

**Quality Education for Minorities (QEM) Network  
Planning and Multi-year Proposal Development Workshop for the  
National Science Foundation (NSF)'s Historically Black Colleges and Universities  
Undergraduate Program (HBCU-UP)**

**Four Points by Sheraton BWI Airport Hotel • 7032 Elm Road • Baltimore, MD 21240**

**November 20-21, 2009**

**AGENDA**

Purpose: To assist participating institutions in further developing their ideas for planning, implementation, and ACE proposals to NSF's HBCU-UP Program prior to the FY 2010 deadline.

**FRIDAY, NOVEMBER 20**

**AM**

- 8:00      *Registration and Continental Breakfast*      *Crane A / Solarium*
- 8:30      *Welcome, Introductions, Review of Workshop Purpose,  
Meeting Packet, and Agenda*      *Crane A*  
            Shirley McBay, President, QEM Network
- 8:45      *Overview of the National Science Foundation (NSF)  
Overview of the HBCU-UP Program including Expectations of Planning,  
Implementation, and Achieving Competitive Excellence Proposals  
Strengths and Weaknesses in Funded/Non-funded HBCU-UP Proposals*  
            Claudia Rankins, Program Director, HBCU-UP  
            Caesar Jackson, Program Director, HBCU-UP  
            Division of Human Resource Development (HRD)  
            Directorate for Education and Human Resources (EHR), NSF
- 9:30      Questions and Answers
- 9:45      *Review of NSF's Merit Review Criteria and Process*  
            Costello Brown, Senior Associate, QEM Network
- 10:15     *Break*
- 10:30     *Discussion of Logic Model*  
            J. Arthur Jones, Senior Associate, QEM Network
- 11:00     Concurrent Session I: (See Assignment Sheet)  
Focus: *Brief Presentations of Project Summaries and Logic Models*
- Planning and First-Time Implementation Proposal Track      *Potomac Room*  
            Josephine Davis, Professor  
            Department of Mathematics and Computer Science  
            Fort Valley State University, and QEM Consultant  
            J. Arthur Jones, QEM Network

Second-Time Implementation Proposal Track

Severn Room

Art Bronson, Professor, Department of Mechanical Engineering  
University of Texas at El Paso, and QEM Consultant  
Costello Brown, QEM Network

Second- and Third-Time Implementation Proposal Track

Crane A

Fitzgerald Bramwell, Professor, Department of Chemistry  
University of Kentucky, and QEM Consultant  
Shirley McBay, QEM Network

PM

12:15

Lunch

Crane A

1:15

Plenary Session

Crane A

*Multi-year Grantees Share Their HBCU-UP Experiences:  
What Worked Well, What Didn't Work Well, and Lessons Learned*

Panelists:

Bruce Crawford, Vice President, Instructional Services  
Lawson State Community College  
Connie Walton, Dean of the College of Arts and Sciences  
Grambling State University  
Arthur Grainger, Associate Professor, Department of Mathematics  
Morgan State University

2:00

Concurrent Session II: (Same Locations, Assignments, and Session Leaders  
as Concurrent Session I)

Focus: *Project Goals, Objectives, Intellectual Merit, and Broader Impacts*  
QEM Consultants and QEM Senior STEM Staff

3:15

Break

3:30

Plenary Session: *Project Management Plans*

Crane A

Arturo Bronson, QEM Consultant

4:00

Plenary Session: *Project Timelines and Budgets*

Fitzgerald Bramwell, QEM Consultant

4:45

Concurrent Session III: (Same Locations, Assignments, and Session Leaders  
as in earlier Concurrent Sessions)

Focus: *Project Management, Timelines, and Budgets*  
QEM Consultants and QEM Senior STEM Staff

6:00

Break

6:30

*Working Dinner – Review of the Day's Activities*

Crane B

**Overnight Assignment: Institutional Teams are to revise their project  
summaries and their initial budgets**

## SATURDAY, NOVEMBER 21

### AM

- 8:30      *Breakfast*      *Solarium*
- 9:00      Concurrent Session IV:  
Multi-Year Proposal Track  
(One Team Member – Planning and First-time Implementation Proposals)  
Focus: How to Use NSF's FastLane for Submission of Proposals, Annual Reports, and Financial Reports  
Evelyn Baisey-Thomas, Computer and Information Specialist  
Office of Information and Resource Management, NSF (retired),  
and QEM Consultant      *Crane A*
- First-Time Proposal Track (One Team Member)      *Potomac Room*  
Second-Time Implementation Proposal Track      *Severn Room*  
Second- and Third-Time Implementation Proposal Track      *Room 2101*  
Focus: Review of Revised Project Summaries and Initial Budgets  
QEM Consultants
- 10:15      *Break*
- 10:30      Plenary Session      *Crane A*  
Other HBCU-UP Funding Opportunities:  
*Targeted Infusion and Education Research Projects*  
Claudia Rankins, Program Director, HBCU-UP, EHR/NSF
- 11:15      *Project Data Collection and Annual/Final Reports*  
J. Arthur Jones, QEM Network

### NOON/PM

- 12:00      *Joint Luncheon with Follow-up Workshop Participants*      *Crane A*
- 1:00      Joint Session: Project Assessment and Evaluation Plans      *Crane A*  
Josephine Davis, QEM Network
- 1:45      *Summary Comments by Consultants and QEM Project Staff*  
*- Observations and Recommendations by Participants*  
*- Next Steps*  
Facilitator: Shirley McBay, QEM Network
- 2:30      *Adjournment*