



**DEPUTY COMMISSIONER**  
Office of Higher Education  
Office of the Professions

January 2006

**TO:** Chief Executive Officers of Degree-Granting Institutions of Higher Education and Consortia in New York State

**FROM:** Johanna Duncan-Poitier

**SUBJECT:** Guidelines for Submission of Collegiate Science and Technology Entry Program (CSTEP) Proposals

I invite all degree-granting institutions of higher education and consortia to apply for the Collegiate Science and Technology Entry Program funding for the period 2006-2010. Proposals are due by March 6, 2006.

One original and three copies of the full proposal must be submitted. All requests for information and all required signatures must be included if a proposal is to receive consideration.

For further information you may contact:

Collegiate Development Programs Unit - CSTEP  
Office of K-16 Initiatives and Access Programs  
New York State Education Department  
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THE STATE EDUCATION DEPARTMENT  
Office of Higher Education  
Office of K-16 Initiatives and Access Programs  
Collegiate Development Programs Unit  
89 Washington Avenue  
Education Building Addition, Room 1071  
Albany, New York 12234

**Guidelines  
for Submission of  
Collegiate Science and Technology Entry Program Proposals  
for the Period 2006-2010**

Proposals are due by **March 6, 2006**

# THE UNIVERSITY OF THE STATE OF NEW YORK

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## TABLE OF CONTENTS

	<u>Page</u>
I. INTRODUCTION.....	1
II. PURPOSE .....	1
III. INSTITUTIONAL ELIGIBILITY.....	1
IV. STUDENT ELIGIBILITY .....	1
V. FUNDING PRIORITIES .....	2
VI. REQUIREMENTS FOR FUNDING.....	3
VII. CONSORTIAL ARRANGEMENTS .....	4
VIII. FUNDING LIMITATIONS .....	4
IX.. BUDGET .....	4
X.. PROJECT SCHEDULE .....	7
XI. APPLICATION FOR FUNDING.....	8
XII. NARRATIVE FORMAT AND PROPOSAL RANKING.....	10
XIII. PROPOSAL RATING .....	15
XIV. METHOD OF DETERMINING AWARD .....	15
XV. APPEALS PROCESS .....	16
XVI. BIDDERS CONFERENCE, QUESTIONS AND CORRESPONDENCE .....	16
XVII. PUBLIC RELATIONS/ATTRIBUTIONS OF FUNDING .....	17

## ATTACHMENTS

I.	2006-2010 CSTEP Application For Funding.....	18
A.	Cover Page/Application For Funding	
B.	Institution Table of Contents	
C.	Abstract	
D.	List of CSTEP Collaborations	
E.	Programs/Majors Leading to Professional Licensure	
II.	Statement of Assurances.....	23
III.	CSTEP 2006-2007 Proposed Budget.....	24
IV.	Proposal Narrative.....	25
V.	Payee Information Form/Procurement Guidelines.....	33
VI.	Proposal Application Checklist.....	38

## APPENDICES

I.	Economically Disadvantaged Eligibility Requirements.....	39
II.	Required CSTEP Student Data.....	43
III.	List of Professions Licensed, Registered, or Certified by the Board of Regents.....	44
IV.	Performance Measures for CSTEP.....	45
V.	CSTEP Objectives and Key Activities.....	46
VI.	CSTEP Equipment Inventory.....	48

## **GUIDELINES FOR CSTEP PROGRAMS**

### **I. INTRODUCTION**

In June 1986, the New York State Legislature passed an amendment to Education Law to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP). This publication is intended to assist eligible institutions in applying for Collegiate Science and Technology Entry Program grant contracts for 2006-2010. During the 2005-2006 program year, \$4.0 million was awarded to 49 projects.

### **II. PURPOSE**

The purpose of the CSTEP Program is to increase the number of historically underrepresented and economically disadvantaged undergraduate and graduate students who complete preprofessional or professional education programs of study that lead to professional licensure and to careers in mathematics, science, technology, and health-related fields (hereafter referred to as CSTEP-targeted professions).

### **III. INSTITUTIONAL ELIGIBILITY**

New York State public, independent, and proprietary degree-granting colleges and universities or consortia of such institutions with registered science, technical, or health-related professional or preprofessional programs that lead to a CSTEP-targeted profession may submit proposals for program support. Appendix III contains the List of Professions Licensed, Registered, or Certified by the Board of Regents.

### **IV. STUDENT ELIGIBILITY**

The CSTEP Program is designed for New York State residents who belong to groups historically underrepresented in scientific, technical, health-related, or licensed professions or who are economically disadvantaged, and who demonstrate interest in, and potential for, a CSTEP-targeted profession. CSTEP students must be enrolled full-time and be in good academic standing in an approved scientific, technical, health-related, preprofessional, or professional undergraduate or graduate program of study.

#### **A. Definitions**

1. For the purpose of CSTEP, a student is considered a New York State resident if he or she resides in New York State and has lived in New York State for the last two terms of high school prior to graduation; or resided in New York State for at least 12 months immediately preceding the first term for which the applicant is seeking acceptance into CSTEP and has established permanent residence in New York State; or was a resident when the applicant entered military service, VISTA, or the Peace Corps and re-established New York State residency within six months after release from service.

2. For the purpose of CSTEP, individuals historically underrepresented in the scientific, technical, health-related, and licensed professions are African-American, Hispanic/Latino, Native American or Alaskan Native.
3. For the purpose of CSTEP, a student is economically disadvantaged if he or she meets the eligibility requirements described in Appendix I: Economically Disadvantaged Eligibility Requirements.
4. Students enrolled in the State-funded opportunity programs (HEOP, EOP, SEEK, or College Discovery) are eligible to participate in CSTEP; however, institutions must assure that no more than 20 percent of all CSTEP participants are concurrently enrolled in an opportunity program. Exceptions to this rule can be considered if a written justification is submitted to the Collegiate Development Programs Unit (CDPU).

B. Documentation

1. Institutions approved for funding are required to develop an application for CSTEP participants. The application must include all of the data elements described in Appendix II: Required CSTEP Student Data, and students must complete an application prior to participation in the program. Funds may not be expended on behalf of students for whom an application and required documentation are not available. The project is responsible for having each student's previous and current transcripts on file for the duration of his or her participation in the program.
2. Documentation confirming economically disadvantaged status is required only for students who are not African-American, Hispanic/Latino, or Native American or Alaskan Native. The racial/ethnic identification indicated by students on the CSTEP application is acceptable documentation.
3. The application and all required documentation must be kept on file for each student at the CSTEP project site and must be readily available for review by State Education Department (SED) staff.

V. **FUNDING PRIORITIES**

In approving proposals for the CSTEP Program, priority shall be given to institutions that propose to provide one or more of the following:

- A. A focus on services to increase recruitment, retention, and placement of eligible students in severe shortage areas such as nursing, other allied health fields, engineering, and math/science teacher education. Projects addressing this priority should present a plan, which shows how existing institutional and/or program resources can be supplemented/complemented to address the identified need.

- B. Programs providing services targeted to increase and retain African-American and Hispanic/Latino males and Native American or Alaskan Native students in CSTEP-targeted fields and the licensed professions.
- C. A prefreshman/transfer summer program providing a continuum of services and activities aimed at improving the skills and performance of students in college level courses leading to CSTEP-targeted professions. (Projects addressing this priority should provide a clear rationale supporting the proposal of specific career fields.)
- D. Formal collaborations with other two-/four-year institutions, graduate or professional schools, and/or with the Science and Technology Entry Program (STEP) if present.

## **VI. REQUIREMENTS FOR FUNDING**

Institutions that receive a CSTEP award will be required to:

- A. Provide services and activities to enhance and increase students' entry into, and performance in, CSTEP-targeted professions;
- B. Provide a research/internship experience for each student prior to graduation (coursework that includes a clinical experience may satisfy this requirement);
- C. Provide academic advisement to students to ensure that they are aware of the opportunities and prerequisites for careers in CSTEP-targeted professions;
- D. Collaborate with appropriate faculty, department chairs, or deans in the planning, implementation, and evaluation of the project;
- E. Provide experiential activities aimed at developing the skills needed for CSTEP-targeted careers;
- F. Provide an evaluation plan to measure the results of all program activities and the utilization of all resources (project success will be measured using the performance measures delineated in Appendix IV: Performance Measures for CSTEP);
- G. Contribute at least 25 percent matching funds from institutional and/or other sources.

**Note: Funded projects should be conducted at a facility, which will, to the greatest extent possible, meet the accessibility needs of individuals with disabilities who will participate in project activities.**

## **VII. CONSORTIAL ARRANGEMENTS**

- A. Institutions applying in consortia should present evidence of cooperative efforts and consortial arrangements among the proposing institutions. Memoranda of Agreement (MOA) signed by the chief executive officer or designee of each postsecondary institution **must** be attached to the proposal narrative.
- B. One institution representing the consortia must be designated as the lead institution, which will have responsibility for program coordination and general oversight, including all fiscal responsibilities.

## **VIII. FUNDING LIMITATIONS**

- A. The specific amounts of annual CSTEP awards depend upon the legislative appropriation and the review and approval of an institution's application for funding by the State Education Department's (SED) Collegiate Development Programs Unit (CDPU). During 2005-2006, CSTEP project awards ranged from \$29,726 to \$249,969. While these guidelines call for a four-year proposal, funding in years two, three, and four is dependent on satisfactory performance, legislative appropriation, and the submission of a reapplication. CSTEP reserves the right to revise or modify requirements for funding in the reapplication guidelines.

- 1. Non-Profit institutions

- The maximum level of funding per year for public or independent institutions is \$200,000. If the institution conducts a summer program then the maximum is \$350,000. However, if the award is to a consortium comprised of two or more postsecondary institutions, then the maximum award is \$900,000.

- 2. For-Profit institutions

- The maximum level of funding per year of For-Profit institutions will be based on a set-aside of \$200,000. Up to \$200,000 may be shared among "for-profit" applicants if their rankings warrant funding.

Funds not awarded to For-profit institutions will be assigned to the available funds for Non-Profit institutions.

- B. All funding requests will be reviewed at the time of submission of an Application for Funding. If certain costs cannot be supported by CSTEP funds, the State Education Department will reduce the institution's proposed budget.

## **IX. BUDGET**

- A. Use of Funds

- 1. Activities funded by a CSTEP grant contract will be administered pursuant to a written agreement between the State Education Department and the participating institution.

2. CSTEP funds may not be used for purposes that have not been described in the proposal. Amendments to the budget during the course of the year that involve changes in the manner in which CSTEP funds are expended must have prior written approval from the CDPU.

B. Allowable Expenses

Allowable direct costs include the following:

1. Program administration, including professional and non-professional salaries, fringe benefits, staff travel, etc.;
2. Stipends for students participating in approved CSTEP-supervised practical training (the maximum stipend must be consistent with the average for similar activities at the institution);
3. Program activities, such as field trips, student conference-related expenses, program/achievement awards, related fees and/or charges including those for recreational facilities and activities, standardized test instruction fees, etc. with priority given to CSTEP student development activities;
4. Administrative and instructional supplies and materials (including instructional or administrative computer software and computers, lab equipment, etc.). When equipment is purchased with CSTEP funds, it is the responsibility of the institution to ensure that the Equipment Inventory Form (Appendix VI) is completed and that a copy is submitted to the CDPU. If a program closes, any equipment purchased with CSTEP-SED funds must be released for transfer to another CSTEP program so that the equipment continues to support CSTEP students. CSTEP-SED staff will assist in arranging the transfer of such equipment;
5. Evaluation materials and activities;
6. Staff professional development/training (with priority given to expenses related to C/STEP Professional Development activities); and
7. Program brochures/materials and promotional activities.
8. Subcontracts for program services can be made. However, the allowed maximum for a sub-contract is 30% of the award.

**Note: Equipment items with a unit value of \$5,000 or more and having a useful life of more than one year must be reported in the equipment category.**

C. Indirect Expenses

1. Funds for indirect expenses provided by the CSTEP award may not exceed eight percent of the total CSTEP grant contract expenditures. Indirect costs cannot be charged on the following items:
  - Equipment purchases
  - Alterations and renovations
  - Stipends/honoraria
  - Tuition
  - The amount exceeding \$25,000 of an individual contract
2. Funds for indirect expenses provided by the institution may not exceed 20 percent of the matching funds contributed by the institution and other sources.

D. Fringe Benefits

The rate for fringe benefits cannot exceed the **actual rate** paid by the institution. For SUNY institutions, the maximum rate that will be considered is the rate allowed by the New York State Comptroller's Office. In no case shall the fringe benefit rate exceed 40.31 percent.

E. Transfer of Funds

1. Prior written approval from the CDPU is required for all budget transfers of more than \$1,000 or 10 percent, whichever is greater. Form FS-10-A: Proposed Amendment for a Federal or State Project must be used to request budget amendments and must be submitted to the Unit for approval. All FS-10-As must be submitted by May 31<sup>st</sup> of the program year.
2. Funds up to \$1,000 or 10 percent, whichever is greater, may be transferred between approved line categories without prior written approval. However, the Unit must be informed in writing of all amendments made to an approved budget within 30 days of each occurrence, but no later than May 31<sup>st</sup> of the program year.

**Note: Failure to follow these procedures may result in the disallowance of all expenditures not previously approved by SED/CDPU.**

F. Institutional Funds

1. Matching Funds

A minimum 25 percent match of the CSTEP grant contract is required. The matching requirement may be met through the institution's own resources, private sources, other governmental sources, and in-kind services. All matching contributions must be used for activities related exclusively to the CSTEP project, and institutional accounts must be structured to reflect this contribution by appropriate line item.

2. Program Support

The institution must provide sufficient space and resources for the effective operation of the program.

3. Institutional Obligation

Institutions approved for funding will have an obligation to honor the institutional amount committed in support of the program in each budget category. This obligation will be reflected in the approved budget agreed to by SED/CDPU and the institution and may be amended only upon the written agreement of both parties.

G. CSTEP Payment Schedule

1. Non-Profit Institutions - Funds will be distributed using the SED grant contract process. The first payment of 20% will be generated upon the final approval of the *FS-10: Proposed Budget for a Federal or State Project*. Thereafter, additional payments (up to 90 percent of the grant amount) are generated only by the submission of an *FS-25: Request for Funds for a Federal or State Project* form. An *FS-25* should be filed quarterly by institutions awarded \$100,000 or less and monthly by institutions awarded more than \$100,000 or as the need for additional funds arises. All *FS-25s* must be submitted **directly** to the State Education Department's **Grants Finance Unit** at the address listed on the form for payment.
2. For-Profit Institutions - Funds will be distributed using the SED grant contract process. However, "for profit" institutions will not be advanced any payment until some work or service has been performed. Thereafter, the applicant can receive interim payments, but only actual expenditures will be reimbursed.
3. All Institutions  
A final payment for the balance of the grant contract will be made after an *FS-10-F: Final Expenditure Report for a State or Federal Project* is submitted to the Grants Finance Unit and approved. **The FS-10-F is due in the Grants Finance Unit by July 30, 2007.**
4. Payee Information Form (Attachment V) must be completed and returned with **original signature** to the CDPU as part of the grant application.

X. PROJECT SCHEDULE

A. Operation Dates

Projects may begin as early as July 1, 2006, but must be completed by June 30, 2007. Expenses incurred prior to July 1, 2006, or after June 30, 2007, will not be reimbursed. The July 1st through June 30th dates also apply for subsequent years in this proposal funding cycle.

B. Required Reports

Each institution receiving a CSTEP grant contract will be required to submit a mid-year assessment and a final report to the CDPU. For the first year, the mid-year assessment will be due **January 31, 2007** and the final report on all project operations, expenditures, and project accomplishments will be due **August 17, 2007**. Failure to meet these deadlines could jeopardize future funding. The format for the mid-year assessment and the final report will be provided.

**XI. APPLICATION FOR FUNDING**

Interested institutions must submit one original and **three** copies of the Application for Funding. **The original must be clearly identified.**

A complete Application for Funding consists of the following items in the order indicated:

- A. Application For Funding (Attachment I), with the original signature of the CEO or designee.
- B. Table of Contents
- C. Statement of Assurances (Attachment II), with the original signature of the CEO or designee
- D. Narrative that covers, in order, the information requested in Section XII below. Reviewers will adhere to criteria established for the proposal ranking process described in Section XII: Narrative Format and Proposal Ranking. Clarity, conciseness, completeness, and quality of writing will be evaluated in the proposal review and rating process. Proposals that are presented in the requested format facilitate the review process. Applications for Funding that do not follow the format described in this document or that fail to include all attachments or information requested under each major category will lose points.
- E. Collegiate Science and Technology Entry Program (CSTEP) 2006-2007 Proposed Budget (Attachment III) and a budget narrative that justifies all proposed expenditures, that includes details clarifying their nature, and that indicates the basis of calculation for each cost.
- F. A proposed Budget for a Federal or State Project (FS-10), which can be downloaded at: <http://oms.nysed.gov/cafe/forms.html>
- G. Payee Information Form (Attachment V)
- H. Proposal Application Checklist (Attachment VI)

Submit the completed application as follows:

Non-Profit Institutions - The completed application for funding must be postmarked on or before **March 6, 2006** in:

Collegiate Development Programs Unit  
Collegiate Science and Technology Entry Program  
New York State Education Department  
89 Washington Avenue  
Education Building Addition, Room 1071  
Albany, NY 12234

For-Profit Institutions – The completed application for funding must be received on or before **March 6, 2006** in:

The Office of Contract Administration  
New York State Education Department  
89 Washington Avenue  
Education Building, Room 409  
Albany, NY 12234

**For-Profit Institutions must submit the completed application in a sealed envelope labeled “Bid Proposal - GC #06-005 Do Not Open.” For-Profit Institutions also must submit the Budget/Budget Narrative in a separate sealed envelope (with a cost per student indicated on the cover of this document) labeled “Budget/Budget Narrative – GC #06-005 Do Not Open.”**

## XII. NARRATIVE FORMAT AND PROPOSAL RANKING

The proposal narrative should describe all 2006-2010 proposed activities in full detail, including the overall goals, planning, implementation, and evaluation for all proposed activities. **The proposal is limited to a maximum of 20 double-spaced pages, and all of the information requested must be contained within the narrative portion of the proposal. (This excludes resumes, letters of support, memoranda of agreement, course descriptions, the Collegiate Science and Technology Entry Program 2006-2007 Proposed Budget, and the FS-10.)** The narrative should present a cohesive document with each individual section related to all other sections and must adhere to the format indicated below. The name of the institution must appear in the top right corner of each page. A specific format (Attachment IV: Pages 1 through 8) is required for Section C: Program Objectives, Activities, Services and Performance Measures/Data and is included in the 20 page limit. Single-spacing may be used in Section C only, provided that the typeface or font is at least 10-point size.

The point scale is at the end of Section XIII. Proposals will be ranked on their total score.

### A. Prior CSTEP Success (10 points)

Institutions currently or previously funded for a CSTEP program **must** provide a summary of the results of such efforts. A narrative description of program results (no more than one page) may also be included as an appendix. These projects will not earn points for participation only; program outcomes must be quantified. See Appendix IV: Performance Measures for CSTEP for specific examples of acceptable program outcomes.

### B. Cooperative Relationships (10 points)

Provide a brief description of the roles and responsibilities of each academic department, professional association, and others who will participate in the proposed project. Specify how each participating party will contribute to the project. **Documents that support collaborations must be attached.**

1. Describe the level and extent of the involvement of faculty, department chairs, or deans in the planning, implementation, and evaluation of the project. Be specific. For departments that house programs leading to CSTEP-targeted fields, include letters of support from the appropriate provost, dean or department chair.
2. Describe how government agencies (e.g. NYSTAR, NYDOH, NSF, NIH), business/industry, and at least one of the professions listed in Appendix III will participate in the planning, implementation, and evaluation of the project.
3. Describe the planned collaboration with other institutional programs that have similar objectives and goals as CSTEP (i.e. McNair, Alliance for Minority Participation (AMP), Bridges to the Baccalaureate, etc.) (Priority).
4. Collaboration with STEP (Priority).

5. Describe the nature of the cooperative relationship with at least one of the licensed professions listed in Appendix III.

C. Program Objectives, Activities, Services and Measures of Positive Performance (50 points)

**For this section, use the forms provided in Attachment IV: Proposal Narrative.**

Attachment IV lists the following Statewide objectives:

1. Provide services and activities to enhance and increase students' entry into, and performance in, CSTEP-targeted professions; as a priority describe the pre-freshman/transfer summer program. See the letter "C" under Funding Priorities for specific details.
2. Provide research/internship experience(s) for each student prior to graduation (coursework that includes a clinical experience may satisfy this requirement);
3. Provide academic advisement to students to ensure that they are aware of the opportunities and prerequisites for careers in CSTEP-targeted professions;
4. Collaborate with appropriate faculty, department chairs, deans, and other institutional areas that have similar objectives in project planning, implementation, and evaluation. Have professional organizations, government agencies, and professionals participate in providing program services;
5. Provide experiential activities aimed at developing the skills needed for CSTEP-targeted careers;
6. Provide an evaluation plan to measure the results of all program activities and the utilization of all resources (project success will be measured using the performance measures delineated in Appendix IV: Performance Measures for CSTEP);

D. Recruitment (5 points)

Describe all activities that will be used to recruit and select participants.

1. Describe recruitment activities that will encourage full participation by the targeted populations: African-American, Hispanic/ Latino, Native American or Alaskan Native, or economically disadvantaged individuals (defined in Appendix I).
2. List the criteria that must be met by each participant in order to be selected for participation in the program (for example, selected majors, GPA, class year, etc.). These criteria must be in addition to the basic CSTEP ethnic or economic criteria. Include criteria for all special program components, such as internships, etc. List all criteria that will be used to select participants for any component of the program, such as requirements for internships and other field experiences.

3. Describe recruitment activities that will increase recruitment, retention and placement of eligible students in severe shortage areas such as nursing, other allied health fields, engineering or math/ science teacher education (Priority).
4. Describe recruitment activities to increase the number of African-American and Hispanic/Latino males and Native American or Alaskan Native students in CSTEP- targeted fields and the licensed professions (Priority).

E. Project Staffing and Management (5 points)

1. Briefly describe all professional positions (full-time and part-time) that will be assigned directly to the project. Define the role and scope of designated positions.
2. List the names in this section and attach an appendix containing current resumes for all full-time and part-time professionals, including instructional staff, to be assigned to the project. Include resumes for professionals volunteering their services to the project.
3. Describe a management plan that will assure the effective completion of project activities, given the fiscal and other resources available.
4. Provide an organization chart for the project that indicates the reporting line for the project director and all other staff.
5. Provide an organization chart that indicates the management structure of the program within the institution.

F. Budget/Budget Narrative (20 points)

1. Complete an FS-10 that shows all expenses requested from CSTEP funds.
2. Indicate the proposed expenditures for the project on Attachment III: CSTEP 2006-2007 Proposed Budget. The attachment must provide complete information and must indicate all proposed expenditures from CSTEP, institutional, and other source funds for the operation of the project. **All projects must present at least a 25% match in institutional and/ or other fund sources.**
3. Provide a budget narrative that justifies all proposed expenditures and indicates the basis of calculation for each cost. The budget narrative expenditure descriptions (including descriptions of institutional and other source contributions) should follow the general format of Attachment III: CSTEP 2006-2007 Proposed Budget, using the same sequence of categories and code numbers. For each item, provide the information in a manner that will allow reviewers to clearly understand the basis of calculation for each proposed expenditure.

- a) Under Code(s) 15 and 16  
Identify each salaried position by the position title, the anticipated salary, and the time contribution. Any other related expenditure information should also be provided.
- b) Under Code 80  
Indicate the actual institutional percentage rate for each category of fringe benefits.
- c) Under Code 40  
For each consultant identified under the Purchased Services category, indicate the per diem or hourly rate. For services and all other items, the unit rate or estimated average rate must also be provided.

**Note: A completed *FS-10: Proposed Budget for a Federal or State Project* must be submitted at the time of application.**

G. Narrative Point Scale

Maximum number of points for each section of the narrative:

<b>Section</b>	<b>Points</b>
<b>A. Prior CSTEP Success</b> 1. Efforts of Current or previously funded CSTEP project 2. Institutional efforts	<b>10</b> (5) (5)
<b>B. Cooperative Relationships</b> 1. Internal college/university partnerships 2. Participation of government agencies, business/ industry and at least one profession. 3. Other institutional programs (Priority) 4. Collaboration with STEP (Priority)	<b>10</b> (3) (3) (2) (2)
<b>C. Program Objectives, Activities, Services, and Measures of Positive Performance</b> 1. Activities and services supporting objectives as a priority, pre-freshman/transfer summer program 2. Staff responsible 3. Timeframe 4. Evaluation	<b>50</b> (38) (1) (1) (10)
<b>D. Recruitment</b> 1. Recruitment of targeted populations 2. Student selection criteria 3. Recruitment in severe shortage areas (Priority) 4. Recruitment of African-American and Latino males, Native American/Alaskan Native Students (Priority)	<b>5</b> (1) (2) (1) (1)
<b>E. Project Staffing &amp; Management</b> 1. Positions descriptions, staff listing, resumes 2. Management plan 3. Project organization chart and chart showing program within the institution	<b>5</b> (2) (2) (1)
<b>F. Budget – Non-Profits only (For-Profits see Section XIII. below)</b> 1. Complete FS-10 2. CSTEP proposed budget form including # of participants 3. Budget narrative 4. Cost per student	<b>20</b> (1) (1) (3) (15)
<b>TOTAL</b>	<b>100</b>

### **XIII. PROPOSAL RATING**

Each proposal will be reviewed by two qualified and trained reviewers. Using rating criteria aligned with CSTEP purposes and priorities as described in this document, reviewers will evaluate proposal narratives for evidence that the proposed project adheres to given guidelines and includes activities that indicate the probability of achieving outcomes consistent with CSTEP goals and purposes. The proposals will be rated numerically with a maximum possible score of 100. The score used to rank a proposal will be the average of the two scores given by the two reviewers.

If, however, the two scores show a discrepancy of more than 20 points, the proposal will be evaluated by a third reviewer. All three scores will be averaged and used to rank the application.

Proposals with an average score of 65 or higher will be eligible to receive funding. SED reserves the right to adjust the score for funding eligibility if there are not sufficient successful applications to utilize the available funding.

**“For-Profit” Institutions only:** The Budget section will be evaluated by the New York State Education Department Contract Administration Unit. The submitted budget will be awarded points pursuant to a formula, which awards the highest score of twenty (20) points to the budget that reflects the lowest cost per student. The remaining budgets will be awarded points based on a calculation that computes the relative difference of each proposal against the lowest cost per student submitted. The resulting percentage is then applied to the maximum point value of twenty (20) points

### **XIV. METHOD OF DETERMINING AWARD**

Awards will be determined based on the following considerations:

- A. Once the State Budget appropriation for CSTEP has been determined, awards will be made based upon the review and ranking of the proposed projects. (See Section XII: Narrative Format and Proposal Ranking).
- B. The Budget Summary and the initial FS-10 budget form will be reviewed. Budgets will be adjusted to eliminate any unallowable or inappropriate expenditures.
- C. Proposals with a minimum score of 65 will be placed in order of final average scores from highest to lowest. Awards will be made in the full amount of the adjusted budget in rank order of score until funds are insufficient to fund the next ranked proposal in full.
- D. SED reserves the right to lower the minimum score, if there are not enough successful applications to utilize the available funding.
- E. In the event that more than one application receives the same score, the applications will be ranked according to the point scores received on the following section(s) of the Program Narrative in the following order:

1. Section C. Program Objectives, Activities, Services, and Performance Measures/Data
2. Section A. Prior CSTEP Success.

## **XV. APPEALS PROCESS**

Applicants not recommended for funding may request in writing a summary of the reviewers' comments. Within ten (working) days of the receipt of the reviewers' comments, the applicant should examine the comments and send a letter responding to the comments, identifying any areas that the applicant wishes to appeal.

The appeal and any documentation should be sent to:

Johanna Duncan-Poitier, Deputy Commissioner  
Office of Higher Education  
New York State Education Department  
89 Washington Avenue  
2 Mezzanine Education Building  
Albany, NY 12234

1. A copy of the appeal and any documentation must be sent to the Collegiate Development Programs Unit in the State Education Department.
2. The Deputy Commissioner will act on the appeal and make a determination ten business days after receipt of the appeal. The decision of the Deputy Commissioner is final.

## **XVI. BIDDERS CONFERENCE, QUESTIONS AND CORRESPONDENCE**

A CSTEP Bidders Conference (attendance optional) will be conducted on January 27, 2006 from 1:00 PM to 3:00 PM in Room 217 of the Education Building in Albany.

All questions concerning the CSTEP application process must be submitted by February 13, 2006 and emailed to:

[CSTEPRFP@mail.nysed.gov](mailto:CSTEPRFP@mail.nysed.gov)

Answers to submitted questions will be posted on the CSTEP website as of February 20, 2006.

All other correspondence concerning CSTEP should be submitted to:

Carlos Garcia, Associate  
Collegiate Development Programs Unit  
New York State Education Department  
89 Washington Avenue  
Education Building Addition, Room 1071  
Albany, New York 12234  
Telephone: (518) 474-5313  
Email: [cgarcia@mail.nysed.gov](mailto:cgarcia@mail.nysed.gov)

## **XVII. PUBLIC RELATIONS/ATTRIBUTIONS OF FUNDING**

In order to ensure the continued support and the commitment of resources to State-funded Collegiate Science and Technology Entry Program projects, there must be public awareness of the program's positive impact on the lives of project participants and their families, schools, and communities. Positive publicity and community awareness also help to ensure that those who are eligible and who could benefit from participation are informed of the project's existence.

To facilitate public awareness, all funded Collegiate Science and Technology Entry Program projects are required to ensure that all public relations materials and activities, such as project brochures and award ceremonies, acknowledge that the project and its activities are supported, in whole or in part, by a grant contract from the New York State Education Department. In addition, when local, statewide, or national media report on the project's success or on honors received by students or staff, New York State Education Department funding must be acknowledged.

In addition, the project director should submit copies of all local, statewide, or national media stories about the project and/or the project participants and staff to the State Education Department at the following address:

New York State Education Department  
Collegiate Development Programs Unit  
Collegiate Science and Technology Entry Program  
89 Washington Avenue  
Education Building Addition, Room 1071  
Albany, New York 12234

Questions about this policy may be directed to the appropriate project liaison.

The 2006-2010 CSTEP Guidelines are available on the web at:

[http://www.highered.nysed.gov/kiap/COLLEGIATE/CSTEP%202004/introduction\\_to\\_cstep.htm](http://www.highered.nysed.gov/kiap/COLLEGIATE/CSTEP%202004/introduction_to_cstep.htm)

**2006-2010 Application for Funding**

**COLLEGIATE SCIENCE AND TECHNOLOGY ENTRY PROGRAM (CSTEP)**

**Instructions: To be completed by all applicants**

Complete all parts of this form and include it as part of the application. The original and **three** copies of the completed application must be returned no later than **March 6, 2006**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Project Director (if selected): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 (Area code) (Number) (Extension) (Area code) (Number)

E-mail address: \_\_\_\_\_

Projected number of Program participants:				Projected starting date:		
Summer	Academic year	Unduplicated Total '06-07		Summer	Academic year	

Indicate the amount of CSTEP funds requested and the other resources to be allocated:

CSTEP funds requested	\$ _____
Institutional contribution	\$ _____
Other sources (specify): _____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL: \$ \_\_\_\_\_

Name of Person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Area Code) (Number) (Extension)

CEO name: \_\_\_\_\_

CEO signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2006-2010 CSTEP Application for Funding**

**B. Institution Table of Contents – Attachment I (Page 2 of 5)**

**Institution Name**\_\_\_\_\_

**Table of Contents**

**2006-2010 CSTEP Application for Funding**

**C. Abstract – Attachment I (Page 3 of 5)**

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**Name of Institution**

**ABSTRACT**

*Provide a brief, precise statement below of the purpose of the project and a summary of the proposed content. The CSTEP Objectives and Key Activities must also be indicated, but no other information should be included in the abstract. Please double space in typeface or font that is at least 10-point size.*



**E. Programs/Majors Leading to Professional Licensure – Attachment I** (Page 5 of 5)

\_\_\_\_\_  
**Name of Institution**

**Programs leading to professional licensure\*:**

List specific majors offered by the institution that lead to professional licensure and indicate the number of students who are majoring in each:

Major leading to licensure	Number of Majors (U/G**)	Projected Number of CSTEP students in Major

\* Provide data as of Fall 2005  
 \*\*U = Undergraduate, G = Graduate



Institution Name: \_\_\_\_\_  
Number of Students To Be Served: \_\_\_\_\_  
(Unduplicated Count)

**CSTEP 2006-2007 PROPOSED BUDGET**

ROUND CENTS TO THE NEAREST DOLLAR

Line No.	Expenditure Category	Code	CSTEP (1)	Institution (2)	Other Sources (3)	TOTAL (4)
1	<b>Salaries for Professional Personnel</b>	15				
2	<b>Salaries for Non-Professional Personnel</b>	16				
	a. Clerical/Secretarial					
	b. Student Assistants					
	c. Other					
3	<b>Purchased Services</b>	40				
4	<b>Supplies &amp; Materials</b>	45				
	a. Instructional					
	b. Other					
5	<b>Travel Expenses</b>	46				
	a. Student/Programmatic					
	b. Staff/Administrative					
6	<b>Employee Benefits</b>	80				
	a. Professional___%					
	b. Clerical/Secretarial___%					
	c. Student Assistants___%					
	d. Other___%					
7	<b>SUBTOTAL of Lines 1-6</b>					
8	<b>Indirect Cost*</b>	90				
9	<b>Minor Remodeling</b>	30				
10	<b>Equipment</b>	20				
11	<b>GRAND TOTAL (Lines 7 - 10)</b>					

\*Expenditures for Indirect Cost may not exceed 8% of CSTEP funds (col. 1, line 7). Expenditures for Indirect Cost may not exceed 20% of institutional funds (SUBTOTAL col. 2, line 7). Equipment is not included when computing Indirect Cost.

**Indicate the scope of the proposed project:**

**Priorities addressed** (check all that apply):

- Program services which increase recruitment, retention, and placement of eligible students in severe shortage areas (nursing, other allied health fields, engineering, math/ science teacher education, etc.)
- Program services designed to increase and retain African-American and Hispanic/Latino males and Native American or Alaskan Native students in CSTEP-targeted fields and the licensed professions.
- Prefreshman/transfer summer program(s) providing a continuum of services and activities aimed at improving the skills and performance of students in college-level courses leading to CSTEP-targeted professions.
- Formal collaborations with other two-/four-year institutions, graduate or professional schools, and/or with the Science and Technology Entry Program (STEP).
- Fiscal support in excess of the minimum matching requirement (25 percent) from institutional funds including Federal and other funding sources.

**Proposed activities** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Instructional support in “gateway” courses (i.e., small group tutorials or supplemental courses in biology, chemistry, physics, calculus or pre-professional prerequisite courses) (Required) | <input type="checkbox"/> Test Taking, Time Management, and Study Skills  |
| <input type="checkbox"/> Development of financial/graduate school research/ internship database for students   | <input type="checkbox"/> Collaboration with external partners  |
| <input type="checkbox"/> Collaboration with internal partners (i.e., Faculty, department chairs or deans) (Required)   | <input type="checkbox"/> Program Advisory group  |
| <input type="checkbox"/> Student professional development: Career Fairs/ Workshops, Poster presentations, publication in professional/ research journals participation in student conferences (Required)               | <input type="checkbox"/> Staff professional development: Participation in conferences designed to enhance program administration or the delivery of more effective program services. |
| <input type="checkbox"/> Academic Advisement (Required)  | <input type="checkbox"/> Supervised CSTEP career oriented internships and research opportunities (Required)  |
| <input type="checkbox"/> Evaluation Plan (Required)  | <input type="checkbox"/> Other - please specify: _____   |

**Instructions for Completing Objectives, Activities and Measures of Positive Performance Matrix**

Attachment IV provides a separate chart for each objective. Appendix V also includes two pages giving needed instructions and definitions, along with examples of possible strategies. All six of the listed objectives must be addressed; omission of any will reduce the number of points awarded.

When completing the objectives charts, be sure to provide all requested information by including the following:

1. Describe strategies that demonstrate the capacity to support each listed objective and to achieve the purposes of the program indicated in Section II: Purpose.
2. Describe the activities and/or services aligned with the strategies proposed to support the achievement of each objective. The proposed project must include required activities and/or services as indicated in Section VI: Requirements for Funding (A-F).

It may also include other activities designed to achieve program purposes. (See Section II: Purpose; also Appendix V: CSTEP Objectives and Key Strategies.)

3. For each activity and service, indicate the staff who will be responsible for the implementation of each objective.
4. Indicate the proposed timeframe for each activity and/or service, including both the scope and duration, (e.g., if the duration is September 2006 - June 2010, the scope might be 3 hours/week x 15 weeks x 2 semesters x 4 years, or one half-day meeting each month).
5. For each activity and/or service, indicate the positive performance measure(s) that will be used to measure its effectiveness in meeting program objectives. Measures should be relevant to the activity proposed and may be used to inform and modify project activities.

**NOTE: Include course descriptions and an appendix for each course/seminar to be offered. Course descriptions should indicate the number of college credits to be earned, as well as any prerequisites for enrollment in the course(s).**

<b>Collegiate Science and Technology Entry Program (CSTEP)</b> <b>Objective 1: Provide services and activities to enhance and increase students' entry into, and performance in, CSTEP-targeted professions.</b>			
Activities/Services	Staff Responsible	Timeframe	Measures of Positive Performance

**Collegiate Science and Technology Entry Program (CSTEP)**  
**Objective 2: Provide research/ internship experience(s) for each student prior to graduation**  
**(coursework that includes a clinical experience may satisfy this requirement).**

Activities/Services	Staff Responsible	Timeframe	Measures of Positive Performance

<b>Collegiate Science and Technology Entry Program (CSTEP)</b> <b>Objective 3: Provide academic advisement to students to ensure that they are aware of the opportunities and prerequisites for careers in CSTEP-targeted professions.</b>			
Activities/Services	Staff Responsible	Timeframe	Measures of Positive Performance

**Collegiate Science and Technology Entry Program (CSTEP)**  
**Objective 4: Collaborate with appropriate faculty, department chairs, deans and other institutional programs that have similar objectives in the planning, implementation, and evaluation of the project. Have professional organizations, government agencies and professionals participate in the provision of program services.**

Activities/Services	Staff Responsible	Timeframe	Measures of Positive Performance

<b>Collegiate Science and Technology Entry Program (CSTEP)</b> <b>Objective 5: Provide experiential activities aimed at developing the skills needed for CSTEP-targeted careers.</b>			
Activities/Services	Staff Responsible	Timeframe	Measures of Positive Performance

<b>Collegiate Science and Technology Entry Program (CSTEP)</b> <b>Objective 6: Provide an evaluation plan to measure the results of all program activities and the utilization of all resources.</b>			
<b>Activities/Services</b>	<b>Staff Responsible</b>	<b>Timeframe</b>	<b>Measures of Positive Performance</b>



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

### PAYEE INFORMATION

In order to receive funds from the NYS Education Department, **ALL SECTIONS** of this form will need to be completed and returned with **original signature** to the Education Department program office as part of your grant application.

#### Section I: Institution Identifying Information

<b>Exact</b> Legal Name of Agency	Contact Person/Telephone Number
-----------------------------------	---------------------------------

Please print or type	Business name, (if different from above )
	Payment/Fiscal Agent (if different from above)
	Address (number, street, and apt. or suite no.) to which checks will be mailed
	City, State, and ZIP code (+ 4 digits) or Foreign City, Country & Postal Code

**Federal Employer Identification Number (FEIN) of this agency is:**   -

\* Provide FEIN of recipient agency regardless of payment/fiscal agent

**Municipality Code (if agency is a local government):**

#### Section II: Agency Profile

- This agency is a (check one)  Non-Profit Organization  For Profit Organization
- This agency is a (check one)  Sectarian Organization  Non-sectarian Organization
- Is this agency chartered or incorporated by the New York State Board of Regents? (Check one)  Yes  No
- Is any member of the Board of Directors an employee of the NYS Education Department?  
 Yes, please name \_\_\_\_\_  No

#### Section III: Charity Registration Number Status (NON-PROFIT ORGANIZATIONS ONLY)

Answer **ONE** of the four questions listed below.

- The charity registration number (**NOT** a tax exempt or Federal ID number) of this organization is:  
\_\_\_\_\_.
- This organization has applied for a charity registration number from the Department of State but has not as yet been notified of the authorized number granted.
- This organization is exempt from the requirement of registering with the Department of State as a charitable organization because it receives less than \$25,000 in total from governmental agencies.



Complete **all sections** of the form in accordance with the instructions indicated below.

**Section I: Institution Identifying Information**

self-explanatory

**Section II: Agency Profile**

**Question 1:** Self-explanatory.

**Question 2:** A sectarian organization is defined as one which is affiliated with a particular religious group. A non-sectarian organization has no religious affiliation.

**Question 3:** "Chartered or incorporated" here means created by the NYS Board of Regents.

**Question 4:** Self-explanatory.

**Section III:**

Article 7-a of the Executive Law requires that, with certain exemptions, non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must register with the Department of State as a charitable organization.

**Office of the State Comptroller Bulletin No. G-79 (SEE ATTACHMENT #1)** clarifies the procedure for providing charities registration information for State contracts with non-profit organizations. The Summary of Exemption Categories (also attached) lists the various bases for exemption.

In order for the New York State Education Department to comply with the provisions of Bulletin No. G-79, you are requested to read the Bulletin and the Summary of Exemption Categories and to then answer **ONE** of the four questions included in Section II.

**Section IV:**

Be sure to complete this section with an original signature.

**NOTE:**

If any of the information provided here changes, please be sure to notify the Program Office to which your grant application was sent.



## Procurement and Disbursement Guidelines

### Bulletin No. G-79

August 22, 1988

### Contracts with Non-Profit Organizations

The purpose of this bulletin is to clarify the procedure for providing charities registration information for State contracts with non-profit organizations. This bulletin supersedes Procurement and Disbursement Guidelines' Bulletin G-72 dated April 1, 1988.

Article 7-a of the Executive law requires, with certain exemptions, that non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must register with the Department of State as a charitable organization. Section 172-a of Article 7-a sets forth categories of organizations that are exempt from registration. [A copy of the Department of State's summary of exemption categories regarding charitable registrations is attached.](#)

Effective immediately, contracts submitted for non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must submit one of the following:

1. The organization's charitable registration number. This number must be inserted in the "provisions" section of the AC 340 Contract Encumbrance form accompanying the contract.
2. A statement from the contractor (non-profit organization) that the organization is exempt pursuant to one of the categories indicated on the Department of State's Summary of Exemption Categories. The statement should list the specific category why they are exempt.
3. A statement from the contractor (non-profit organization) that they have applied for a registration number from the Department of State.

If you have questions regarding the statutory requirements for registration, or to verify the status of a provide organization, contact:

Department of State  
Office of Charities Registration  
162 Washington Avenue  
Albany, NY 12231  
(518)474-3720

If you have questions regarding this bulletin, contact:

Office of the State Comptroller  
Bureau of State Expenditures  
110 State Street, 10<sup>th</sup> Floor  
Albany, NY 12236  
(518)474-4868

**OSC Procurement and Disbursement Guidelines G-79  
Attachment**

DEPARTMENT OF STATE  
SUMMARY OF EXEMPTION CATEGORIES  
REGARDING CHARITABLE REGISTRATION

1. A Corporation organized under the Religious Corporations Law, and other religious agencies and organizations, and charities, agencies, and organizations operated, supervised or controlled by or in connection with a religious organization;
2. an Education Institution, that confines solicitation to its student body, alumni, faculty and trustees and their families or such institution or Library registered with the State Education Department (SED), provided that the annual financial report of such institution or library shall be filed with the SED, where it shall be open for public inspection;
3. a Fraternal, Patriotic, Social or Alumni Organization or Historical Society chartered by the NYS Board of Regents, when solicitation of contributions is confined to its membership;
4. a Person requesting contributions for the relief of an individual, specifically named at time of solicitation, providing all contributions are turned over the named beneficiary;
5. an Organization that solicits or receives less than \$25,000 in contributions during its fiscal year (regardless of the total amount received from a community chest or united fund) provided all fund raising functions are carried on by persons who are unpaid for such services;
6. a Local Post, Camp, Chapter or County Unit of a Bona Fide Veterans or Volunteer Firefighters or Ambulance Service (as defined by 3001, Public Health Law) or its Auxiliary or Affiliate, providing all fund raising is done by members for no compensation; or
7. an Organization that receives (substantially) all of its funds from a single government agency to which it reports annually, providing the report contains financial information similar in content to that required by the Department and not more than \$25,000 is received from sources other than the agency to which it reports;
8. a Governmental or Quasi-Governmental Agency. This exemption category is not specified in law but is supported by one or more Attorney General rulings. The Office of Charities Registration's traditional position is that registrants are drawn from the not-for-profit community and that this group could not rationally include a governmental body.

**2006-2010 CSTEP Application  
Proposal Application Checklist**

**Attachment VI**

Applicant Name: \_\_\_\_\_

Listed below are the components of a complete application package, in the order they should appear. Use this checklist to ensure that your application submission is in compliance with the application requirements. The checklist must be included with the proposal application.

<u>Request for Proposal Sections</u>	<u>Checked- Applicant</u>	<u>Checked- SED</u>
A. 2006-2010 Application for Funding (Attachment I) (original signature required)	<input type="checkbox"/>	<input type="checkbox"/>
B. Statement of Assurances (Attachment II) (original signature required)	<input type="checkbox"/>	<input type="checkbox"/>
C. 2006-2010 Proposed Budget and Budget Narrative (Attachment III)	<input type="checkbox"/>	<input type="checkbox"/>
D. Proposal Narrative (Attachment IV)	<input type="checkbox"/>	<input type="checkbox"/>
E. FS-10 (original signature required)	<input type="checkbox"/>	<input type="checkbox"/>
F. Payee Information Form (Attachment V) (original signature required)	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposal Application Checklist (Attachment VI) (original signature required)	<input type="checkbox"/>	<input type="checkbox"/>

Name of person (applicant) completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

<b>ECONOMICALLY DISADVANTAGED ELIGIBILITY REQUIREMENTS</b>
--

I. Definitions

The economic eligibility standards set forth in this section apply only at the time of application to CSTEP. Once admitted, a participant may continue to receive supportive services, as needed, even if the family income rises above the current eligibility standards. In the case of student financial assistance, however, limitations caused by financial need shall apply.

- A. The student's family is the recipient of: 1) Family Assistance Program Aid; or 2) Safety Net Assistance through the New York State Office of Temporary and Disability Assistance, or a county department of social services; or 3) family day-care payments through the New York State Office of Children and Family Services or a county department of social services.
- B. For the purpose of CSTEP, an individual is economically disadvantaged if he or she is a member of:
- a household supported by one parent if dependent, by the student or by a spouse if independent, whose total annual income is not more than the applicable amount listed in the table below; **or**
  - a household supported solely by one member thereof who works for two or more employers with a total annual income which does not exceed the applicable amount set forth in the following table by more than **\$1,800; or**
  - a household supported by more than one **worker** (parents if dependent, student and spouse if independent) in which the total annual income does not exceed the applicable amount listed in the table below by more than **\$4,800; or**
  - a household supported by one **worker** (parent if dependent, student if independent) who is the sole support of a one-parent family in which the total annual income does not exceed the applicable amount listed in the table below by more than **\$4,800**.

For the purpose of this subdivision, the number of members of a household shall be determined by ascertaining the number of individuals living in the student's residence who are economically dependent on the income supporting the student.

**Note: Income refers to all taxable and nontaxable funds received for support of the household in the calendar year prior to the academic year for which participation is sought. Household members include all individuals living therein who are dependent upon that income.**

- C. For the purpose of CSTEP, an independent student:

1. is 24 years of age or older by December 31st of the academic year for which the participant is seeking acceptance into CSTEP; or
2. is an orphan or ward of the court; or
3. is a veteran of the Armed Forces of the United States, who has engaged in active duty in the United States Army, Navy, Air Force, Marines, or Coast Guard, and who was released under a condition other than dishonorable; or
4. is a married individual; or
5. has legal dependents other than a spouse; or
6. is a student for whom an opportunity program and financial aid administrator have made a satisfactorily documented determination of independence by reason of other extraordinary circumstances.

For students first entering the Program between July 1, 2006 and June 30, 2007.

Number of members in household (including head of household)	Total annual income in preceding calendar year
1	\$14,100
2	19,600
3	22,350
4	27,800
5	32,850
6	38,550
7 or more	42,900 plus \$4,350 for each family member in excess of 7

## II. Exceptions

Reference to the family income scale need not be made if the student falls into one of the following categories, and documentation is available:

- A. The student's family is the recipient of: (1) Family Assistance Program Aid; or (2) Safety Net Assistance through the New York State Office of Temporary and Disability Assistance, or a county department of social services; or (3) family day care payments through New York State Office of Children and Family Services Assistance, or a county department of social services; or
- B. The student is living with foster parents who do not provide support for college, and no monies are provided from the natural parents; or
- C. The student is a ward of the State or a county; or
- D. The student is enrolled or was enrolled in a State Sponsored Opportunity Program (i.e., EOP, HEOP, SEEK, College Discovery).

### III. Documentation

#### A. The following shall be acceptable documentation of economic eligibility

1. Documentation of all income, earned dividends and interest: a signed copy of appropriate year's tax return (IRS forms 1040, 1040A, or 1040EZ; or 4506).
2. Documentation of a sole worker's income from two or more employers: W2s for the appropriate year or similar documentation acceptable to the Commissioner.
3. Documentation of no income: a copy of IRS form 4506 which has been filed by the student or family with the Internal Revenue Service or a copy of IRS Letter 1722 indicating that the student (if independent) or parent did not file a return.
4. Documentation of pension, annuity, or unemployment benefits: letter from the applicable agency showing appropriate year's total award (if not reported on IRS forms 1040, 1040A or 1040EZ or 1099).
5. Documentation of Social Security, Supplemental Security Income, or Veterans Administration non-educational benefits: a letter from the applicable agency showing applicable year's total award for **each** member of the household including medicare premiums or IRS form 1099 for each member of the household.
6. Documentation of social services payments: verification from a branch of the State Office of Temporary and Disability Assistance, Office of Children and Family Services Assistance, or a county department of social services showing year that benefits were received and names of recipients including the applicant.
7. Documentation of child support and/or alimony: a court order, affidavit, or student's Free Application for Federal Student Aid form (FAFSA).
8. Documentation of additional members in household: birth certificates, marriage certificates, third-party verification, or similar documentation acceptable to the Commissioner, along with proof of income or lack of income for each such member.
9. Documentation of zero household contribution: the needs analysis output form from one of the United States Department of Education's approved needs analysis systems.

## B. Responsibility for Documentation

It is the joint responsibility of the program director and a financial aid officer to verify that all first-time program students are economically eligible and that all of the appropriate documentation to verify this eligibility is on hand.



List of Professions Licensed, Registered, or Certified by the Board of Regents

Acupuncture	Midwifery
Architecture	<b>Nursing:</b>
Athletic Training	- Registered Professional Nurses
Audiology	- Licensed Practical Nurses
Certified Shorthand Reporting	- Nurse Practitioners
Chiropractic	<b>Occupational Therapy:</b>
<b>Dentistry:</b>	- Occupational Therapists
- Dentists	- Occupational Therapy
- Dental Anesthesia/Sedation	Assistants
- Dental Hygienists	Ophthalmic Dispensing
- Certified Dental Assistants	Optometry
Dietetics-Nutrition	<b>Pharmacy:</b>
Engineering	- Pharmacists
Interior Design	- Pharmacy Establishments
Land Surveying	<b>Physical Therapy:</b>
Landscape Architecture	- Physical Therapists
Massage Therapy	- Physical Therapist Assistants
Medical Physics	Podiatry
<b>Medicine:</b>	Psychology
- Physicians	<b>Public Accountancy</b>
- Physicians, 3-year limited license	- Certified Public Accountants
- Physician Assistants	- Public Accountants
- Specialist Assistants	<b>Respiratory Therapy</b>
Mental Health Practitioners	- Respiratory Therapists
- Creative Arts Therapy	- Respiratory Therapy
- Marriage and Family Therapy	Technicians
- Mental Health Counseling	Social Work
- Psychoanalysis	Speech Language Pathology
	Veterinary Medicine

Note: Law and math/science teaching are also considered professions for the purposes of CSTEP.

<b>Performance Measures for CSTEP</b>
---------------------------------------

The following set of performance measures and goals will be used to determine the success of CSTEP projects and students:

Performance Outcome Measures	Performance Goals*
A. Percentage of CSTEP students matriculated in programs leading to professional licensure.	55%
B. Percentage of CSTEP graduates matriculating in graduate/professional schools in CSTEP careers.	23%
A. Percentage of CSTEP graduates applying for professional licensure.	14%
D. Percentage of CSTEP students participating in research and/or internship opportunities	26%
E. Percentage of graduates with employment offers in CSTEP careers.	31%
F. Percentage of CSTEP students enrolled in math and science teacher education preparation, nursing and engineering programs.	19%
G. Maintenance of at least 90% of agreed upon program enrollment.	New indicator
H. Maintenance of agreed upon staffing level(s)	New indicator
I. Timely and accurate submission of required reports	New indicator

\*based on 2001-02 Statewide Averages.

Upon review of required program reports, institutions not meeting performance measures may be placed on probation. Institutions identified as not meeting performance measures will be given an opportunity to present evidence that they are in compliance. An institution on probation must submit, in writing to the Collegiate Development Programs Unit, a plan which outlines steps that will result in bringing the project back into compliance with program requirements. Failure to bring a project on probation back into compliance with program requirements may result in the reduction of future funding for that project.

## **CSTEP Objectives and Key Activities**

All CSTEP projects should conduct activities and provide services that are aligned with the following objectives. This document provides examples of several key activities that can be used to achieve these objectives.

### **Objective 1**

**Provide services and activities to enhance and increase students' entry into, and performance in, CSTEP-targeted professions**

#### Strategies

- Individual tutoring, small group tutorials
- Academic workshops in “gateway” courses (i.e., biology, chemistry, physics, calculus)
- Test taking, time management, study skills and other workshops
- Graduate/professional school preparation (exam preparation, assistance with personal statements, etc.)

### **Objective 2**

**Provide research/internship experience(s) for each student prior to graduation (coursework that includes a clinical experience may satisfy this requirement)**

#### Strategies

- Provide career development activities that prepare students for internships
- Provide activities that prepare students to conduct research
- Assist students with identification of, and placement in, appropriate research/internship settings

### **Objective 3**

**Provide academic advisement to students to be sure that they are aware of the opportunities and prerequisites for careers in CSTEP-targeted professions**

#### Strategies

- Meet regularly with students (individually and in groups) to monitor academic progress and share information related to program goals and objectives
- Sponsor licensed professionals to speak to students regarding preparation for entrance into CSTEP-targeted professions
- Develop project newsletter, website for dissemination of information
- Develop financial aid/graduate school/research/internship database or library for students

## **CSTEP Objectives and Key Activities**

### **Objective 4**

**Collaborate with appropriate faculty, department chairs, deans and other institutional programs that have similar objectives in the planning, implementation, and evaluation of the project. Have organizations, government agencies and professionals participate in the provision of program services.**

#### **Strategies**

- Identify (and match students with) faculty mentors
- Identify faculty to sponsor research
- Identify faculty/staff to assist students in obtaining internship opportunities
- Convene an advisory group for program input comprised of faculty, staff, other similar program administrators, project participants, project alumni, etc.
- Identify and leverage other public and private resources available for the same purpose and with the same or similar focus

### **Objective 5**

**Provide experiential activities aimed at developing the skills needed for CSTEP-targeted careers**

#### **Strategies**

- Prepare participants for student/professional poster presentations
- Assist students to publish in professional/research journals
- Participate in graduate/professional school and/or undergraduate/graduate professional association conferences
- Participate in graduate/professional school fairs

### **Objective 6**

**Provide an evaluation plan to measure the results of all program activities and the utilization of all resources.**

#### **Strategies**

- Measure project goals, objectives through final report
- Compare project outcomes against CSTEP performance indicators (Appendix IV: Performance Measures for CSTEP)

Appendix VI: CSTEP EQUIPMENT INVENTORY

**PLEASE NOTE: All equipment purchased with CSTEP Program funds is the property of the State Education Department and shall be returned to the Department (or its designee) if the CSTEP program is discontinued. (See Program Guidelines: Section IX, B.4).**

Please complete a separate form for each piece of equipment purchased with CSTEP funds. Equipment is defined as items with a unit value of \$5,000 or more and having a useful life of more than one year. All equipment purchased with CSTEP funds is subject to prior approval from the New York State Education Department.

Type of equipment: \_\_\_\_\_  
 Make/ model: \_\_\_\_\_ Serial number: \_\_\_\_\_  
 Vendor: \_\_\_\_\_ Invoice number: \_\_\_\_\_  
 Total cost: \_\_\_\_\_ CSTEP funds: \_\_\_\_\_ Institution funds: \_\_\_\_\_ Other sources: \_\_\_\_\_  
 Current location of equipment: \_\_\_\_\_

Person responsible for overseeing the use of the equipment: \_\_\_\_\_ Title: \_\_\_\_\_  
 Original purpose of purchase: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Current major uses of the equipment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Indicate the use group(s) and the percentage of time they use this equipment (e.g., CSTEP students, 50%; program administrator(s),25%): \_\_\_\_\_

<b>Name of person completing this form:</b>		<b>Telephone number:</b>	
		( )	
<b>Title:</b>		<b>E-mail address:</b>	
<b>Signature:</b>		<b>Date:</b>	