# Virginia Department of Education

**Mathematics and Science Partnerships Program**

**Program #MSP-14**

**Mini-Grant**

Issue Date: **July 31, 2015**

Intent: To encourage elementary, middle, and high schools, especially those that are considered high needs to form a partnership with public and private institutions of higher education (IHE) to provide targeted, high-quality, discipline-based professional development on a sustained basis to mathematics and science teachers.

Funding Authority: *Elementary and Secondary Education Act of 1965,* as amended by the *No Child Left Behind Act of 2001*, Title II, Part B, Mathematics and Science Partnerships – P.L. 107-110

Issuing Agency: Virginia Department of Education (VDOE), Division of Instruction

Intent to Submit Form Due: **August 7, 2015**

This form is a requirement to proceed with the proposal process, but it is not a formal commitment to submit a proposal. Use the Intent to Submit form provided in Attachment 1 of the RFP.

Pre-proposal Conference: **August 10, 2015, at 10 a.m.**

Interested offerors are invited to attend a **Pre-proposal Conference** at the James Monroe Building, 101 N. 14th Street, Richmond, VA 23219  
Monroe Conference Room, 23rd Floor. The conference will also be available via **webinar**.

Proposal Applications Due: **September 4, 2015, by 4 p.m.**

Only proposals that offer to fulfill the requirements herein and are received by 4 p.m. on September 4, 2015, will be accepted.

Contact: Eric Rhoades

Director, Office of Science and Health Education E-mail: [Eric.Rhoades@doe.virginia.gov](mailto:Eric.Rhoades@doe.virginia.gov)

Phone: (804) 786-2481

In compliance with this Request for Proposals (RFP) and all of the conditions imposed herein, the undersigned offers and agrees to furnish services in accordance with the attached signed proposal or as mutually agreed upon through subsequent negotiation.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities.  The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

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| 1. **Introduction/Background to the Mathematics and Science Partnerships** |

In January 2002, the *No Child Left Behind Act of 2001 (NCLB)* became law. Title II, Part B (<http://www2.ed.gov/policy/elsec/leg/esea02/pg26.html>) of this legislation authorizes a Mathematics and Science Partnerships (MSP) competitive grant program. The intent of this program is to:

1. improve and upgrade the status and stature of mathematics and science teaching;
2. focus on the education of mathematics and science teachers as a career long process;
3. bring mathematics and science teachers in elementary and secondary schools together with scientists, mathematicians, and engineers;
4. develop more rigorous mathematics and science curricula; and
5. improve and expand training of mathematics and science teachers, including training in effective integration of technology.

In assurance of a high-quality and clear, effective partnership and meeting the intent of the federal legislation providing these funds, the following requirements **must** be met in all proposals:

The partnerships:

1. must include:
2. a mathematics, science, and/or engineering department (depending on the objectives of the proposal) from an institution of higher education (IHE), including community colleges; and
3. one or more high-needs schools;
4. may include
   1. other engineering, mathematics, science, or teacher preparation departments of an institution of higher education;
   2. additional local educational agencies, public charter schools, public or private elementary schools or secondary schools, or a consortium of such schools; and
   3. business or a nonprofit or for-profit organization of **demonstrated effectiveness** in improving the quality of mathematics and/or science teachers.

The Virginia Department of Education is responsible for the administration of this program. Funds available for Virginia’s Mathematics and Science Partnerships (MSP) competitive grant program will be awarded by the Virginia Department of Education to support successful proposals submitted by school divisions or a consortium of school divisions with ***high­needs* schools**  in partnership with departments of mathematics, science, and/or engineering at Virginia institutions of higher education (IHE).

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| 1. **Introduction to the Virginia MSP Mini-Grant** |

The MSP Mini-Grant is a unique opportunity resulting from remaining funds from the Federal Fiscal Year 2014 total funding allotment. The Mini-Grant is a simple grant structure that allows for the expeditious awarding of funds ranging from $10,000 to $50,000 so the grantees will have one year to use the funds. Approximately $120,000 are available for 2015 Virginia MSP Mini- Grant awards. The award period will be September 15, 2015 - September 30, 2016. Final reimbursement requests will be due via the Online Management of Education Grant Awards ([OMEGA](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/index.shtml)) system by November 15, 2016. With this in mind, the MSP Mini-Grant has a unique structure consisting of two major components: (1) Completed Application (written application) and (2) Proposal Day (face-to-face or virtual presentation). Each of these is detailed in Section VI Application Components and Requirements.

The Virginia 2015 MSP Mini-Grant projects are required to focus on the following key goals and authorized activities as defined by Title II, Part B, Mathematics and Science Partnerships.

1. Creating opportunities for enhanced and ongoing professional development of mathematics or science teachers that improves the subject matter knowledge of such teachers.
2. Promoting strong teaching skills for mathematics and science teachers and teacher educators, including integrating reliable scientifically-based research teaching methods and technology-based teaching methods into the curriculum.

Funds received shall be used to supplement, and not supplant, state and/or local funds that would otherwise be used for proposed activities.

Funds may be used for the following:

1. support of professional development programs and content development in mathematics or science;
2. nominal administrative costs;
3. stipends for participating teachers, control group teachers, and substitutes; and
4. materials for professional development use, program evaluation, etc.

Ineligible Costs:

1. costs associated with writing the proposal;
2. materials for classroom use; (by law, this grant cannot purchase items that will be used in a classroom setting for K-12 students. ALL items purchased may only be used for teacher professional development)
3. space rental;
4. expenditures for food at professional development sessions;
5. supporting the research of individual scholars or faculty members; and
6. computers, projectors, smart boards, cell phones, or other similar equipment.

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| 1. **Definitions** |

School divisions that are applying for an MSP Mini-Grant must target schools that meet the definition of a ***high-needs*** school.

In order for school divisions to be eligible for a Virginia MSP Mini-Grant, they must demonstrate student need at the school level. Within the applicant school division, only schools that meet the definition of **high-needs** are eligible to participate. The following must be met for at least one of the school divisions in the partnership:

1. in ***mathematics***, is a school that is:
2. “Warned in Mathematics” under the state’s school accreditation process and did not meet mathematics “Annual Measurable Objectives” (AMOs) under the federal *Elementary and Secondary Education Act of 1965* (ESEA), as amended by the *No Child Left Behind Act of 2001* (NCLB,) overall, or in any subgroup; and/or
3. is identified as a Focus or Priority School, where mathematics was an area identified for improvement for the **2014-2015** school year.

2. in ***science***, is a school that is “Warned in Science” under the state’s school accreditation process.

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| **IV. Eligible Applicants and Timeline** |

**A school division must be the fiscal agent for this grant project.** Partnerships are required to consist of ***high-needs*** school(s) and a science, mathematics, or engineering department of an institution of higher education (IHE). Multiple higher education institutions and schools are allowed, including public charter schools, public or private elementary or secondary schools, or a consortium of such schools.

The limitations of the MSP Mini-Grant are unique and require careful attention on the part of the applicant to a very limited timeline. The following dates are critical and each applicant must ensure that they are capable of meeting each deadline:

|  |  |
| --- | --- |
| July 31, 2015 | Request for Proposal announced |
| August 7, 2015 | Intent to Submit form due by 4 p.m. |
| August 10, 2015 | Pre-proposal Meeting/Webinar |
| September 4, 2015 | Completed Application due by 4 p.m. |
| September 10-11, 2015 | Proposal Days – face to face or online |
| September 14, 2015 | Communication of Grant Award to applicants |
| September 30, 2016 | All grant activities must be completed |
| November 15, 2016 | Final reimbursement requests are due in OMEGA |
|  |  |
| **V.** **Focus Areas of the Virginia MSP Mini-Grants** | | | |

Applicants must choose **one** of the following focus areas for their proposals. The chosen focus area must be the central component of all professional development outcomes.

|  |  |
| --- | --- |
| Focus Area | Proposal Descriptions |
| All Focus Areas | All proposals shall:   * engage in authorized activities as defined in Section II; and * target one or more grades within the focus area. |
| Mathematics | In addressing the range of professional development and instructional support needs of teachers of **mathematics** in high-needs schools, proposals will identify how the program will address the following:   1. develop and use **formative assessments** **to inform instruction** and monitor student understanding and progress; 2. focus on the **vertical progression** of and connections within mathematics content among grade bands and/or courses; 3. emphasize the importance of the **instructional balance** between mathematical concepts and related procedures; 4. incorporate Virginia’s **mathematical process goals** for students, included in the 2009 *Mathematics Standards of Learning*; 5. enhance teachers’ knowledge of the **mathematics content** of and **research-based practices** in instruction in the targeted strands and topical areas; 6. build a deep understanding of mathematics **connections** with other disciplines in practical contexts; and 7. enhance teachers’ abilities to use **discourse** to improve mathematical problem solving and higher order thinking. |
| Science | In addressing the range of professional development and instructional support needs of teachers of **science** in high-needs schools, proposals will identify how the program will address the following:   1. develop and deliver key **physical-, biological-, and/or geosystems-sciences content** through the inquiry process; 2. incorporate **inquiry-driven** field experiences into safety-conscious science instruction while working to build a deep understanding of the **nature of science** in the context of science content, skills, and practices; 3. enhance students’ **higher order thinking and content acquisition** through the deliberate use of different types and levels of scientific inquiry; 4. **create valid and reliable authentic or performance assessments** for classroom use that measure student acquisition of science skills and practices and critical science content; 5. **connect science among other disciplines**, including grade-appropriate mathematical tools, argumentation aligned with English language arts, and vocabulary acquisition properly integrated in the inquiry classroom; and 6. reinforce and build students **scientific dispositions/habits of mind** through instruction that mirrors rigorous scientific inquiry. |

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| **VI. Application Packet and Proposal Day** |

**APPLICATION PACKET**

The completed **Application Packet** must be e-mailed in .pdf form by **September 4, 2015**, at 4 p.m. to [**Eric.Rhoades@doe.virginia.gov**](mailto:Eric.Rhoades@doe.virginia.gov).The proposal must have one-inch margins, double-spaced, and the font used must be 12-point Times New Roman. **Only applicants that have submitted a complete Application Packet on time will be scheduled to present their proposals on one of the Proposal Days (September 10 or 11).** Listed below are the required components of the application in the order they must appear.

* Complete **Proposal Cover Page.** (Use the Mini-Grant Proposal Cover Page form provided as Attachment 2 of this RFP)
* Provide a two-page, double-spaced **Abstract** of the proposal that briefly and concisely describes the focus area, and the program to be implemented and summarizes the expected results of the program. Please describe the reason why the proposed professional development will support your educators and summarize the expectations of the program.
* Include the **Assurances Page.** (Attachment 3 of this RFP)
* Include a **Summary of Needs** with respect to the teaching and learning of mathematics or science of all schools that comprise the eligible partnership. This may include survey data, local assessments and test scores, Virginia School Report Card data, or other indicators identified by the applicant. This may not exceed 3 pages.
* Complete the **Action Plan.** (Complete Attachment 4 of this RFP)
* Provide **Sustainability** evidence that demonstrates that the objectives and goals of the grant proposal support existing programs or efforts of the school(s) represented in the application. This may not exceed 2 pages.
* Indicate how a **pre-/post-assessment** will be utilized to measure teacher professional growth in areas of science or mathematics content knowledge. This may not exceed 1 page.
* Attach a signed **Partnership Identification Form** for each eligible partner. (Attachment 5 of this RFP)
* Provide a **Budget.** (Use Attachment 6 of this RFP)
* Include a **Budget Narrative** that includes a description and justification for each line item in the order they appear in the budget. State clearly and concisely how expenditures are necessary to the implementation and success of the project and how the amount was determined. This may not exceed 3 pages.
* Include a brief narrative that lists each **Program Personnel** and their qualifications for participating in the mathematics and/or science professional development activities. Do

not attach resumes. This may not exceed 2 pages.

**PROPOSAL DAY**

The proposal day will be held on September 10 or 11, 2015, and can be conducted in person or virtually. The structure and delivery of the proposal is at the discretion of the presentation team. The team will have 20 minutes to present a formal proposal to the Virginia Department of Education.

Components required within the proposal are:

Address the intended outcome of the project and how it will be achieved through the proposed activities.

Address how the proposal will meet the MSP mathematics and/or science priorities.

Address how the proposal will align with the professional development needs of the participating school(s). Presentation of implementation plans may refer to:

* school division mathematics and/or science student achievement data;
* teacher and/or administrator evaluation data; and/or
* any current evaluation of the school(s).

Address how the activities will be aligned to the Virginia *Standards of Learning* for [mathematics](http://www.doe.virginia.gov/testing/sol/standards_docs/mathematics/index.shtml) or [science](http://www.doe.virginia.gov/testing/sol/standards_docs/science/index.shtml).

Address how the pre-/post-assessment will be utilized to show teacher professional growth in areas of science or mathematics content knowledge.

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| **VII. USED Evaluation** |

**REE –**

There will also be a United States Department of Education (USED) Annual Performance Report (APR) to be completed by each of the awarded projects after the completion of the project year. If a project is approved, the Project Manager will receive official notification and instructions on how to complete the APR.

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| **VIII. Proposal Review** |

* + 1. **Review Process**

Completed application packets will be reviewed by VDOE staff for completeness and compliance with the requirements set forth in Title II, Part B of NCLB to determine applicant eligibility. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the proposing organization. If in the judgment of the VDOE, an application is significantly incomplete, or an applicant cannot establish its eligibility, the application will be omitted from the competition.

Following the review, eligible Project Director will be contacted by the VDOE staff to discuss any modifications of the project plan that may be required. The VDOE will fund applications that best meet all established criteria.

* + 1. **Rejection of Proposals**

The VDOE reserves the right to reject any and all proposals received as a result of this announcement and will do so if the application does not adhere to funding specifications or preparation instructions.

* + 1. **Award Administration**

Notification of Award

After completion of the review process, the Project Director will be notified of the status of their proposal. This is scheduled for September 14, 2015.

Award Conditions

Approximately $120,000 are available for 2015 Virginia MSP Mini-Grant awards.

* + 1. **Duration of Grants**

Activities for the 2015 Virginia MSP Mini-Grant will be effective from September 15, 2015 through September 30, 2016. The final reimbursement request must be submitted in OMEGA by November 15, 2016.

* + 1. **Modifications Notification**

The lead school division acting as fiscal agent will be responsible for notifying the VDOE when programmatic changes are made within the parameters of the awarded grant, such as personnel, professional development locations and dates, summary budget, budget justifications, subcontracts, and other relevant information based on the school division’s awarded proposal. This must be in writing and requires receiving official approval from the VDOE.

* + 1. **Private School Requirements**

The lead school division must ensure that each participating school division will inform officials of private schools located within the division's boundary that private, nonprofit elementary and secondary schools are eligible to participate in the program on an equitable basis.

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| **IX. Attachments to the MSP Request for Proposal** |

**These**

These attachments are also posted on the [MSP Web site](http://www.doe.virginia.gov/federal_programs/esea/title2/part_b/implementing_msp.shtml)**.**

Attachment 1: Intent to Submit Form

Attachment 2: Proposal Cover Page

Attachment 3: Statement of Assurances

Attachment 4: Action Plan

Attachment 5: Partnership Identification Form

Attachment 6: Project Budget Form (Available in Excel format on [MSP web site](http://www.doe.virginia.gov/federal_programs/esea/title2/part_b/implementing_msp.shtml))

Virginia Department of Education

101 North 14th Street

Richmond, VA 23219

**Mathematics and Science Partnership Grant**

**Intent to Submit Form**

|  |  |
| --- | --- |
| **Lead Organization:** |  |
| **Focus Area – Mathematics or Science:** |  |
| **Grade(s) Targeted:** |  |
| **Name of School Division Contact Person:** |  |
| **School Division Contact Person’s Title:** |  |
| **Mailing Address:** |  |
| **City/Zip** | **/** |
| **Telephone:** |  |
| **E-mail:** |  |

Please check if you prefer to attend the Pre-proposal Conference via **webinar**. Information will be sent to the contact listed above regarding how to access the meeting.

Please check if you plan to attend the Pre-proposal Conference on **August 10, 2015**, at 10 a.m. in the Monroe Conference Room on the 23nd Floor of the James Monroe Building, 101 N. 14th Street, Richmond, VA 23219.

**How many people will be attending?**

Interested offerors must e-mail this form by **August 7, 2015**, to:

Eric Rhoades, Director

Office of Science and Health Education

E-mail: [Eric.Rhoades@doe.virginia.gov](file:///C:\Users\mrr59741\Desktop\MSP%20RFP%202014\Eric.Rhoades@doe.virginia.gov)

**Virginia Department of Education**

101 North 14th Street

Richmond, VA 23219

**Mathematics and Science Partnership**

**Proposal Cover Page**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead School Division:** | |  | |
| **Project Title:** | |  | |
| **Focus Area - Mathematics or Science:** | |  | |
| **Grade(s) Targeted:** | |  | |
| **Name of School Division Contact Person:** | |  | |
| **Title:** | |  | |
| **Mailing Address:** | |  | |
| **City/Zip** | | **/** | |
| **Telephone:** | |  | |
| **E-mail:** | |  | |
|  | | | |
|  | **Total of MSP funds requested:** | | **Number of teachers to be served directly:** |
| **Total** | **$** | |  |

|  |  |  |
| --- | --- | --- |
| **Certification by Authorized Official** | | |
| The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this school division, and that the applicant will comply with the attached Statement of Assurances. | | |
|  |  |  |
| Typed or Printed Name of Authorized Official Title | | |
|  |  |  |
|  |  |  |
| Signature of Authorized Official |  | Date |

**Mathematics and Science Partnership Mini-Grant**

**Statement of assurances**

Should an award of funds from the Mathematics and Science Partnership Program be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Virginia Department of Education that the authorized school division official will:

1. Upon request, provide the Virginia Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;

2. Conduct educational activities funded by this project in compliance with the following federal laws:

a. [*Elementary and Secondary Education Act of 1965,* as amended by the *No Child Left Behind Act of 2001, Title II, Part B, Mathematics and Science Partnerships*](http://www2.ed.gov/policy/elsec/leg/esea02/pg26.html)

b. Title VI of the Civil Rights Act of 1964;

c. Title IX of the Education Amendments of 1972;

d. Section 504 of the Rehabilitation Act of 1973;

e. Age Discrimination Act of 1975;

f. Americans with Disabilities Act of 1990; and

g. Improving America’s Schools Act of 1994;

3. Use grant funds to **supplement** and **not supplant** funds from nonfederal sources;

4. Take into account during the development of programming, the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups;

5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the U.S. Department of Education and the Virginia Department of Education; and

6. Ensure that each school division will inform officials of private schools located within the division's boundary that private, nonprofit elementary and secondary schools are eligible to participate in the program on an equitable basis.

**The authorized signature on the cover page indicates that the applicant will comply with the statement of assurances above. This page should follow the cover page in the application packet.**

**Mathematics and Science Partnership Mini-Grant**

**Action Plan**

Provide an overview of the project’s Action Plan, including timelines of key activities necessary for project success and professional development delivery schedules.

**Project Goal(s):**

**Project Objective(s):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Date** | **Goal/Objective Addressed** | **Grant Activity with Description** | **SOL Addressed** | **Responsible Partner(s)** | **Total PD**  **Hours** |
|  |  |  |  |  |  |
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**Mathematics and Science Partnership**

**Partnership Identification Form**

## 

**Instruction to Lead School Division:** Please have each partner complete this form, including all school divisions, the Institute of Higher Education’s (IHE) engineering, mathematics, or science department(s), as well as any other partners. Note: for school division partners, this form is necessary only at the division level, not for each participating school within the division.

**Instruction to Partner:** This document is to be signed by an eligible partner and included with the application as evidence of the collaboration between the lead school division and the eligible partner(s) in the planning and implementation of the Mathematics and Science Partnerships Program Grant. The partnering school division Superintendent or Dean of the Science, Mathematics, or Engineering Department of the partnering agency must sign the statement below.

1. Name of partner institution/organization:
2. Partnership contact name:
3. Address:

1. Phone:
2. E-mail:
3. State your organization’s role, commitment, contributions, and responsibilities to the project:

## This will serve as evidence that the proposed partnership activities are integral to the partner’s instructional mission and administrators agree to support participant participation in the project as stated above.

I, certify that a designated representative

LEA Superintendent/Dean of Partner **(Print)**

of collaborated in the development of this application,   
 Name of Partner Agency **(Print)**

and furthermore, I attest that we agree to be a participating partner in the Mathematics and Science Partnership Program Grant as described in the application.

Signature of School Division Superintendent or Dean of Partner IHE Date

**Mathematics and Science Partnership**

**Project Budget**

To support the budgeting process, the Department has prepared an Excel spreadsheet and posted it to the [MSP Web site](http://www.doe.virginia.gov/federal_programs/esea/title2/part_b/implementing_msp.shtml). The electronic budget spreadsheet has formulas built into it that are intended to help applicants produce the proposed budget.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Period of Award:** | **September 15, 2015 - September 30, 2016** | | | | | | |
| **School Division:** |  | | | | | | |
| **Project Title:** |  | | | | | | |
|  | | | | | | | |
| **Personal Services 1000** | | | | | **Source of Funds** | |  |
|  | **Description** | | | | **MSP** | **In-Kind** | **Total Cost** |
| Names of individuals whose salary will be charged to this project | Project Role | % FTE Administrative | Administrative Salary or Adjunct Replacement | Total charged to grant for this individual |  |  |  |
|  |  |  |  | $0 |  |  | $0 |
|  |  |  |  | $0 |  |  | $0 |
|  |  |  |  | $0 |  |  | $0 |
|  |  |  |  | $0 |  |  | $0 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Names of hourly employees | Project Role | # of Hours | Hourly Rate | Total charged to grant for this individual | **MSP** | **In-Kind** | **Total Cost** |
|  |  |  |  | $0 |  |  | $0 |
|  |  |  |  | $0 |  |  | $0 |
|  |  |  |  | $0 |  |  | $0 |
|  |  |  |  | $0 |  |  | $0 |
| **Total Personal Services 1000** | | | | | $0 | $0 | $0 |
|  | | | | | | | |
| **Employee Benefits 2000** | | | | | **Source of Funds** | |  |
| **Name of Employee** | **% benefits** | | **Salary** | **Total** | **MSP** | **In-Kind** | **Total Cost** |
| 0 |  | | $0 | $0 |  |  | $0 |
| 0 |  | | $0 | $0 |  |  | $0 |
| 0 |  | | $0 | $0 |  |  | $0 |
| 0 |  | | $0 | $0 |  |  | $0 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Hourly Employee** | **% benefits** | | **Salary** | **Total** | **MSP** | **In-Kind** | **Total Cost** |
| 0 |  | | $0 | $0 |  |  | $0 |
| 0 |  | | $0 | $0 |  |  | $0 |
| 0 |  | | $0 | $0 |  |  | $0 |
| 0 |  | | $0 | $0 |  |  | $0 |
| **Total Employee Benefits 2000** | | | | | $0 | $0 | $0 |
|  | | | | | | | |
| **Purchased/Contractual Services 3000** | | | | | **Source of Funds** | |  |
| **Description (please provide detailed cost calculations)** | | | | | **MSP** | **In-Kind** | **Total Cost** |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
| **Total Purchased Contractual Services 3000** | | | | | $0 | $0 | $0 |
|  | | | | |  | |  |
| **Internal Services 4000** | | | | | **Source of Funds** | |  |
| **Description (please provide detailed cost calculations)** | | | | | **MSP** | **In-Kind** | **Total Cost** |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
| **Total Internal Services 4000** | | | | | $0 | $0 | $0 |
|  | | | | | | | |
| **Other Charges 5000** | | | | | **Source of Funds** | |  |
| **Description (please provide detailed cost calculations)** | | | | | **MSP** | **In-Kind** | **Total Cost** |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
| **Total Other Charges 5000** | | | | | $0 | $0 | $0 |
|  | | | | | | | |
| **Materials and Supplies 6000** | | | | | **Source of Funds** | |  |
| **Description (please provide detailed cost calculations)** | | | | | **MSP** | **In-Kind** | **Total Cost** |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
|  | | | | |  |  | $0 |
| **Total Materials and Supplies 6000** | | | | | $0 | $0 | $0 |
|  | | | | |  | |  |
| **Indirect Costs 5000** | | | | | **Source of Funds** | |  |
|  | | | | | **MSP** | **In-Kind** | **Total Cost** |
| *Note: Indirect costs may be charged only on the first $25,000 of a subaward.* | | | | |  |  |  |
| Total of 1000, 2000, 3000, 4000, 5000, 6000 | | | | | $0 |  |  |
| Subtract any subaward amounts over $25,000 - List subaward and amount over $25,000 | | | | |  |  |  |
|  | | | | |  |  |  |
|  | | | | |  |  |  |
| Revised Total of 1000, 2000, 3000, 4000, 5000, 6000 | | | | | $0 |  |  |
| **Total Indirect Costs 5000** | | **Rate:** |  |  | $0 | $0 | $0 |
|  | | | | | | | |
|  | | | | | **Source of Funds** | |  |
|  | | | | | **MSP** | **In-Kind** | **Total Cost** |
| **Total Project Budget** | |  |  |  | $0 | $0 | $0 |
|  | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Project Budget** | | | | | | | |
|  |  | **Source of Funds** | | **Total Budget** |  |  |  |
|  |  | **MSP** | **In-Kind** |  |  |  |
|  |  |  |  |  |  |  |  |
| Personal Services (1000) |  | $0 | $0 | $0 |  |  |  |
|  |  |  |  |  |  |  |  |
| Employee Benefits (2000) |  | $0 | $0 | $0 |  |  |  |
|  |  |  |  |  |  |  |  |
| Purchased/Contractual Services (3000) | | $0 | $0 | $0 |  |  |  |
|  |  |  |  |  |  |  |  |
| Internal Services (4000) |  | $0 | $0 | $0 |  |  |  |
|  |  |  |  |  |  |  |  |
| Other Charges (5000) **\*Includes Indirect Costs** |  | $0 | $0 | $0 |  |  |  |
|  |  |  |  |  |  |  |  |
| Material and Supplies (6000) | | $0 | $0 | $0 |  |  |  |
| **Total Project Budget** |  | **$0** | **$0** | **$0** |  |  |  |