

Information *for* Colleges *and* Universities Awarded Institutional Grants

*Precollege and Undergraduate Program
Science Education*

2010

HHMI

HOWARD HUGHES MEDICAL INSTITUTE

Department of Science Education

Howard Hughes Medical Institute

www.hhmi.org

The Howard Hughes Medical Institute, a nonprofit medical research organization that ranks as one of the nation's largest philanthropies, plays a powerful role in advancing biomedical research and science education in the United States. HHMI's program in biomedical research rests on the conviction that scientists of exceptional talent, commitment, and imagination will make fundamental biological discoveries for the betterment of human health if they receive the resources, time, and freedom to pursue challenging questions.

The Institute's grants program supports initiatives with the power to transform education in the life sciences for all students. Our objectives are to recruit and develop talented students who will be the future leaders of science and to promote science literacy among all students. Just as today's researchers solve complex questions by working across scientific disciplines and integrating tools from those disciplines, HHMI seeks to support precollege and undergraduate science education by integrating a variety of tools and approaches that will engage students as they make critical decisions about which career path to pursue.

HHMI UNDERGRADUATE SCIENCE EDUCATION PROGRAM GRANTS TO COLLEGES AND UNIVERSITIES

Grants are intended to strengthen the quality of college-level education in biology and related science and to attract students to research and teaching careers. Support is provided to colleges and universities and to research scientists who are active in undergraduate education. Grants to colleges and universities are used to provide undergraduates with research opportunities, attract and retain faculty, support new courses and laboratories, and create outreach programs for students and teachers at elementary and secondary schools, community colleges, and other four-year institutions.

For more information on HHMI's science education programs, go to www.hhmi.org/grants.

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TERMS AND CONDITIONS

Grant Purpose. HHMI's science education grants provide support of educational programs that are executed or supervised by grantee institutions. These institutions agree to use HHMI grant funds in a manner that conforms to

- the *Terms and Conditions* agreement and its appendices that are signed at the time of the grant award by representatives of the grantee institution and the Institute;
- the policies and procedures set forth in this information booklet and any further documents provided by the Institute;
- the grantee institution's original proposal to the Institute and any changes set forth in the *Terms and Conditions* and appendices;
- the Budget (Appendix B), in which the grantee institution sets forth its program budget and which is the basis for financial reports to the Institute;
- any subsequent programmatic or budgetary amendments approved by the Institute; and
- all applicable Institute policies and procedures.

The Institute reserves the right to terminate a grant if the requirements set forth in the *Terms and Conditions* agreement or this information booklet, and any other requirements that the Institute may determine to be necessary, are not met. If a program supported by an Institute grant (or the grant itself) is terminated at any time, any unused funds must be promptly returned to the Institute and all required reports submitted. As an alternative to termination, HHMI may withhold or delay payments if the grantee institution has not submitted satisfactory progress or financial reports or is otherwise out of compliance with the *Terms and Conditions* agreement or HHMI policies and procedures.

As noted in the program announcement, institutions are expected to make every effort to sustain the successful elements of Institute-supported programs after the expiration of grant funds. For example, institutions should continue to support new faculty positions that are initially funded by Institute grants.

Grant Term and Payments. Grants have a four-year term and are paid via electronic funds transfer in equal installments in September of each year over the four-year period of the grant. All subsequent payments will depend on receipt and approval of the annual financial and progress reports. All grant funds must be expended within the term of the grant. Approval of a no-cost extension permits the grantee institution to use the funds only until the end of the extension year of approval. As part of HHMI's annual budget process, HHMI's Trustees must authorize each year the continued funding of any previously approved grant. Accordingly, each grant payment and the amount of such payment are contingent on approval by HHMI's Trustees.

Use of Funds. Funds are to be used only for expenditures directly related to the activities outlined in the grantee institution's proposal and any modifications thereof and approved by both the Institute and the grantee institution. Expenses must be in keeping with the allocations specified in the approved budget.

Grantee institutions may shift modest amounts among budget components (subtotals) or line items without Institute approval, provided that the program policies stated in the grant budget continue to be met. However, if a grantee institution proposes to establish a new program activity or modify the budget subtotal by more than 25 percent, it must

- submit to the Institute, via GrantsCentral (see “Progress and Financial Reporting,” page 7), a budget amendment form explaining the change, followed by a PDF (portable document format) of the signed copy transmitted via email; and
- obtain official approval from HHMI.

A grantee institution spending less than 75 percent of the annual budget for any program component or any line item will be required to explain the reason for the underspending on annual reports. If investment income is earned on an Institute grant, the income must be applied to the purposes of the award. Use of the income is subject to the same terms that govern the use of principal funds. However, the amount of investment income received or expended should not be reported in the financial report line items to keep cumulative total expenditures in line with total grant payments. Grantee institutions may not use Institute grant funds to make grants to other public or private organizations but may enter into service contracts with such organizations.

Grantee institutions should note that funds for administration, assessment, and dissemination pertaining to all grant components are to be placed in the following budget components: program administration, program assessment, and program administration. No more than 10 percent of the budget may be allocated to or spent for each component of program administration, assessment, and dissemination. No more than 20 percent of the total grant budget may be allocated to or spent on the combined budgets for the three components of program administration, assessment, and dissemination. Similarly, funds for laboratory renovations and equipment together may not exceed 50 percent of the total grant budget or expenses.

Unused Funds and No-Cost Grant Extensions. Grant funds not spent in the year for which they were budgeted may be carried over to the next budget year in the same component for which they were budgeted without prior approval, provided that the conditions stated above in “Use of Funds” (page 2) are met. Unspent funds that remain at the end of the grant term may, with official approval from the Institute, continue to be used for the purposes for which the grant was awarded. Grantee institutions may request a no-cost grant extension in one-year increments. No-cost grant extensions must be approved by HHMI prior to the end of the grant term in order for the grantee institution to expend grant funds after the end of the grant term. Extension requests may not be made earlier than the final year of the grant. Approval of extensions to program administration and/or other program components does not confer an increase in the program administration budget. Grantee institutions must continue to submit annual progress and financial reports to the Institute until all grant funds have been spent.

Requests for grant extensions are made via GrantsCentral (see “Use of GrantsCentral,” page 12), and the electronic request must be followed by a PDF of a signed copy transmitted via email. Notification of approval will occur via e-mail.

OWNERSHIP AND OTHER LEGAL CONSIDERATIONS

Title to Equipment. All equipment, including computers, purchased with grant funds will be owned by the grantee institution, provided that during the term of the grant such equipment is used for the purposes for which the grant was awarded. If the equipment is not available for this purpose during the term of the grant, title will revert to the Institute. After the grant term, the Institute's recommendation is that equipment, including computers, acquired with Institute grant funds continue to be used for instructional purposes and not principally for research. After the term of the grant, the equipment may be donated by the grantee institution to other nonprofit or governmental organizations (e.g., local school districts), but it may not be sold.

Capital Projects. Grant funds may not be used for construction of new facilities. Grant funds may be used for renovations as described in the proposal and indicated in appendices to the *Terms and Conditions*—i.e., Appendix B (Budget) and Appendix C (Program Modifications or Program Budget Details)—that the Institute has approved. Support for renovations and equipment together is limited to 50 percent of the total grant amount.

Transfer of Grant. In no event may a grant be transferred to another institution. A program director who changes institutional affiliation during the term of the grant may not apply to the Institute for transfer of the grant. Please note that the grantee institution is required to notify the Institute of a change in program director (see “Change of Program Director and Financial Administrator Designation or Information,” page 7).

Intellectual Property Rights. HHMI claims no ownership rights to any products, materials, inventions, or writings resulting from grant-supported activities. The grantee institution agrees that products, materials, inventions, and writings (including software) resulting from activities supported by the grant will be made available to the public on reasonable terms and on a timely basis.

Because improvement of science education depends in part on the sharing of useful educational materials such as the ones that may be developed in connection with the HHMI precollege and undergraduate science education grants, HHMI asks for the right to make the program materials broadly available to the public. This in no way restricts the ability of the grantee institution or grant recipients to distribute these materials to the public as well. Accordingly, the grantee institution hereby grants to HHMI a nonexclusive, perpetual, irrevocable right to use, store, transmit, copy, perform, display, reproduce, adapt, distribute and have distributed (through multiple tiers of distribution), and create derivative works of the educational resources and tools described herein, in whole or in part, through (1) HHMI's educational or other public websites or any other electronic media (e.g., email, blogs, podcast, RSS, etc.) and (2) in print publications or other educational and informational materials developed and distributed by HHMI in various media. HHMI's use of these educational resources and tools will be made available to the public only for educational or not-for-profit information purposes.

Tax and Other Legal Considerations. The grantee institution is responsible for complying with all relevant federal, state, and local laws and regulations, including those relating to receipt and disbursement of grant funds from the Institute and to tax reporting and withholding requirements with respect to remuneration and stipends.

The Institute is committed to supporting programs with an objective of broadening access to science for all people, including women and members of underrepresented minority groups. The Institute believes that such programs can be designed and conducted so as to comply with applicable law. The grantee institution represents that it has evaluated its Institute-funded programs and that it will operate them in compliance with applicable law.

The grantee institution must notify the Institute immediately of any change or expected change in its status as an organization exempt from federal income tax and, by letter, of any change or expected change in its name during the grant period.

The grantee institution represents that it is has been accredited by an appropriate regional accrediting agency as designated by the U.S. Secretary of Education. The grantee institution agrees to notify the Institute immediately of any change or expected change in its accreditation status.

HHMI does not provide any health insurance or other benefits to individuals supported by or participating in HHMI grant programs, and HHMI does not assume any liability or responsibility for incidents or accidents involving grant program participants (whether on travel, in the laboratory or classroom, or otherwise).

The *Terms and Conditions* agreement includes a number of other provisions addressing legal issues—for example, liability, modification of the *Terms and Conditions* agreement, and what provisions survive termination of the agreement. These provisions are not summarized in this information booklet. Questions about these provisions may be directed to the appropriate program officer in the Institute’s Precollege and Undergraduate Program (see “Contacting HHMI Program Staff,” page 15).

ACCOUNTABILITY

Reporting. The grantee institution must submit annual progress and financial reports on its work concerning relevant program activities. Each faculty member whose appointment was supported by the Institute should submit an annual progress report on his or her professional activities. Payments on the grant are subject to submission of satisfactory reports. All reports are to be submitted via GrantsCentral (see “Progress and Financial Reporting,” page 7, and “Use of GrantsCentral,” page 12). HHMI reserves the right to alter the format or the content requirements of reports and other forms.

HHMI program directors are also encouraged to disseminate broadly the ideas and best practices developed through their programs. Information and resources may be distributed by using HHMI’s website, Cool Science site, and other mechanisms.

Accounting and Audit. The grantee institution must record the receipt of grant funds and any expenditures in a manner (e.g., in a separate ledger account) that enables the Institute to verify that the funds were expended for the purposes for which the grant was awarded.

All pertinent records, including invoices, purchase orders, worksheets supporting allocations, and copies of reports submitted to the Institute, must be retained in the grantee institution’s files for at least three years after either the grant expires or the expenditure of all grant funds. The Institute reserves the right to audit these records, or to have them audited, during the grant term or thereafter. If, as a result of an audit, HHMI reasonably concludes that funds were spent for purposes other than approved grant activities as set forth in Grant Purpose (page 2), HHMI will be entitled to a refund of such funds.

Assessment and Site Visits. HHMI assesses grant activities through annual progress and financial reporting as well as through site visits. Representatives of HHMI may visit the grantee institution at mutually convenient times to observe the conduct of the grant-funded activities and review administration of the grant funding.

Reporting Other Sources of Support. Grantee institutions must annually report other sources of support for the same or similar HHMI-supported activities. For example, grantee institutions must report overlapping institutional or external sources of support for activities programs that are also funded by HHMI.

GRANT ADMINISTRATION

Role of the Program Director. Grantee institutions must designate a program director to serve as the principal contact for the Institute and the liaison with the Institute. The program director represents those at the grantee institution who implement and administer the grant-supported program and is responsible for

- administering the grant in compliance with the *Terms and Conditions* agreement and HHMI policies and procedures;
- completing and updating HHMI forms to authorize electronic funds transfer payments as well as ensuring that grant funds are disbursed appropriately;
- supervising the grant and complying with its requirements;
- submitting financial and progress reports in a timely manner via GrantsCentral and responding to any inquiries from the Institute related to these reports or to an audit of grant expenses;
- notifying the Institute of any allegations of scientific or other misconduct with respect to grant activities;
- responding to any inquiries from the Institute on any grant-related matters;
- notifying the Institute of any change in the tax, accreditation, or other legal status of the grantee institution;
- obtaining Institute approval for public announcements about the grant award and submitting to the Institute copies of press releases and other public announcements;
- consulting with the Institute before using the name of HHMI for any of its program participants or activities; and
- attributing Institute financial support appropriately in any presentations or publications that derive from research or other activities funded by the grant, which includes correct use of the HHMI logo.

Each program director may expect to be invited during the grant term to the Institute's biennial meeting of precollege and undergraduate program directors. Program directors may also be invited to make a

presentation or lead a workshop at the meeting. These meetings serve as a resource to the Institute and program directors and include representatives from private and government funders and others involved in science education. In general, invitations are sent in late spring and the meeting is held in the fall.

Program directors may be invited to serve in other capacities, such as on review and advisory panels.

The Institute is sometimes asked to approve the nomination of a program codirector. Although such arrangements are permissible, grantees should note that only the name of the designated program director will be listed in Institute publications. All reports and other communications to the Institute that are prepared by a program codirector or other personnel must be signed by the program director.

Financial Administrator. The grantee institution must designate a financial administrator who has legal authority to sign the institution's financial reports and budget amendments. The financial administrator and the program director are responsible for the accuracy of all information entered in the financial reports and budget amendments.

Change of Program Director and Financial Administrator Designation or Information. Program directors and financial administrators must update their contact information via GrantsCentral (see "Use of GrantsCentral," page 12). If a grantee institution wishes to designate a new program director or financial administrator, a responsible official of the grantee institution (senior to the program director) should provide the Institute with a written explanation for the change and identify the new program director or financial administrator. Upon notification by HHMI, the current program director must enter contact information (and a curriculum vitae, in the case of a change in program director) in GrantsCentral for the incoming program director or financial administrator, who will be issued a GrantsCentral user ID and password.

Administration of Concurrent Grants. Grantee institutions that have more than one HHMI grant must administer and report on concurrent HHMI grants separately. Each HHMI grant has its own number. When corresponding with the Institute, grantee institutions with multiple undergraduate awards should refer to programs by their grant numbers. Each program director and each financial administrator, however, will use only one user ID and password assigned by the Institute to access separate reports or other information for multiple grants under his or her designation.

RECEIPT OF GRANT PAYMENTS

Notification of electronic deposit of grant payments is sent to the program director, who is responsible for overseeing the appropriate distribution of grant funds. The program director will confirm to HHMI receipt of payment and ensure that accounts are in place, allowing access to grant funds by the relevant faculty members and other individuals responsible for grant-supported activities.

PROGRESS AND FINANCIAL REPORTING

Annual Progress Report, Research and Outreach Opportunities, and Cool Science. The grantee institution must submit to the Institute annual narrative and data reports on its work and progress concerning relevant program activities via GrantsCentral. Progress reports cover the period from September 1 through August 31.

For 2010 grantee institutions: Annual progress reports are due on October 31 each year of the award. The first annual progress reports are due October 31, 2011.

For 2004, 2006, and 2008 grantee institutions: Annual progress reports are due on November 30 each year of the award.

Institutions administering more than one Institute grant program must submit an annual progress report for each grant. Annual progress reports must be submitted to HHMI until all grant funds have been expended.

The grantee institution must also submit annually, along with the annual progress report, Search for Science Opportunities, and resources appropriate for HHMI's Cool Science website, which become part of searchable databases on the HHMI public website. These forms may be updated by the grantee as necessary throughout the year. The grantee institution should notify HHMI of any newsworthy events related to the grant, such as potential items for the "Nota Bene" section of the HHMI Bulletin. Institutions administering more than one Institute grant program must submit an annual report for each grant.

Annual Financial Report. The grantee institution must submit annual financial reports to the Institute via GrantsCentral and signed copies in PDF via email. Financial reports cover the period from September 1 through August 31.

For 2010 grantee institutions: Annual financial reports are due on October 31 each year of the award. The first annual financial reports are due October 31, 2011.

For 2004, 2006, and 2008 grantee institutions: Annual financial reports are due on November 30 each year of the award.

Institutions administering more than one Institute grant program must submit a financial progress report for each grant. Annual financial reports must be submitted to HHMI until all grant funds have been expended.

When entering financial reporting data, GrantsCentral will request the grantee institution to revise or explain financial data that are not consistent with HHMI policy and/or the approved grant budget or that correlate with data in the progress report when the following situations occur:

Student Research

- Student Research Component Expenditures—If spending is less than 75 percent or greater than 125 percent of your annual budget for any budgeted line item amount that is greater than \$10,000, please explain.
- Student Research—Student Stipends/Salaries—If an expenditure is indicated in this line item, include the total number of persons supported per summer, academic year, or both.
- Student Research—Faculty Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Student Research—Graduate Student/Postdoc Salaries/Benefits—If an

expenditure is indicated in this line item, include the name and role of anyone who was supported.

- Student Research–Living Expenses—If an expenditure is indicated in this line item, include the total number of persons supported.
- Student Research–Travel and Meetings—If an expenditure is indicated in this line item, include the total number of persons supported.
- Student Research–Other—If an expenditure is indicated in this line item, describe the expenses in detail and denote any items that were not in your original proposal.

Faculty Development

- Faculty Development Component Expenditures—If spending is less than 75 percent or greater than 125 percent of your annual budget for any budgeted line item amount that is greater than \$10,000, please explain.
- Faculty Development–Current Faculty Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Faculty Development–New Faculty/Salaries Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Faculty Development–New Faculty Equipment—If spending is greater than \$10,000 in this line item, list any items with a value greater than \$10,000.
- Faculty Development–Graduate Student/Postdoc Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Faculty Development–Travel and Meetings—If an expenditure is indicated in this line item, include the total number of persons supported.
- Faculty Development–Other—If an expenditure is indicated in this line item, describe the expenses in detail and denote any items that were not in your original proposal.

Curriculum Development

- Curriculum Development Component Expenditures—If spending is less than 75 percent or greater than 125 percent of your annual budget for any budgeted line item amount that is greater than \$10,000, please explain.
- Curriculum Development–Faculty Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.

- Curriculum Development—Graduate Student/Postdoc Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Curriculum Development—Technical Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Curriculum Development—Equipment—If spending is greater than \$10,000, list any items with a value greater than \$10,000.
- Curriculum Development—Computers—If spending is greater than \$10,000, list any items with a value greater than \$10,000.
- Curriculum Development—Travel and Meetings—If an expenditure is indicated in this line item, include the total number of persons supported.
- Curriculum Development—Other—If an expenditure is indicated in this line item, describe the expenses in detail and denote any items that were not in your original proposal.

Outreach and Transitions

- Outreach and Transitions Component Expenditures—If spending is less than 75 percent or greater than 125 percent of your annual budget for any budgeted line item amount that is greater than \$10,000, please explain.
- Outreach and Transitions—Teacher Stipends/Salaries—If an expenditure is indicated in this line item, include the total number of persons supported per summer, academic year, or both.
- Outreach and Transitions—Student Stipends/Salaries—If an expenditure is indicated in this line item, include the total number of persons supported per summer, academic year, or both.
- Outreach and Transitions—Faculty Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Outreach and Transitions—Graduate Student/Postdoc Salaries/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Outreach and Transitions—Equipment—If spending is greater than \$10,000, list any items with a value greater than \$10,000 or state that no one item exceeds \$10,000 in the explanation.
- Outreach and Transitions—Living Expenses—If an expenditure is indicated in this line item, include the total number of persons supported.
- Outreach and Transitions—Travel and Meetings—If an expenditure is indicated in this line item, include the total number of persons supported.

- Outreach and Transitions—Other—If an expenditure is indicated in this line item, describe the expenses in detail and denote any items that were not in your original proposal.

Program Administration, Assessment, and Dissemination

- Program Administration, Assessment, and Dissemination—Component Expenditures—If spending is less than 75 percent or greater than 125 percent of your annual budget for any of these components, please explain. In addition, if spending on any of these components is greater than 10 percent of the total award, please explain.
- Program Administration, Assessment, and Dissemination—Salaries/Wages/Benefits—If an expenditure is indicated in this line item, include the name and role of anyone who was supported.
- Program Administration, Assessment, and Dissemination—Professional Services—If an expenditure is indicated in this line item, include the name and role of anyone receiving compensation.
- Program Administration, Assessment, and Dissemination—Other—If an expenditure is indicated in this line item, describe the expenses in detail and denote any items that were not in your original proposal.

* Note: The Program Dissemination component applies only to financial reports for 2010 grantee institutions.

All Program Components

- Annual Grant Expenditures—If annual spending is less than 75 percent or greater than 125 percent of your annual budget for any line item where the budgeted or spending line item amount is greater than \$10,000, please explain.
- Cumulative Grant Expenditures to date—If cumulative spending to date is less than your cumulative budget to date or greater than 125 percent of your cumulative budget to date, please explain.
- End-of-Grant Expenditures—In the final year of your grant, if total spending is greater than the total award or less than the total award, please explain.
- Equipment and Lab Renovation—If spending is greater than 50 percent of the total award for all equipment and lab renovations, please explain.
- Administration, Assessment, and Dissemination—If spending is greater than 20 percent of the total award for administration, assessment, and dissemination, please explain.
- Exact Match Exception—Spending exactly the amount you proposed in your initial budget can raise questions in the minds of some auditors. The system will now prompt you to explain how you managed

to spend exactly what you predicted. You will need to provide one explanation for each component that has at least one “exact match” line item, but only for budget amounts in excess of \$10,000.

- **Negative Expense Reporting**—Reporting negative expenses is not recommended. However, if required, you will be prompted to provide an explanation of why the negative expense is being reported.

Use of GrantsCentral. The URL for GrantsCentral is www.hhmi.org/grantscentral. Each program director and financial administrator is assigned a unique user ID and password that allows access to all Precollege and Undergraduate Science Education Program and other HHMI program grants under his or her direction. The user is responsible for the security of the access information.

In the event the program director or financial administrator misplaces the access information, HHMI should be informed via email at any of the addresses in “Contacting HHMI Program Staff” (page 15). A new password will be issued, but the user ID will remain the same. HHMI recommends that the program director or financial administrator change the initial password upon receipt to a password that is more easily remembered.

The Institute reserves the right to alter the format or content of reports or reporting systems.

ASSESSMENT

Outcomes data will be considered in the evaluation of HHMI-funded programs and can be a significant factor in the review of future grant proposals submitted by grantee institutions. Grantees are therefore encouraged to maintain records on HHMI participants indefinitely.

Tracking of Persons Supported by the Grant. Grantees are required to track undergraduate researchers, future faculty members (graduate students and postdoctoral fellows), and new faculty for as long as possible beyond the term of the grant. Programs that include student participation in independent or course-related research should track participant progress in science (e.g., academic achievement, majors and degrees earned, post-baccalaureate outcomes). Programs that involve participation by graduate students or postdoctoral fellows should track long-term outcomes. Programs that include outreach activities to precollege populations should track participation and outcomes for K–12 students and teachers.

Surveys. Grantees providing undergraduate research experiences are required to participate in one or two national assessment surveys, as appropriate, directed by Dr. David Lopatto at Grinnell College and supported by HHMI. Students involved in non-course-based research should participate in the Survey of Undergraduate Research Experiences (SURE). The publication of the first findings of SURE may be found by searching under the keyword “SURE” in CBE—Life Sciences Education, the online journal of the American Society for Cell Biology (www.lifescied.org). Students involved in course-based research should participate in the Course-Related Undergraduate Research Experiences. Additional information on how to participate in these studies, including an update on the studies’ findings, will be provided at the program directors’ meetings.

OTHER MATTERS

Public Announcements and Attribution. The Institute will make announcements about the precollege and undergraduate program grant award activities and anticipates that the grantee institution also may wish to make announcements. HHMI expects that the grantee institution will coordinate future press releases or announcements in advance with the Institute; HHMI pledges to do likewise. These announcements should be coordinated with the Institute by calling Jim Keeley at (301) 215-8858. The Institute must review all announcements by the grantee institution before release, and the grantee institution must provide the Institute with copies of all press releases and other announcements.

An acknowledgment of Institute financial support must appear in any presentations or publications that derive from research or other activities funded by the grant. The Institute requires attribution of its role as the funding source in any materials (e.g., publications and curriculum materials such as educational software) that are based on or that describe grant-supported activities.

All references to the Institute's role as funder must use the full name "Howard Hughes Medical Institute" on first reference. The Institute is a medical research organization and must be described as such. It should not be described as a foundation in any context. A suggested format for the acknowledgment follows:

This program was supported in part by a grant to [grantee institution name] from the Howard Hughes Medical Institute through the Precollege and Undergraduate Science Education Program.

The Institute has provided the grantee institution with an electronic copy of the HHMI logo. The grantee institution agrees to not make any alterations to the HHMI logo and to use the HHMI logo only in materials (e.g., poster presentations or websites) that were developed or otherwise supported with HHMI funds. The grantee institution should consult with the Institute with any questions about use of the HHMI logo.

Titles of Program Participants. When using the name of HHMI for program activities, the name of the grantee institution should precede the HHMI name (e.g., State University–HHMI Student Researchers). However, HHMI uses certain titles for its employees, such as Investigator, Associate, and Scholar. Other titles used in programs directed by HHMI include Professor and Fellow. These titles should not be used in conjunction with HHMI's name when referring to faculty members, students, and others supported through the Precollege and Undergraduate Science Education Program. The title of HHMI Professor should be used only for individuals supported under the HHMI Professors program, which is a part of HHMI's Precollege and Undergraduate Science Education Program. The grantee institution should consult with HHMI before using the name of HHMI for any of its program participants or activities (see "Contacting HHMI Program Staff," page 15).

Responsible Conduct. Activities sponsored by the grantee institution for the purposes of the grant must be conducted in a responsible manner. Grantee institution personnel and participants supported by the grant are expected to conduct program activities according to the highest scientific and ethical standards and in compliance with all applicable government laws and regulations and grantee institution policies, including those regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety.

In the event that an allegation of misconduct is brought against personnel or a participant in a grant-funded program, he or she will be subject to the procedures in place at the grantee institution. If an allegation of misconduct is made against the participant or personnel in a grant-funded program or the grantee institution, a responsible institution official must notify HHMI's vice president for science education (in confidence unless otherwise agreed by the responsible institution official) of the allegation, the procedures that will be followed, and the outcome of any inquiries and/or investigations arising from the allegation.

Relationship with the Institute. The relationship established under this program between HHMI and the grantee institution or any persons at the grantee institution involved with the grant-supported research or activities is solely one of financial support. There is no employer–employee or principal–agent or similar relationship created under this program. Neither party to this agreement is granted any authority to act on behalf of or represent the other party for any purpose.

The Institute does not assume responsibility for activities supported by the grant, for project results, or for their interpretation.

CONTACTING HHMI PROGRAM STAFF

Reports, requests, notifications, inquiries, and other correspondence should be directed to:

Howard Hughes Medical Institute

Department of Science Education

Precollege and Undergraduate Program

4000 Jones Bridge Road

Chevy Chase, MD 20815-6789

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