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Continuation Proposal Submission Process

* **Guidelines for Submission**
* **Guidelines For Completing the Title III Proposal Request Form**
* **Allowable and Unallowable Expenses**

**Albany State University**

**Office of Title III Programs**

**CALL FOR 2021 CONTINUATION PROPOSALS**

The Office of Title III is now preparing for the development of the institution’s budgets to continue existing Title III B and HBCU Masters grants for fiscal year 2021. In doing so, we are requesting each activity director to submit their budget proposal for the next grant year covering the period of October 1, 2020 – September 30, 2021. Your submission must be based on the current amount allocated for your activity.

The Title III B and HBCU Masters grants are both in their 4th year of the five-year cycle. The current objectives will remain the same for Title III B. HBCU Masters grant objectives are subject to review and revisions to ensure that they are stated in measurable terms which will be completed in a separate process.

This packet is to provide guidance for submitting your proposal through the Smartsheet portal. Also, you are being provided a budget development guide and supporting documentation such as the Legislative Allowable Activities that apply to your activity according to grant guidelines. Please use these tools to complete your budget proposal.

The Title III grants at Albany State University are governed by federal regulations, policies and guidelines of the U. S. Department of Education and the Office of Management and Budget. The grant must be managed such that all activities are in compliance with federal, state, and institutional requirements. Therefore, you are asked to ensure that your budget include allowable costs that are deemed necessary to implement your grant activity.

**Guidelines for Submission**

***Important Facts:***

**Proposal Requirements:**

* Must be for the continuation of an existing Title III activity and support existing objectives.
* Must be an allowable activity as per the grant guidelines indicated in the application packet.

**Submission Requirements:**

Must submit the proposal and other required documents using the link for the Title III Continuation Proposal Smartsheet as follows: <https://app.smartsheet.com/b/publish?EQBCT=95fdbd4a4d904378825bd0e66099564>

* Documents uploaded in the system must be in WORD format only
* A sustainability plan demonstrating how the project will continue after grant funding ends must be submitted using the form provided in the proposal portal.
* All required documents must be submitted in the proposal portal by 5:00 p.m. on July 30, 2020

**Review Process:**

* Academic budget proposals must be reviewed by the Provost and all other supervisors of the activity directors.
* Proposals from units outside of the Unit of Academic Affairs must be reviewed and approved by the area Vice President and other supervisors of the activity director (and co-director)
* Once final proposal status is determined, the proposed activity director (and co-director) will receive an email notice from the Office of Title III Programs for further steps of revisions if needed.

**GUIDELINES FOR COMPLETING**

**THE BUDGET CONTINUATION PROPOSAL FORM**

**FUNDING PERIOD:** October 1, 2020 to September 30, 2021

**ACTIVITY TITLE –** Provide the name of your activity.

**FOCUS AREA:** Using the following information, identify the focus area of your activity by considering the intended outcomes of an activity rather than the processes involved.

* Academic Quality
* Student Services and Outcomes
* Fiscal Stability
* Institutional Management

**LEGISLATIVE ALLOWABLE ACTIVITES (LAA) Categories**: Using the list provided on pages 4 and 6 of this document, indicate the LAA that best describes the purpose of your activity based on your grant.

**PROVIDE AN INDIVIDUAL ACTIVITY BUDGET & NARRATIVE** – Prepare a separate, detailed itemized budget (in dollars) and a budget narrative for program cost which is expected to be expended by September 30, 2021. Note: You must provide details so that we can determine if the costs are allowable, necessary and reasonable. Please use the budget format included in the application form. An example budget is provided on pages 6-9 which includes directions.

**Note: Please submit your proposal using the prescribed blank form provided. Do not change the format or submit as PDF. The proposal must be submitted in WORD format only.**

**TITLE III B ALLOWABLE AND UNALLOWABLE ACTIVITIES**

**LEGISLATIVE ALLOWABLE ACTIVITIES (Title III B)**

The following are the allowable activities in which your proposal can support in conjunction with existing Title III projects and objectives:

(1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;

(2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;

(3) Support of faculty exchanges, faculty development and faculty fellowships;

(4) Academic instruction in disciplines in which Black Americans are underrepresented;

(5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;

(6) Tutoring, counseling, and student service programs designed to improve academic success;

(7) Funds and administrative management, and acquisition of equipment for use in strengthening funds management;

(8) Joint use of facilities, such as laboratories and libraries;

(9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;

(10) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of the program, preparation for teacher certification;

(11) Establishing community outreach programs that will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education; and

(12) Other activities that it proposes in its application that contribute to carrying out the purpose of this part and are approved by the Secretary as part of the review and acceptance of the application.

**UNALLOWABLE ACTIVITIES**

Grant Funds cannot be used to do the following:

* Support graduate programs
* Fund student recruitment, advertisement or direct fundraising
* Fund domestic or international student travel; nor international student employment or stipends
* Fund international travel of faculty or staff
* Fund activities or positions that were previously state funded (Supplanting)
* Fund projects that generate a profit
* Fund other activities that are deemed unallowable by the Title III grant regulations

**HBCU Masters Grant**

**LEGISLATIVE ALLOWABLE ACTIVITIES**

The following are the allowable activities in which your proposal can support in conjunction with existing projects and objectives:

(1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;

(2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;

(3) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;

(4) Scholarships, fellowship and other financial assistance for needy graduate students to permit the enrollment of the students in, and completion of, a masters degree in mathematics, engineering, the physical or natural sciences, computer science, information technology, nursing, allied health, or other scientific disciplines in which African Americans are underrepresented.

(5) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;

(6) Assisting in the establishment or maintenance of an institutional endowment to facilitate financial independence pursuant to section 331

(7) Funds and administrative management, and acquisition of equipment for use in strengthening funds management;

(8) Acquisition of real property that is adjacent to the campus in connection with the construction, renovation, or improvement of, or an addition to, campus facilities;

(9) Education or financial information designed to improve the financial literacy and economic literacy of students or the students’ families, especially with regard to student indebtedness and student assistance programs under title IV;

(10) Tutoring, counseling, and student service programs designed to improve academic success;

(11) Faculty professional development, faculty exchanges, and faculty participation in professional conferences and meetings.

(12) Other activities that it proposes in its application that contribute to carrying out the purpose of this part and are approved by the Secretary as part of the review and acceptance of the application.

**UNALLOWABLE ACTIVITIES**

Grant Funds cannot be used to do the following:

* Direct fundraising
* Fund international travel of faculty, staff, or student (must be pre-approved by the funding agency)
* Fund activities or positions that were previously state funded (Supplanting)
* Fund projects that generate a profit
* Fund other activities that are deemed unallowable by Grant regulations

## INDIVIDUAL ACTIVITY BUDGET SUMMARY

**Grant Period: October 1, 2020 – September 30, 2021**

|  |  |
| --- | --- |
| 1. **Name of Institution: Albany State University** | |
| 1. **Activity Title:** | 1. **Activity Number:** |
| 1a. List of personnel and position titles | 1b. Salary amount for each position |
|  | $0.00 |
| **Total for personnel** | **$0.00** |
| 2. Fringe Benefits: | $0.00*(Total from budget detail sheet only)* |
| 3. Travel | $0.00*(Total from budget detail sheet only)* |
| 4. Equipment | $0.00*(Total from budget detail sheet only)* |
| 5. Supplies | $0.00*(Total from budget detail sheet only)* |
| 6. Contractual | $0.00*(Total from budget detail sheet only)* |
| 7. Construction | $0.00*(Total from budget detail sheet only)* |
| 8. Other | $0.00*(Total from budget detail sheet only)* |
| **TOTAL** | **$0.00***(Total from budget detail sheet only)* |

**INDIVIDUAL ACTIVITY BUDGET NARRATIVE**

**Grant Period: October 1, 2020 – September 30, 2021**

|  |  |
| --- | --- |
| 1. **Name of Institution:**   Albany State University | 1. **Activity Title:**   **3. Activity Number:** *To be completed by the Office of Title III* |
| **4. Focus Area:** | **5. LAA Category:** |

|  |  |
| --- | --- |
| **PERSONNEL**    *List each position title on a separate line with %of time and effort.*  *Example:*  *Program Coordinator of Special Services (100%)*  **TOTAL OF PERSONNEL***(Enter total of personnel salaries in the next column)* | *Enter annual salary amount*  *$40,000.00*  **$40,000.00** |
| **FRINGE BENEFITS**  *List each position title on a separate line.*  *Input the fringe amt. for each year based on the following rates:*  *Full time- 40.04%, Part time - 7.65%,*  *Faculty Summer pay – 28.79%. No fringes for students.*  *Example:*  *Program Coordinator of Special Services ($40,000 @ 40.04%)*  **TOTAL OF FRINGE BENEFITS***(Enter total of fringe benefits in the next column)* | *$16,016.00*  **$16,016.00** |

|  |  |  |
| --- | --- | --- |
| **1. Name of Institution:** | 1. **Activity Title:**   **3. Activity Number:** *To be completed by the Office of Title III* | |
| **4. Focus Area:** | **5. LAA Category:** | |
| **TRAVEL** *(Include all persons traveling, name of event, per diem rate/cost, transportation cost, hotel, and destination, etc.)*  *Example:*  *Title III Administrators Technical Assistance Workshop(2 attendees)*  *Washington, D.C.*  *Airline- ($400 ea. X 2)*  *Hotel – ($100/night X 3nights) X 2*  *Per diem @ $36/day X 4 days X 2*  *Ground Transportation(Taxi) - $14X2days X2*  **TOTAL FOR TRAVEL***(Enter total of travel in the next column)* | | *$800.00*  *$600.00*  *$288.00*  *$ 56.00*  $1,744.00 |
| **EQUIPMENT***(tangible items with a unit cost of $5,000 and over)*  *Example:*  *(4) Lenova Datacenter Servers @ $6,000 ea.*  **TOTAL FOR EQUIPMENT** | | *$30,000.00*  $30,000.00 |
| **SUPPLIES** *(General office and program supplies, printers, copiers, computers with a unit cost less than $5,000 as well as ASU Wordprocessing cost and the purchase of new software)*  *Example:*  *(4) Lenova ThinkCentres @ $1,700 ea.*  *Program Supplies for Special Service Project*  *Office Supplies*  *.*  **TOTAL FOR SUPPLIES** | | *$6,800.00*  *$1,500.00*  *$ 500.00*  8,800.00 |
| **CONTRACTUAL** *(Includes speakers or consultants needed to carry out grant project. Please develop contracts that are fixed or all-inclusive to prevent unexpected cost such as travel)*  *Example:*  *(2) Program Speakers @ $400 ea.*  *Support Services Assessment Consultant @ $2,000*  **TOTAL FOR CONTRACTUAL** | | *$ 800.00*  *$2,000.00*  **$2,800.00** |

|  |  |  |
| --- | --- | --- |
| **1. Name of Institution:** | 1. **Activity Title:**   **3. Activity Number:** *To be completed by the Office of Title III* | |
| **4. Focus Area:** | **5. LAA Category:** | |
| **CONSTRUCTION** | | **$0.00** |
| **OTHER** *(Program costs such as registration to conferences, vehicle rental, memberships, subscriptions, out-sourced printing, student stipends, etc.)*  *Example:*  *Title III Administrators Conference Registration (2 @ $140 ea.)*  *Institutional Membership to Title III Association of HBCU’s*  *Printing of Title III Impact Study at Albany Printing Company*  **TOTAL FOR OTHER** | | *$ 280.00*  *$ 350.00*  *$1,000.00*  **$1,630.00** |
| **TOTAL***(Total of all line items(1-8)* | | **$100,990.00** |