UC-HBCU Initiative FAQs

-**Can I request salary for my work on the project during the summer?** Yes, the PI (only) may request 1/9 summer salary (1/12 for UCSF PIs or other UC medical school faculty paid on a 12-month cycle).

-**How do I calculate the summer salary allocation?** Typically, it's 1/9 of the PI's annual salary (1/12 for UCSF or other UC medical school faculty paid on a 12-month cycle). So, if the typical academic year salary is 9/9; the eligible summer salary is 1/9th of the annual salary. (The annual salary divided by 9). Please check with your campus Academic Personnel Office to verify your particular calculation. Payment of summer salary will be coordinated and distributed by the PI's home campus (not the Office of the President).

-**Can assistant professors apply for a grant/participate in a funded project?** Yes. Assistant Professors who are members of the Academic Senate are eligible to apply for UC-HBCU Initiative grant and may participate as mentors in colleagues' projects. However, keep in mind that managing such summer research programs requires intensive effort and commitment and may not be appropriate for faculty at the Assistant Professor level who have many priorities for their time. If proposing a project, an assistant professor is encouraged to be sure the effort is structured to support her/his specific research needs and goals. It would also be prudent to demonstrate strong support from program/department leadership for the effort.

-**I am going to be away for the summer, can I still apply for a grant and serve as PI?** No. PIs serve as the Person in Charge (PiC) and must be generally present while the summer program is active. If you need to be briefly absent, please contact our office ahead of time to discuss the matter and so we can confirm an appropriate designee will be in place in your absence.

-**I understand that mentoring the student interns is a critical component of the UC-HBCU Initiative projects. What level of mentoring is expected?** It is expected that PIs will participate in and facilitate sustained substantive multifaceted mentoring (SSMM). Excellent mentoring is the key to students having a meaningful learning experience and cultivating relationships that will impact their careers and lives for the long term. PIs, faculty mentors, postdocs and graduate student mentors all play important roles in cultivating future UC PhD students. PIs are responsible for ensuring that students are appropriately mentored by faculty mentors and others. Please review mentoring guidance below:

Mentoring Before the Summer: Mentoring should formally begin once the student intern is selected. It is expected that the PI or assigned mentor will correspond with the student regarding expectations and

readings or other preparatory assignments, as applicable, before the program begins. Previous summer interns, as well as HBCU faculty, have indicated how important early engagement is for students feeling more prepared and comfortable as they start their research experience at UC. Regular e-mail and Skype communication with your incoming cohort will prove helpful to all involved.

Mentoring During the Summer: The PI/mentor should meet regularly with the student during the summer program; the mentor should be engaged to adequately guide the work and know that the student is adjusting and navigating the academic culture. It is the PI/mentor's responsibility to make sure the student is also mentored and supported with respect to social and community needs/transition; utilizing additional resources are encouraged. Meeting various mentoring needs may be effectively accomplished by a layered mentoring approach. The PI/mentor may have postdocs, graduate students and other faculty members that may help support varied mentoring needs of the visiting scholars. Providing formal and informal opportunities to bring contributing mentors together with visiting interns will prove valuable to the visiting interns by facilitating a more comprehensive mentoring experience. It may also help interns see themselves as part of the UC community.

Mentoring After the Summer: This is particularly important and is best accomplished with clear expectations for faculty mentors and others associated with the project. Regular contact with all interns, following the program, is expected and is critical to building on the relationships established over the summer. The PI is expected to maintain follow-up contact after the program ends to advise them as they consider or prepare to apply for graduate school at UC or elsewhere. Ongoing communication and advising in support of the intern's continued development as a scholar is important. It is common for PIs/mentors to work with students as they submit papers and posters to conferences. Continued mentorship also proves *very* valuable for faculty and programs to successfully enroll these students at UC. Following the summer, PIs may have questions such as the following:

-My former UC-HBCU interns want to apply to UC for graduate school. What should I tell them about applying and funding? The PI is expected to maintain follow-up contact after the program ends to advise students and serve as a resource as they consider or prepare to apply for graduate school at UC or elsewhere. The goal of the Initiative is to enroll more HBCU alumni in UC PhD programs. Thus, the follow up engagement and encouragement, as appropriate, is important. PIs should inform former interns that UC waives the application fee for UC-HBCU Initiative alumni who apply to any of UC's 700-plus academic graduate programs at any or all of our 10 campuses. If admitted to a UC PhD program, they will receive competitive funding packages offering at least five years of funding (tuition and fees and stipend/salary support). Funding rates and number of years depend on the department norms of the relevant degree program; some department packages are for more than four years. For funding eligibility, students must apply within 10 years of completing their UC-HBCU summer internship. Fellowship funding commitment is dependent on availability of funds. We hope they will choose to join the UC community.

-How long are the summer programs expected to last? Successful programs allow significant research time for interns; most programs are 8 weeks. However, there are no set parameters and PIs have the flexibility to determine the optimal timeframe for their particular project. Summer programs have ranged from 6-10 weeks long.

-Can there be more than one HBCU partnership per campus? Yes. There is no limit to the number of proposals that may be submitted per campus. Initiative funding is a competitive process. Thus, the committee will examine the strength of each proposal. Just as there may be campuses that receive no funding, there may be campuses that have multiple awards.

-**Can I budget for any expenses for my HBCU partners?** Yes, to help facilitate the engagement of HBCU partners, PIs may budget for HBCU partners' travel and accommodation to visit UC; provide a modest honorarium to HBCU partners as recognition of their substantive work and contributions to the project (PIs should be able to indicate specific project related efforts such as course or research collaboration, seminar talks, training or mentoring responsibilities, etc.); and may contribute to collaborative expenses and project-related research at HBCU partner institutions. Such payments are expected to serve as an acknowledgement of the HBCU partner's effort, but are not intended to *compensate* for such effort, as the program is not equipped to support faculty compensation.

-Is there a limit on the number of students one can host per session? There is no maximum indicated, so PIs have the flexibility to determine a realistic number for their particular project. The typical number is four to six, but programs have hosted 10 or more. There should be an adequate number of participants to form a cohort. Proposals must include at least 2 student interns.

-Is there a maximum stipend amount for HBCU student participants? No. There is a *minimum* of $5000 for 8-week programs or $4000 for other programs) (stipend should not include food expenses). There is no maximum indicated, so PIs have the flexibility to determine a realistic amount for their situation.

-Must students be on site at a UC campus or may they engage in off-site field work during their summer program? The work may take place off site so long as the goal of building relationships with UC faculty is met. Interns should be conducting UC research with UC researchers. We encourage you to add an on-site UC campus component to your program if possible so the students will have some on-campus experience.

-**An HBCU student is graduating in May, are they eligible to participate in my summer internship?** No, HBCU participants are expected to be current, active HBCU students who will enroll in their HBCU the following fall. If you have extenuating circumstances, please contact UCOP Graduate Studies.

-Can one hire a grad student to administer the program? Yes, but make sure that the primary responsibility and the primary contact is with the faculty. Also, be sure to budget adequate funding to appropriately compensate the graduate student for realistic time and effort to be committed to the project (program coordination and being a resource to students can be quite labor intensive). Graduate student employees' salary must adhere to the salary scales outlined by the Collective Bargaining Agreement.

-Can part of the budget go toward paying travel costs and honorarium to guest speakers? Yes, that is a legitimate budget expense, so long as the amount is reasonable. Please list that in the "other expenses" category on the budget worksheet.

-**Should I include indirect costs on the budget?** No. You do not need to account for indirect costs on your budget. UCOP assumes that those costs will be covered by the campus since they will not be covered by the grant. Technically, the costs of the project will be shared between the campus (IDC) and the UC-HBCU Initiative (other project costs), but you do not need to report those costs.

-Is there a set funding start date? No. The program aims to be as flexible as possible so PIs can maneuver their projects as they wish. Except for the student budget portion, funds for activities such as recruitment trips could be released early.

-How soon can I access the funds I have been awarded? Funds will be available once the names of the specific student participants have been submitted to UCOP—on or before December 1. Should you require funding for other expenses (as noted above) prior to that date, you may request those funds upon receipt of your award notification. However, no funds will be transferred prior to the start of the fiscal year, July 1.

<mark>**Proposal Application Submission**</mark>

-The "Institution Search" in proposalCENTRAL yields several results for my campus. How do I know which one to choose? Select the institution "The Regents of the University of California, [Campus Name]." (For example, "The Regents of the University of California, Santa Cruz.")

-Does the proposal require the signature of the campus Contracts and Grants official? No. The Department Chair signature and the Graduate Division Dean signature are required. However, if your campus requires you to obtain your C&G official's signature, please do that as well.

-On the Additional (optional) attachments -- the 3-page limit is for ALL documents not EACH document, correct? Correct. Please contact our office if you need to exceed that limit.

-Can administrative staff submit the proposal on behalf of the PI? The proposal must be submitted under the PI's name. However, the PI may grant proposalCENTRAL (pC) access to a staff member to facilitate the transmission. Use the section "Enable Other Users to Access this Proposal" on pC.

-Do you want us to upload the "Budget Summary" as *both* **an excel file and PDF file?** Yes. Once you have entered and saved your budget information in the excel form, save it again as a PDF and upload *both* documents to proposalCENTRAL following the application instructions.

-I am unable to enter data into the application documents on your website. Where do I get documents that I can edit? The documents on the website are meant to be examples only, so they're all pdfs and not fillable documents. The excel and .doc templates are available through proposalCENTRAL (pC). Once you log into pC to prepare your application you will have access to all the application templates. The templates are all located in the "Download Templates and Instructions" section on pC.

-**Are letters of support required from my HBCU partner?** Yes.

-Would you like us to type our chair's contact info in the area SIGNING OFFICIAL on the signature form and should they sign under signing official? Yes, and yes.

-Is the Graduate Dean's signature also required on the Signature Page? Yes, please have the dean sign in the Additional Signature section on the Signature Page designated for the Graduate Dean. The signature denotes that the PI has engaged the Graduate Division on behalf of the project and that the dean is supportive of the proposal.

-Is there a published list of all the awarded proposals? Yes. Please see the program website at http://www.ucop.edu/uc-hbcu-initiative/funded-proposals/index.html for a complete list of funded projects.

-Can I see a copy of a successful proposal? Yes. Please contact us at gradstudies@ucop.edu.