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A. PROJECT MANAGEMENT PROCEDURES

Written institutional policies and procedures are in place to ensure that federal funds are used according to statutory and regulatory requirements.

Developed

• Comprehensive manual developed by Title V Director to specify all standard operating guidelines, policies, and procedures, staff responsibilities, lines of authority, job descriptions for Activity staff, examples of required forms, and reporting procedures and timelines.

• Distributed to Title V staff, President’s staff, and Title V Evaluation Team; all personnel have access to document in Title V office.

A2. Staff Meetings

Twice monthly, additional meetings as necessary

• Discuss progress, plan ongoing development.

A3. Time/Effort Reports

Monthly prepared by the staff member and certified by the P.I.

• Detail of time and effort by every full-time and part-time Title V employee, submitted to the Title V Director by the 5th of each month copied to P.I. and certified by progress reports; Director submits report to P.I and President/Provost quarterly. Criteria and implementation plan for soliciting, selecting and awarding mini-grants as part of the Title V grants will be developed and will address:

  i. Time frame for announcing and selecting the mini-grants

  ii. Description of Committee evaluating the mini-grants

  iii. Criteria used by the committee in evaluating the mini-grants and how it links to the Title V program objectives

  iv. Maintaining records for the assessment of and reasons for selection

A4. Activity Progress Reports

Monthly
• Progress reports completed by project staff and Title V Director, detailing implementation progress, including travel, use of consultants, acquisition of and installment of equipment and supplies, development and piloting of courses and student resources, formative evaluation issues, unanticipated problems, potential solutions, anticipated delays in projected timeline, requests for assistance.

Quarterly,
• Project progress, obstacles encountered, and possible remedies, reported by Title V Director to the President and Title V Internal Evaluation Team.
• Progress reported by Title V Director to all faculty and staff to ensure full institutionalization of the activity and to promote discussion about the project and its institutional impact.
• President briefs Advisory Board, other administrators at least three times a year.

A5. Performance Reports
Annually, Interim reports with formative and summative data using banner screens and National clearinghouse Data
• Formative and Summative reports and a final summative report submitted by Title V Director to President, Evaluation Team, Advisory Board, funding agency, and administration and staff, as appropriate.
• Report by President quarterly in writing and face to face to meetings with appointed P.I. and Director.

A6. Fiscal Responsibility
Monthly and reconciled internal processes with files and download from the canopy expense system
• Reports and reconciliation of project expenses and budget status from the Business Office to the Title V Director and P.I.
• Compliance with single audit requirements.
• Verification of expenditures prior to drawdowns.
• All expenses will be monitored by the appointed P.I.’s to ensure ongoing compliance and clear obtainment of goals and objectives with transparent backup.

A7. Separation of Funds
Ongoing, the establishment of two subaccounts will be monitored to ensure any restricted funds are based on transparent selection and criteria based cohorts

- Title V funds to be separate, restricted funds, with separate records for financial transactions
- Adherence to GEPA guidelines for U.S. department of education guidelines and required criteria according to federal regulations for Title V

A8. Title V Funds Not to Supplant College Funds

Ongoing,

- Documentation to ensure federal funds not used to replace or supplant funds that would otherwise support such activities; audits by external evaluator to verify appropriate use of funds.

A9. Inventory

Ongoing,

- All equipment purchased through Title V funds tagged accordingly according to EDGAR guidelines and inventory guidelines at the TAMUK
- Title V Director maintains up-to-date equipment inventory in addition to the institution inventory of all equipment, verified annually

b. Property Management: The University has policies and procedures for inventory control management. Internal policies will supplement and enhance these institutional policies.

http://www.tamuk.edu/businessoffice/Property%20Management.html

A sample of the internal review policy follows:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Mechanism</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>Create Database including Tag number for all equipment purchased on project, location and person in charge</td>
<td>Start of Project</td>
</tr>
<tr>
<td>Project Director</td>
<td>Append database as needed with new purchased items</td>
<td>As needed based on purchase of equipment</td>
</tr>
<tr>
<td>Project Director</td>
<td>Review information validity</td>
<td>Yearly in collaboration with institutional inventory control personnel</td>
</tr>
</tbody>
</table>
c. Procurement
   • [http://www.tamuk.edu/ssgs/proc_procedure.html](http://www.tamuk.edu/ssgs/proc_procedure.html)
   • The Federal Procurement Integrity Act (15.01.02): [http://policies.tamus.edu/15-01-02.pdf](http://policies.tamus.edu/15-01-02.pdf)

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Mechanism</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>Create internal forms for request of purchases documenting need and objective of the purchase.</td>
<td>Start of Project</td>
</tr>
<tr>
<td>Staff</td>
<td>Obtain signatures of requestor, project director and principal investigator on the purchase forms. Archive all forms</td>
<td>As needed based on purchases</td>
</tr>
<tr>
<td>Project Director</td>
<td>Review information validity</td>
<td>Annually in collaboration with institutional inventory control personnel</td>
</tr>
</tbody>
</table>

A10. Personnel Procedures

*Ongoing,*

- Institutional policies and procedures followed for filling Title V positions, including open competition for vacancies, adherence to all required state and federal affirmative action policies, GEPA plan.
- Title V Director maintains information regarding grant-funded professional project personnel (copies of résumés, job descriptions, other relevant data).
- Only personnel approved in approved budget paid with Title V funds. Title V funds for personnel not to supplant existing personnel costs.
  - New positions must be advertised in publications and locations mandated by TAMUK and the state of Texas.
  - Personnel evaluation, annually and ongoing staff training for Title V guidelines
    Staff development quarterly to ensure training for staff ongoing
    Attendance by P.I. and staff to annual conference

Title V Grant Administration and Personnel will reference the following system and institutional policies and procedures

a. Title V staff policies and procedures will reference institution policies on Human Resources: [http://www.tamuk.edu/policy/rules/](http://www.tamuk.edu/policy/rules/)
b. Texas A&M University System Research Policy and Regulations on Administration of Sponsored Agreements – Research and Other (15.01.01)

c. Regulations on Conflict of Interest In the Design, Conduct, and Reporting of Sponsored Research and Educational Activities (15.01.03);

d. Ethics in Research and Scholarship (15.99.03);

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Mechanism</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSR, HR, Compliance</td>
<td>Provide Training for project personnel on all applicable policies</td>
<td>Annually</td>
</tr>
<tr>
<td>Staff</td>
<td>Document certificates for training</td>
<td>Upon completion of training</td>
</tr>
<tr>
<td>Project Director</td>
<td>Review training and make sure all staff has needed training</td>
<td>Annually or after a new employee is hired</td>
</tr>
</tbody>
</table>

Personnel receiving funds from Title V will need to develop monthly time and effort reports to be signed by the principal investigator and Project Director that includes:

- a. Name, position
- b. Activity description
- c. % time devoted to grant
- d. Major work performed (Descriptive Task, Estimated % Time, relationship to grant objective)

<table>
<thead>
<tr>
<th>Activity Description and Objectives</th>
<th>% of time and effort/outcomes/pending</th>
<th>Relationship to Grant Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A11. Institutional Governance Representation**

*Quarterly and per institutional policy* • Title V Director and Activity Coordinators meet with Evaluation Team, serve on appropriate institutional committees, task forces.

The Title V grants at Texas A&M University will be directly reporting to a Title V Steering Committee chaired by Dr. Rex Gandy, Provost and Vice President of Academic Affairs. The steering committee will have regular quarterly meetings with the Title V programs administration. The steering committee will be comprised of:

i) Provost and Vice President of Academic Affairs
ii) Deans of each of the six colleges on campus  
iii) Director for Office of Research and Sponsored Programs  
iv) Director of Compliance  

The steering committee described above will review and approve the mini-grant awards. The committee members themselves are not eligible for any mini-grants.

A12. Communication

Ongoing

• Prominent exposure in appropriate College publications: student webpage; employee newsletter, alumni mailings, the college catalog, reports to the community, Title V newsletter and website. The communication will be at the highest level with the president receiving quarterly updates to ensure Title V is known through the university and at the cooperative Del Mar campus.

A13. Procedures for Assessment of Project Goals and Objectives

Guidelines to actively provide outcomes of activities have been made available to the Title V staff. The evaluation and assessment will be achieved via the institutional based student voice and the evaluative criteria outlined in the newly developed Title V policies and procedures manual. This includes tracking by National Clearing house database, Banner verifications and benchmarks of projects supported by the grants (See details in F. Evaluation Plan).

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull student files, grades, transcripts</td>
<td>Pull at semester end annually</td>
</tr>
<tr>
<td>SI, Course Success, “D”, “F”, “W”, “I” rates per semester</td>
<td>Pull at semester end annually</td>
</tr>
<tr>
<td>“D”, “F”, “W”, “I” Outcomes</td>
<td>Spring of each year, summer evaluations and presentations annually</td>
</tr>
<tr>
<td>Student Workshops, details of conference request</td>
<td>1st 30 days annually</td>
</tr>
<tr>
<td>Meet with cohort students on Educational Plan, Assessment and Evaluation</td>
<td>Beginning and end of each semester</td>
</tr>
</tbody>
</table>
TEXAS A&M UNIVERSITY-KINGSVILLE
B. MONTHLY PROGRESS REPORT
Staff Performance Agreement Form

Be specific in responding to all items in this report

Name of Program: Title V Grant Office

Program Staff:

Submitted by:

Report Period: Date Submitted:

1. Major activities in support of the program for the above reporting period include:

2. Discuss any problems which you are experiencing in meeting the objectives of your Program.

3. What equipment, materials and supplies were purchased during the reporting period for your program?

4. Summarize all travel for the reporting period.
C. TIME AND EFFORT REPORT

For the month of:
Name:
Position Title:

Activity: Title V

Percent of Time Devoted to grant as stated Plan of Operation: %

College: TEXAS A&M UNIVERSITY-KINGSVILLE Account #:

Major Work Performed:

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>% of time and effort/outcomes/pending</th>
<th>Relationship to Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other activity for the month related to objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives for next month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify I all the duties for which I was paid by the grant were performed for the Title V individual grant.

Employee_____________________________________________DATE__________

Title V Director_________________________________________DATE___________
The Title V project at the university addresses research engagement. The goal “to increase the research engagement component of graduate students in their selected areas of discipline and within their career path in order to enhance their critical thinking and analytical inquiry skills, prepare students for careers after graduation and increase retention and completion.” To address this component and goal, Title V has established an Event Travel Program.

**Cohort Student Eligibility:** To apply as a student, you must be a Texas A&M University-Kingsville graduate student accepted into the PPOHA as a cohort member.

**Requests for travel funds.** All of the following required documents must be completed and submitted to be considered. Incomplete request forms will not be considered.

1. Event Travel Request Form
2. Event Agenda
3. If Presenting:
   1. Abstract
   2. Presentation approval letter/email *(Proof of Presentation)*
4. Additional Supporting Documentation *(if applicable)*

**All travel request submissions must adhere to the following Travel Schedule and Deadlines below.**

One month prior to any registration deadline along with a completed Travel request form and faculty signature. The travel review process requires at least 2 weeks for review by the P.I.

**PPOHA Travel Program Important Guidelines** All required documents listed above must be completed and submitted via email at PPOHA@tamuk.edu or a hardcopy turned in to college hall PPOHA office.

1. Please make note that an Official concur Travel Request is *not required* until your travel has been approved by the committee.
2. If you are presenting as part of your travel request, it is required to submit a letter/email or other documentation confirming your approval presentation.

3. Items for consideration include, but are not limited to: if you are presenting at the event, if you are in good standing in the cohort, frequency of travel awards through PPOHA, as well as the information provided as benefit and justification for your travel.

4. When completing the travel request form, please try not to use acronym's or abbreviations. Please make an effort to give us the full name of the event you are requesting travel funds to.

5. Awarded travel funds may only be applied to the following travel expenses: airfare, rental vehicle, meals, lodging, registration, taxi, parking, mileage, or other travel-related incidentals, such as hotel taxes, baggage fees, and internet charges.

6. International travel is not allowed.

7. Travel funds are evaluated based on the student's need and contingent upon budgeted travel funds available.

8. Travel awardees are limited to one award per cohort member, contingent upon budgeted travel funds available.

9. Awarded travel funds cannot automatically be transferred to another traveler.

10. Awarded travel funds are for the specific event stated in the travel request and cannot be transferred to another event or travel date. Funds will be forfeited if you are not attending the specified event and travel dates.

11. The Title V-Graduate Programs Office will contact you to coordinate any necessary paperwork related to the travel if you are awarded travel funds.

12. If for any reason you are unable to attend the event for which you were awarded travel funds, please contact the Title V-Graduate Programs Office immediately so necessary travel document changes can be made.

13. **QUESTIONS:** Please contact us at (361) 593-2129 Dr. Mary Gonzalez or Dr. Nancy KingSanders at (361) 593-3290.
E. EDUCATION DEPARTMENT REPORTING

Reporting to the Education Department for Title V requirements consists of the following:

**Interim Progress Report:** This is a requirement for year one of the grant only and focuses on the period from October 1 to March 31. This is a formative report and is focused upon the project initiation period and any issues faced during the startup of the project.

**Annual Performance Report:** This is a yearly requirement and focuses on the period from October 1 to September 30 of each year. This is a summative report tracking the annual progress of the project. It focuses on yearly achievements spelled out in the grant, financial management and data analysis used for performance indicators.

**Final Performance Report:** This is a requirement due within 90 days after the grant ends. This is a summative report for the fifth year of the report and an evaluation of the overall outcomes of the grant. It is also a focuses on the impact of the grant on the institution in general.

The Title V programs will utilize institutional data requested from institutional data in a timely manner along with banner student verification screen, financial aid criteria documentation, and national clearinghouse database verification for completion of degrees. Title V Legislation and Regulations will be utilized for all purchases to ensure allowable along with OMB A-21 to ensure allocable, reasonable and prudent utilization of federal funds.

Title V legislation and regulations can be found in the Education Department General Administrative Regulations (EDGAR) located at the following link:

TEXAS A&M UNIVERSITY-KINGSVILLE

F. EVALUATION PLAN FOR TAMUK TITLE V

TAMUK Title V will contract with an independent evaluator, external to the institution and with no personal or professional interest in project outcome. From the project’s outset, the Evaluator will bring current expertise in evaluation techniques and methodologies to ensure effective evaluation, making regular visits to routinely consulting with the Evaluation Team, project staff, and other campus personnel involved in activity implementation regarding data elements, collection and evaluation instruments, data analysis, and the use of evaluation for successful institutionalization of project initiatives.

The Evaluator will annually assess progress toward Activity Objectives and Performance Indicators and compliance with timelines, making recommendations and providing written reports to the P.I.’s and advisory team.

**Formative evaluation:**

To “assess ongoing project activities and provide information to monitor and improve the project,” has been embedded into implementation strategies reflecting project development, allowing us to evaluate implementation – “whether the project is being conducted as planned” as well as progress, “collecting information to learn whether or not the benchmarks of participant progress were met and to point out unexpected developments” (NSF Project Evaluation Handbook). Evaluation based on immediate analysis of data collected on an ongoing basis will allow us to identify problems that may be hindering progress, guiding regular, timely, and necessary changes to advance the project. For example, evaluation of STEM instrumentation and laboratory facilities will identify issues regarding instructor training and instructional incorporation of new instrumentation influencing the effectiveness of these services, informing our ongoing adjustments to services.

**Summative evaluation:**

The university Title V will include year-end evaluations to assess data on outcome indicators, such as student enrollment or student success, to measure attainment of yearly objectives. Annual summative reports will also include a description of unanticipated results and how these results will impact the project in the subsequent
year. In addition to ongoing formative evaluation guiding project implementation (described above), an annual Plan of Action, based on results of annual summative evaluation, will describe remedies or project modifications anticipated for the next project year. Annual summative reports and a final summative report will be submitted by the Title V Director to the P.I.’s and the President, the Title V steering council and the funding agency. Summary reports will also be distributed across all levels of the College, describing project impact. Project end summative evaluation will assess the total project’s success in reaching its objectives and its contribution to the realization of institutional and programmatic goals. This evaluation will also identify components that were most effective, and modifications necessary for institutionalization.

Data Elements:

As detailed in the Evaluation Matrix, qualitative (e.g. student satisfaction with instructional resources, STEM industry professionals’ evaluation of resources supporting Engineering Technology degrees/curricula, program evaluations, course evaluations) and quantitative data (e.g. course and program enrollment, including enrollment of Hispanic and low income groups; course and degree success and completion, and transfer data) will be collected and analyzed, contributing to formative and summative evaluation. For comparison, we have identified baseline data. In-process data will be collected by Activity staff as initiatives are implemented and compared to baseline data as part of formative evaluation. Project-completion data will be collected by the Project Director and Activity staff at the Activity’s end as part of final summative evaluation. For the types of Activity Objectives we propose, the following Evaluation Matrix Summarizes

(1) the institutional goal to which the identified activity objectives and evaluation methods pertain; (2) data elements; (3) data collection instruments; (4) data collection methods; (5) data collection timeframes; (6) methods for data analysis; (7) reports and outcomes of data analysis; and (8) formative and summative evaluation allowing TAMUK Title V to monitor progress

Objectives:

TAMUK Title V commits to tracking outcomes of project initiatives beyond the end of the project period, enabling us to evaluate the impact of project initiatives beyond the grant.
TEXAS A&M UNIVERSITY-KINGSVILLE
G. REPORT FOR PROJECT: RESEARCH, RESEARCH & DEVELOPMENT

Project Completed
Cohort__________ Student _____________________ Major ____________________

Start date for proposal: ______________________ IRB Required/Date __________
Project Completion date Circle appropriate project completion date: __________

Proposal Proposal Project focuses on Student outcomes as stated in the approved grant proposal:* Methods / Tool(s) for measuring success

Explanation of measurement (if appropriate) * Performance Indicator(s) aligned with objective of proposal
(Note to Faculty Member: Use of technology might include WebCT; Starboard; Computer based instruction tools) ALIGNED WITH GRANT OBJECTIVE

Results of Project
(Narrative Report on results as a whole; may include above info: discussion of proposal, processes and/or methods, agreed on performance indicators; and outcomes)

Signature of Person Completing Project: _____________________ Date __________
Received by ___________________________________________________________
Director ___________________________________________________________ Date _______
The overview of the implementation of the identification, recruitment and selection process for Identifying, recruiting and selection all participants for TAMU-K PPOHA. Beginning with this fall the PPOHA Program will generate a list of prospective scholars from data acquired through the Financial Aid office, Faculty Members and the Registrar’s office.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PROCESS TO IDENTIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Identify and Screen Administrators/Faculty Senate Presentations across campus Specific steps for potential students who will be sent personal letters by a list provided by the Director for PPOHA.</td>
<td>The Admissions and Financial Aid Offices will identify and provide a list of names and contact information of eligible students who meet the eligibility criteria. Upon receiving the information, COPI’s and Directors will sort for possible participants and send a brochure and application to potential candidates. Academic departments play key role. Faculty refer and allow classroom presentations each semester to have a strong pool of applicants.</td>
</tr>
<tr>
<td>Step 2: Recruit and Invite All students will be contacted to remind them of application deadline and encourage them to submit application with all required documents.</td>
<td>Academic departments play a key component of the Title V PPOHA programs. Faculty will serve as mentors and referral sources within the communication network. The honors program, students organizations are all invited to apply. We will ensure we serve Hispanics and low income students along with a balance per cohort of male and females.</td>
</tr>
<tr>
<td>Step 3: Qualify – Interview Application Content Demographic information. Financial Need Copy of transcript. Statement of purpose.</td>
<td>Statement of Purpose is weighted for commitment to pursuing graduate education and desire to attain educational goals. The program utilizes the criteria form, rating students on different criteria (50 point scale): requirements, ability to communicate graduate goals, level of academic ability, and appropriate for TAMUK PPOHA Apps due October 30.</td>
</tr>
</tbody>
</table>
Letters of recommendation.

<table>
<thead>
<tr>
<th>Step 4: <strong>Document/Accept/ Start Services</strong></th>
<th>After face to face interviews with Director those Students demonstrating the highest academic potential, with a desire to participate and pursue a graduate education are selected. Information regarding ethnicity, national origin, age, and gender will be gathered to satisfy the U.S. Department of Education requirements and Title V requirements. This data will be used in the Annual Performance Reports.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student file/</td>
<td><strong>Cohort Orientation Program Agreement/Assessment</strong></td>
</tr>
</tbody>
</table>

The Steps above are a summary, explains an overall guide to the process, and ensures fairness, consistency and transparency. The TITLE V TAMU-K staff along with the Advisory Committee will make selections and notify students by September 30th. Each criterion is given points based on a predetermined point system and is used consistently as detailed in table 2.

**TABLE 2: SELECTION CRITERIA AND SELECTION FACTORS**

<table>
<thead>
<tr>
<th>Documentation of Eligibility Criteria</th>
<th>Assessment Criteria for Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic and Low Income,</td>
<td>Statement of Purpose/Articulate in writing</td>
</tr>
<tr>
<td>Financial aid need high to low EFC</td>
<td>academic goals &amp; motivation for doctoral</td>
</tr>
<tr>
<td>score</td>
<td>level</td>
</tr>
<tr>
<td>Federal income tax return to</td>
<td>Participation/ academic</td>
</tr>
<tr>
<td>document income</td>
<td>motivations/organizations</td>
</tr>
<tr>
<td>Three Faculty Letters of Recommendation in specific discipline desired by student</td>
<td>Self-concept: Strengths/Weaknesses</td>
</tr>
<tr>
<td>Academic Potential: GPA &gt; 3.00/ 2.8</td>
<td>Graduate, Ph.D. short-term/long-term</td>
</tr>
<tr>
<td>Class: Junior/Senior, Freshman/Sophomore</td>
<td></td>
</tr>
</tbody>
</table>

**Each criteria is given point values**

| Total Points | 50 |

Federal Assurances: Title V PART 606- Developing HSI INSTITUTIONS PROGRAM part 606- and HEA
TEXAS A&M UNIVERSITY-KINGSVILLE

I. Title V MINI GRANTS GUIDELINES

The newly formed board will be the Deans of the Colleges and the chair will be Dr. Rex Gandy, Provost and Vice President for Academic Affairs. The board members themselves will not be eligible for any mini-grants. Additionally a criteria has been set in place to ensure fairness. Contained in the policies and procedures manual is a form for each faculty to submit with a tentative proposal on the front end of any consideration. The proposals will be reviewed based on the following proposed points scored:

1. Merit of project in the advancement of graduate education for PPOHA 20 points
2. The proposed utilization of the funds to improve the capacity to serve Hispanic and income students by the proposed project 20 points
3. The evaluation outcomes of the project provided to Title V for the project 20 points
4. Students the grant will be serving and demographics of population 20 points
5. Intended long term sustainability for the equipment or lab 20 points

Submission of Mini Proposal Format

The format for the proposal narrative must contain the following 3 (three) sections.

I. Demonstration of need
II. Illustration of importance to graduate students and/or graduate research laboratories for the promotion of Hispanics and low income students
III. Magnitude of impact

The proposal should be transmitted as a PDF document with no more than 3 (three) pages, plus the cover sheet, double spaced, Times New Roman, 12 pt. type with 1” margins. The signature sheet must also be included. You may also submit the following types of items; photographs, charts, graphs and a detailed list of the equipment requested, with a breakdown of cost. All materials should be emailed to the Activity Coordinator and the announcements will be each December. Awards will be allocated in the spring semester. Each project will have to provide the initial report form along with a final report for review.