



## UC-HBCU Initiative FAQs

### Logistics

**-How long are the summer programs expected to last?** Summer programs are generally 6-10 weeks long, however, there are no set parameters so PIs have the flexibility to determine the optimal timeframe for their particular project.

**-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.

**-Is there a limit on the number of students one can host per session?** Four to five students is the expected number, however, there are no set parameters so PIs have the flexibility to determine a realistic number for their particular project.

**-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.

**-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.

**-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.

### **Proposal Application Submission**

**-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 is required for department proposals and the Graduate Division Dean signature is required for any graduate division collaboration/partnering. 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.

**-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 s/he 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.

### **Other**

**-Is there a published list of all the awarded proposals?** Yes. Please see the program website at <http://www.ucop.edu/graduate-studies/initiatives-outreach/uc-hbcu-program/awards.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](mailto:gradstudies@ucop.edu).