
In most cases, proposers will be contacted by the Program Officer after his or her recommendation to award or decline funding has been approved by the Division Director. This informal notification is not a guarantee of an eventual award.

NSF is striving to be able to tell applicants whether their proposals have been declined or recommended for funding within six months for 70 percent of proposals. The time interval begins on the date of receipt. The interval ends when the Division Director accepts the Program Officer's recommendation.

In all cases, after programmatic approval has been obtained, the proposals recommended for funding will be forwarded to the Division of Grants and Agreements for review of business, financial, and policy implications and the processing and issuance of a grant or other agreement. Proposers are cautioned that only a Grants and Agreements Officer may make commitments, obligations or awards on behalf of NSF or authorize the expenditure of funds. No commitment on the part of NSF should be inferred from technical or budgetary discussions with a NSF Program Officer. A Principal Investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the NSF Grants and Agreements Officer does so at its own risk.

VII. AWARD ADMINISTRATION INFORMATION

A. Notification of the Award

Notification of the award is made to *the submitting organization* by a Grants Officer in the Division of Grants and Agreements. Organizations whose proposals are declined will be advised as promptly as possible by the cognizant NSF Program Division administering the program. Verbatim copies of reviews, not including the identity of the reviewer, will be provided automatically to the Principal Investigator. (See section VI.A. for additional information on the review process.)

B. Award Conditions

An NSF award consists of: (1) the award letter, which includes any special provisions applicable to the award and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which NSF has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; (4) the applicable award conditions, such as Grant General Conditions (NSF-GC-1)* or Federal Demonstration Partnership (FDP) Terms and Conditions * and (5) any announcement or other NSF issuance that may be incorporated by reference in the award letter. Cooperative agreement awards also are administered in accordance with NSF Cooperative Agreement Terms and Conditions (CA-1). Electronic mail notification is the preferred way to transmit NSF awards to organizations that have electronic mail capabilities and have requested such notification from the Division of Grants and Agreements.

*These documents may be accessed electronically on NSF's Web site at http://www.nsf.gov/home/grants/grants_gac.htm. Paper copies may be obtained from the NSF Publications Clearinghouse, telephone (301) 947-2722 or by e-mail from pubs@nsf.gov.

More comprehensive information on NSF Award Conditions is contained in the NSF *Grant Policy Manual* (GPM) Chapter II, available electronically on the NSF Web site at http://www.nsf.gov/cgi-bin/getpub?gpm. The GPM is also for sale through the Superintendent of Documents, Government Printing Office (GPO), Washington, DC 20402. The telephone number at GPO for subscription information is (202) 512-1800. The GPM may be ordered through the GPO Web site at http://www.gpo.gov.

C. Reporting Requirements

For all multi-year grants (including both standard and continuing grants), the PI must submit an annual project report to the cognizant Program Officer at least 90 days before the end of the current budget period.

Within 90 days after the expiration of an award, the PI also is required to submit a final project report. Approximately 30 days before expiration, NSF will send a notice to remind the PI of the requirement to file the final project report. Failure to provide final technical reports delays NSF review and processing of pending proposals for that PI. PIs should examine the formats of the required reports in advance to assure availability of required data.

NSF has implemented an electronic project reporting system, available through FastLane. This system permits electronic submission and updating of project reports, including information on project participants (individual and organizational), activities and findings, publications, and other specific products and contributions. PIs will not be required to re-enter information previously provided, either with a proposal or in earlier updates using the electronic system.

VIII. CONTACTS FOR ADDITIONAL INFORMATION

General inquiries regarding Historically Black Colleges and Universities Undergraduate Program (HBCU-UP) should be made to:

- Dr. Victor A. Santiago, Program Director, Directorate for Education and Human Resources, Division of Human Resource Development, Room 815, telephone: (703) 292-4673, e-mail: vsantiag@nsf.gov.

For questions related to the use of FastLane, contact:

- Ms. Vicki Smoot, Financial Operations Specialist, Directorate for Education and Human Resources, Division of Human Resource Development, Room 815, telephone: (703) 292-4677, e-mail: vsmoot@nsf.gov.

- Ms. Jamie Scipio, Lead Program Assistant, Directorate for Education and Human Resources, Division of Human Resource Development, Room 815, telephone: (703) 292-4675, e-mail: jscipio@nsf.gov.

- FastLane Help Desk, telephone: (703) 292-8040, e-mail: fastlane@nsf.gov.

IX. OTHER PROGRAMS OF INTEREST

The NSF *Guide to Programs* is a compilation of funding for research and education in science, mathematics, and engineering. The NSF *Guide to Programs* is available electronically at http://www.nsf.gov/cgi-bin/getpub?gp. General descriptions of NSF programs, research areas, and eligibility information for proposal submission are provided in each chapter.

Many NSF programs offer announcements or solicitations concerning specific proposal requirements. To obtain additional information about these requirements, contact the appropriate NSF program offices. Any changes in NSF's fiscal year programs occurring after press time for the *Guide to Programs* will be announced in the NSF E-Bulletin, which is updated daily on the NSF web site at http://www.nsf.gov/home/ebulletin, and in individual program announcements/solicitations. Subscribers can also sign up for NSF's Custom News Service (http://www.nsf.gov/home/cns/start.htm) to be notified of new funding opportunities that become available.

The Historically Black Colleges and Universities Undergraduate Program is among those that promote the involvement of underrepresented minorities in science, mathematics, engineering, and technology and foster innovation in education for all students. Related programs include the: Tribal Colleges and Universities Program (TCUP) (NSF 01-61), Louis Stokes Alliances for Minority Participation (LSAMP) (NSF 01-14), Centers of Research Excellence in Science and Technology (CREST) (NSF 98-19), and Alliances for Graduate Education and the Professoriate (AGEP) (NSF 00-53).

The following programs might also be of interest:

- Advanced Technological Education (ATE) (NSF 01-52)
- Computer Science, Engineering, and Mathematics Scholarships (CSEMS) (NSF 00-85)
- NSF Graduate Teaching Fellows in K-12 Education (GK-12) (NSF 00-46)
- Course, Curriculum, and Laboratory Improvement (CCLI) (NSF 00-63)
- Program for Gender Equity in Science, Mathematics, Engineering, and Technology (NSF 01-6)
- Educational Innovation Program (NSF 00-33)
- Minority Institutions Infrastructure Program (NSF 96-15)
- Research Experiences for Undergraduates (REU) (NSF 00-107)

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