



Islands of Opportunity Alliance-LSAMP

PROJECT ACTIVITY PLAN & BUDGET PROPOSAL GUIDELINES YEAR 5

ACTIVITY REQUIREMENTS

The Louis Stokes Alliances for Minority Participation (LSAMP) Program was established in 1991 at the National Science Foundation (NSF) to develop strategies to increase the quality and quantity of minority students who successfully complete baccalaureate degrees in science, technology, engineering and mathematics (STEM). The LSAMP Program began with grants to six multi-institution Alliances across the country. Today, there are 39 Alliances with more than 500 participating institutions, the Islands of Opportunity Alliance-LSAMP (IOA-LSAMP) being one of the newest.

To distinguish itself from traditional scholarship programs, Alliances take an integrated intervention approach to reach its goal of increasing the number of minority students graduating with bachelor degrees by providing student participants with financial, academic, social and professional support. In the recent report by the Urban Institute for NSF's LSAMP Program, it found that although Alliance projects collectively offer a wide range of activities and services, when asked to identify their top five most important project components, Alliances most commonly cited: (1) student research, (2) bridge programs, (3) mentoring, (4) stipends, and (5) tutoring.

In all Alliances, participating students receive a stipend for engaging in LSAMP-sponsored activities. This helps distinguish who are LSAMP Scholars which is essential for tracking and reporting purposes. The amount of stipend varies from Alliance to Alliance, depending on the level of engagement (i.e., research experience versus attendance at regular meetings and workshops). We encourage you to develop an LSAMP Scholars cohort and initiate, or sustain, activities you feel would be most beneficial to their academic success—as long as they are in compliance with NSF fiscal restrictions (see Budget Requirements on the next page for more information).

Islands of Opportunity Alliance-LSAMP Program funds must be used to meet one or more of the proposed objectives:

- Create, maintain, and/or expand alliance partnership activities designed to recruit well-qualified, underrepresented community college students into STEM baccalaureate degree programs within the IOA universities.
- Provide internship and research experiences for those pursuing baccalaureate degrees in STEM disciplines.
- Promote retention and progression rates among scholars by creating a scholarly learning community in which academic excellence is encouraged and supported through appropriate advising, mentoring and academic support programs.
- Improve instruction in STEM courses, particularly the gateway science and mathematics courses, through student contributions to faculty development.

Project activities must:

- have feasible proposed outcomes/benchmarks,
- have clearly articulated activities in line with the IOA-LSAMP's goal and objectives,
- when possible, include collaborations with existing programs/efforts, and
- have a clear and well-defined institutionalization/sustainability model.

To assist you in achieving LSAMP success, the IOA-LSAMP Program provides financial support for its participating institutions to initiate and/or continue LSAMP recruitment and retention activities to promote and engage underrepresented students pursuing STEM bachelor degrees, in accordance to the best practices listed above. Year 5 funding is available for participating institutions which have completed required data reporting, as well as for those who have received prior LSAMP funding support, have followed proper fiscal management practices and have demonstrated successful LSAMP-related activities and programs. If you are interested in receiving Year 5 funds, please read the following carefully and complete the attached *Project Activity Plan & Budget Proposal* and *NSF Budget Form*.

BUDGET REQUIREMENTS

- Due to IOA-LSAMP's overall budget constraints, annual budget requests must be modest; the average institutional award is likely to be under \$10,000.
- It is **highly** suggested that indirect costs be waived by institutions due to the small budget size and to simplify transferring funds to partner institutions.
- ALL institutions must have an authorized representative review and sign the *Project Activity Plan & Budget Proposal* and *NSF Budget Form*.
- Funding is for Year 5 (November 1, 2010 – October 31, 2011). It is requested that 80 percent of the awarded budget be spent by the end of Year 5 reporting (June 30, 2011), unless otherwise justified in the proposal.
- Funds must be used in strict adherence to the National Science Foundation (NSF) and the Research Corporation of the University of Hawaii's (RCUH) guidelines for use of "Participant Funds." The following restrictions apply:

- **Funds must be used for STUDENTS ONLY.** No faculty or outside consultation support may be included.
- **Students must be paid in stipends**, not hourly wages. *NOTE that stipends awarded during the academic year may alter a student's Financial Aid award. Please work with the Financial Aid Office to determine how best to proceed.*
- **Materials and supplies must specifically support students.**
- **Travel support is for STUDENTS ONLY.**
- **Funds CANNOT be used to directly pay tuition and fees.**

If there are any questions on these regulations, please contact Paula Gealon, gealon@hawaii.edu or (808) 933-0898.

INSTRUCTIONS

STEP 1: PROJECT ACTIVITY PLAN

The Project Activity Plan must not exceed **TWO** pages. Print type should be legible and font should be no smaller than 12 characters per inch. The plan should include the following for each proposed activity:

- **Institution and Campus Coordinator Contact Information:** Institution Name, Campus Coordinator Name, Position Title, Department, Mailing Address, Email, Phone and Fax.
- **Proposed Activity(ies):** List the activities, e.g., bridge activity, research experiences, academic mentoring, drop-in centers, tutoring, etc.
- **Project Description:** Provide a clear and concise description of the activity (i.e., how many students will be served, how will the students be tracked, what other program(s) will be involved, etc.). Provide an overall perspective that explains why you believe this activity should be supported.
- **Collaborations & Sustainability:** Provide information on any collaborating programs/services, as well as a statement on the efforts you will make to sustain the proposed activities (i.e., future grant proposals, etc.).
- **Outcomes/Benchmarks:** Provide a statement of outcomes/benchmarks and a timeline that can be reasonably expected during the period (November 2010 - October 2011).
- **Budget Detail and Justification:** Provide a detailed budget breakdown and statement of justification.

STEP 2: NSF BUDGET FORM

Complete the attached *NSF Budget Form* in highlighted areas **ONLY**. Note the name of your institution on Line 2 and complete section “F. Participant Support” and section “I. Indirect Costs” **ONLY**. The form **MUST** then be signed by an authorized representative at the bottom of the page where it reads “PI/PD TYPED NAME & SIGNATURE*.”

STEP 3: SUBMIT

An electronic version of the *Project Activity Plan & Budget Proposal* and *NSF Budget Form* and all attachments must be sent to the IOA-LSAMP Program Office by **September 2010**. Once your Project Activity Plan and Budget are accepted by the IOA-LSAMP Governing Board, proposals will be sent to NSF for approval. Upon approval by NSF, Campus Coordinators will be notified and RCUH fiscal documents will be sent that require review and signature(s) as directed. After all signed originals are received by RCUH, funds will then be made available for spending.

Completed proposal packets (*Project Activity Plan & Budget Proposal* and *NSF Budget Form*) may be emailed, faxed (originals must be mailed) or mailed to:

IOA-LSAMP Program
University of Hawaii at Hilo
200 W. Kawili St.
Hilo, HI 96720
FAX: (808) 974-7610

EMAIL: dbrown@hawaii.edu or ioalsamp@hawaii.edu