Howard Hughes Medical Institute

The Howard Hughes Medical Institute plays a powerful role in advancing biomedical research and science education in the United States. HHMI’s program in biomedical research rests on the conviction that scientists of exceptional talent, commitment, and imagination will make fundamental discoveries for the betterment of human health if they receive the resources, time, and freedom to pursue challenging questions. The Institute’s science education program supports initiatives with the power to transform education in the life sciences for all students. Our objectives are to recruit and develop talented students who will be the future leaders of science and science education, and to promote scientific literacy among all students. Just as today’s researchers solve complex questions by working across scientific disciplines and integrating tools from these disciplines, HHMI seeks to support science education by integrating a variety of tools and approaches that will engage students in science.

SCIENCE EDUCATION AND RESEARCH TRAINING

HHMI’s science education grants program spurs innovation in science education for students and faculty at the precollege level through advanced training. Our diverse portfolio of programs is unified by a core philosophy: innovation in science depends on the continued development of a diverse population of scientists and students. For more information, go to http://www.hhmi.org/programs/science-education-research-training.
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These guidelines apply to Science Education Grants made through the following programs: grants to primarily undergraduate institutions, grants to research universities, grants to HHMI Professors, and grants to support precollege science education.

**GRANTS ADMINISTRATION**

**Grant Purpose.** HHMI’s Science Education grants provide support of educational programs that are executed or supervised by Grantees, here defined as institutions including colleges and universities, individuals (e.g., HHMI professors) whose grants are administered through an institution, other organizations such as public school systems, and other not-for-profit organizations. The Grantee agrees to use HHMI grant funds in a manner that conforms to

(i) the Terms and Conditions agreement and its supporting initial award documents that are signed at the time of the grant award by representatives of the Grantee and the Institute;

(ii) the policies and procedures set forth in Information on Policies and Procedures for Science Education Grants (this “Information Booklet”) and any other documents provided by the Institute;

(iii) the Grantee’s original proposal to the Institute and any changes set forth in the Terms and Conditions and initial award documents;

(iv) the budget, in which the Grantee sets forth its program budget and which is the basis for financial reports to the Institute;

(v) any subsequent programmatic or budgetary amendments approved by the Institute; and

(vi) all applicable Institute policies and procedures.

Any significant changes in a Grantee’s Institute-funded activities must be approved in advance by the Institute. The Institute will notify the Grantee of any significant changes to the Institute’s policies and procedures.

The Grantee is expected to make every effort to sustain the successful elements of Institute-supported programs after the expiration of grant funds. For example, colleges and universities are expected to continue support of new faculty positions that are initially funded by Institute grants.

**Grant Term and Payments.** The term for the grant is specified in the grant’s Terms and Conditions.

Grant payments are made via electronic funds transfer in equal installments in September of each year over the period of the grant, unless otherwise specified in the grant’s Terms and Conditions. All payments after the first year will be dependent on the receipt and approval of the annual financial and progress reports. As part of HHMI’s annual budget process, HHMI’s Trustees must authorize each year the continued funding of any previously approved grant. Accordingly, each grant payment and the amount of such payment are contingent on approval by HHMI’s Trustees.

A Grantee that is part of a joint program or a collaborative pilot grant should consult the grant’s Terms and Conditions for information about the grant term and payment processes.
Grant Budget and Expenditures. The Grantee must submit and e-sign an initial budget using GrantsCentral. The budget and all subsequent expenditures, must comply with the following terms:

(i) the total amount budgeted for the entire grant term must equal the total grant awarded, as specified in the Award Letter and Recommendations;

(ii) grant funds may not be used for construction of new facilities or modification of existing facilities or exhibits, unless specifically approved by the Institute;

(iii) grant funds may not be used to make grants to other public or private organizations, but may be used to enter into service contracts with such organizations;

(iv) no more than 10 percent of the budget may be allocated to or spent on program administration, unless specifically approved by the Institute;

(v) no more than 10 percent of the budget may be allocated to or spent on activities pertaining to assessment/dissemination, unless specifically approved by the Institute; and

(vi) no more than 50 percent of the budget may be allocated to or spent on laboratory renovations and equipment, unless specifically approved by the Institute.

Funds are to be used only for expenditures directly related to the activities outlined in the Grantee’s proposal and any modifications thereof that have been approved by both the Institute and the Grantee. Expenses must be in keeping with the allocations specified in the approved budget. Because the expenditures reflect the implementation of the grant from the initial proposed budget, GrantsCentral will require explanation or revision of financial data in order to match expenditures to the budget.

The Grantee may shift modest amounts among budget line items without Institute approval, provided that the program objectives stated in the grant budget continue to be met. However, if the Grantee proposes to establish a new program activity or modify a budget line item by more than 25 percent, it must contact Institute staff in order to determine if an online budget amendment form should be submitted. If a budget amendment is necessary, Institute staff will provide the Grantee access to GrantsCentral so that the Grantee may submit the amendment. Notification of approval will occur via email.

Indirect costs (F&A) are not covered with this award. The Grant may not be used to support indirect costs. Program Administration funds may only support direct administrative costs.

If the Grantee contributes matching funds to its programs as indicated in its initial budget, the relevant matching amounts and supported activities must be reported as part of each annual progress and financial report until the end of the grant term.

If investment income is earned on a grant from the Institute, the income must be applied to the purposes of the award. Although investment income should not be included in financial reporting, use of the income is subject to the same terms that govern the use of principal funds.

Unused Funds and Grant Extensions. Grant funds not spent in the year for which they were budgeted may be carried over to the next budget year in the same line item for which they were budgeted without prior approval.
The carry-over funding must be used for the activities outlined in the Grantee’s proposal and any modifications thereof, and approved by both the Institute and the Grantee’s institution.

If funds remain at the end of the grant term and if the funds can continue to be used for the purposes for which the grant was awarded, the Grantee may apply for a one-year no-cost extension no earlier than the final year of the grant. No-cost grant extensions must be initially requested in writing by email, accompanied by evidence of the grant’s progress, a compelling justification for the extension, and a budget amended to reflect the proposed extension year. The extension and amendment must be approved by the Institute prior to the end of the grant term in order for the Grantee to expend grant funds after the end of the grant term. The Grantee must continue to submit annual progress and financial reports to the Institute until all grant funds have been spent.

The Grantee should alert HHMI via email that it wishes to submit a no-cost grant extension with a budget amendment. Approval of the budget amendment for the extended grant term will constitute approval of the no-cost extension. Approval of a no-cost extension only permits the Grantee to use the funds until the end of the extension year of approval. Approval of extensions to program administration and/or other program components does not automatically confer an increase in the program administration budget.

**Termination of Grant.** The Institute reserves the right to terminate a grant if the requirements set forth in the Terms and Conditions agreement and this Information Booklet are not met. The Grantee may also terminate a grant at its option in accordance with the applicable grant’s Terms and Conditions. If a program supported by an Institute grant (or the grant itself) is terminated at any time, any unused funds must be promptly returned to the Institute and the required reports submitted. Funds needed to pay non-cancellable financial obligations that were reasonably incurred consistent with this Agreement, but were not paid prior to termination, are considered to have been used and are not required to be returned to the Institute. In addition, the Grantee Institution must refund to the Institute any funds spent for purposes other than approved grant activities. As an alternative to termination, HHMI may withhold or delay payments if the Grantee has not submitted satisfactory progress or financial reports or is otherwise out of compliance with the Terms and Conditions agreement or applicable HHMI policies and procedures.

**Interruption of Grant.** In general, the administration of a grant is expected to be continuous and the Grantee is accountable for grant funds and activities during the entire term of the grant.

For grants awarded to an individual (e.g., HHMI professor), when an extended interruption or leave of absence occurs (e.g., sabbatical or medical leave), the Grantee is responsible for notifying the Institute as soon as s/he become aware of the need to take leave.

**Professor and Program (or Project) Director.** The Grantee must designate a Program (or Project) Director who will serve as the principal contact and the liaison with the Institute. For a grant to an HHMI Professor, the Professor is the Program Director. The Program Director supervises a comprehensive program funded by the grant. A Project Director supervises a specific project. The responsibilities of the Program or Project Director include:

1. administering the grant in compliance with the Terms and Conditions agreement and applicable HHMI policies and procedures;

2. completing and updating HHMI forms to authorize electronic funds transfer payments as well as ensuring that grant funds are disbursed appropriately;
(iii) submitting financial and progress reports by the specified report deadline via GrantsCentral;

(iv) responding to any inquiries from the Institute related to progress or financial reports, to an audit of grant expenses, or to any grant-related matters;

(v) notifying the Institute of any allegations of scientific or other misconduct with respect to grant activities;

(vi) notifying the Institute of any change in the tax, accreditation, or other legal status of the Grantee institution;

(vii) obtaining Institute approval for public announcements about the grant award and submitting to the Institute copies of press releases or other public announcements;

(viii) consulting with the Institute before using the name of HHMI for any of its program or project participants or activities; and

(ix) attributing Institute financial support appropriately in any presentations or publications that derive from research or other activities funded by the grant, which includes correct use of the HHMI logo.

The Institute is sometimes asked to approve the nomination of a co-director. Although Grantee co-directors are permissible, the Grantees should note that only the name of the designated Program or Project Director will be listed in Institute publications. All reports and other communications to the Institute that are prepared by a co-director or other personnel must be signed by the Program or Project Director.

Financial Administrator. The Grantee must designate a Financial Administrator who has legal authority to sign the Grantee institution’s financial reports and budget amendments. The Financial Administrator and the Program or Project Director are responsible for the accuracy of all financial information related to the grant, including the financial reports and budget amendments.

Change of Program Leadership and Administration. The Program or Project Director and Financial Administrator must update their contact information via GrantsCentral. If a Grantee wishes to designate a new Program or Project Director or Financial Administrator, a responsible official of the Grantee institution (senior to the Program or Project director) should provide the Institute with a written explanation for the change and identify the new Program or Project Director or Financial Administrator. All changes are subject to approval by HHMI.

Upon notification by HHMI, the current Program or Project Director must enter contact information (and a curriculum vitae, in the case of a change in Program or Project Director) in GrantsCentral for the incoming Program or Project Director or Financial Administrator who will be issued a GrantsCentral user ID and password to access the HHMI program grants under her or his direction. Each user is responsible for the security of the access information. In the event a user misplaces the access information, HHMI should be informed via email. A new password will be issued, but the user ID will remain the same. HHMI recommends that GrantsCentral users change their initial passwords upon receipt to a password that is easily remembered.
Administration of Concurrent Grants. Grantee institutions that have more than one HHMI grant must administer and submit separate reports on each HHMI grant. Funds may not be transferred between Institute grants. Each HHMI grant has its own grant number. When corresponding with the Institute, Grantees with multiple HHMI awards should refer to programs by their grant numbers. If an individual serves as a Professor, Program Director or Financial Administrator on more than one HHMI grant, s/he will be assigned one GrantsCentral user ID and password by the Institute to access separate reports or other information for each of the grants under her or his direction.

ACCOUNTABILITY

Progress and Financial Reporting. The Grantee must use GrantsCentral (http://grantscentral.hhmi.org/) for:

(i) submitting annual progress (APR) and financial reports;
(ii) requesting a budget amendment or no-cost grant-extension (in the final year of the grant);
(iii) notifying the Institute of changes in contact information;
(iv) notifying the Institute of proposed changes in the assignation or contact information for the Program Director or Financial Administrator;
(v) providing information for public dissemination by the Institute; and
(vi) submitting the plan for sustaining any program activities beyond the lifetime of the grant.

For reports or requests requiring data submission, the Grantee’s institutional representative handling the submission must satisfactorily respond to data validations flagged by the system before s/he will be allowed to submit the data to the Institute.

The Grantee must provide annual narrative and data reports on its work and progress concerning relevant program activities and submit annual financial reports, using GrantsCentral, until all grant funds have been expended. The progress and financial reports deadline dates and reporting periods for each grant are specified in the grant’s Terms and Conditions. Hard copies of the annual financial and progress reports are not required. Instead, Program Director and Financial Administrator consent to the Institute’s requirement that these reports be submitted in electronic form, and confirm that the electronic signature of the report using the unique login ID and password combination has the same force and effect as a written signature. The Institute reserves the right to alter the format or content of any required report or other forms.

A Grantee that is part of a joint program or a collaborative pilot grant should consult the Terms and Conditions for information about the grant reporting processes.

Several resources are available to help Grantees with the annual reports. They include the APR and Financial Report User Guides accessible via the Help link on each page of GrantsCentral and a webinar at http://mediasite.hhmi.org/MediaSite/Viewer/?peid=e3eb2cd2e19344d28afefcb6e0ff5d9a1d.

When entering financial report data, GrantsCentral will request the Grantee provide “validations” to revise or explain financial data.
Explanations will be required for the following line items expenses:

(i) All line items – If spending is less than 75% or greater than 125% of the annual budget for any line item amount that is greater than $10,000.

(ii) All line items – If spending is negative or exactly equal to its budget for any line item.

(iii) Matching Funds (Grantees including matching funds in their initial budgets) – Confirm the amount of matching funds contributed by the Grantee’s institution for the period, name the source of the funds, and briefly describe how they were used.

(iv) Equipment/Computers – If spending is greater than $10,000, list any items with a value greater than $10,000.

(v) Other – Describe the expenses in detail and also denote any items that were not in the original proposal. If the expense involves payments to individuals, provide the name and describe the role of each person.

(vi) Salaries/Benefits/Fees/Honoraria – Provide the name and describe the role of anyone that was supported.

(vii) Student Living Expenses – Provide the total number of persons supported.

(viii) Student Stipends/Salaries – Include the total number of persons supported per summer, academic year or both.

(ix) Teacher Stipends/Salaries – Provide the total number of persons supported per summer, academic year or both.

(x) Travel and Meetings – Provide the total number of persons supported.

Explanations will be required for the following total grant expenses:

(i) Cumulative Grant Expenditures to date – If cumulative spending to date is substantially less or greater than the cumulative budget to date.

(ii) End-of-Grant Expenditures – In the final year of the grant, if total spending is greater than the total award or less than the total award.

(iii) Equipment and Lab Renovation – If spending is greater than 50% of the total award for all Equipment and Lab Renovations.

(iv) Administration, Assessment and Dissemination – If spending is greater than 10% for any one of these or 20% for all three combined.

Meeting Attendance. Professors, Program Directors, Project Directors, and other representatives from the Grantee institution, will be invited to Institute meetings during the grant term. These meetings serve as a resource to both the Institute and its Grantees and often include representatives from private and government funders and others involved in science education. The Institute will provide for the transportation, accommodations, and
meals of the invited participants. The incidental expenses (e.g., taxi, parking, meals en route) may be reimbursed to the traveler from this grant, using procedures established by the Grantee institution.

**Accounting and Audit.** The Grantee must record the receipt of grant funds and any expenditures in a manner (e.g., in a separate ledger account) that enables the Institute to verify that the funds were expended for the purposes for which the grant was awarded. All pertinent records, including invoices, purchase orders, worksheets supporting allocations, and copies of reports submitted to the Institute, must be retained in the Grantee institution’s files for at least three years after either the grant expires or the expenditure of all grant funds.

The Institute reserves the right to audit these records, or to have them audited, during the grant term or thereafter. If, as a result of an audit, HHMI reasonably concludes that funds were spent for purposes other than approved grant activities, HHMI will be entitled to a refund of such funds.

**Assessment and Site Visits.** HHMI representatives may visit the Grantee at mutually convenient times to observe and assess the conduct of the grant-funded activities and review the administration of the grant funding.

The Grantee is expected to track and assess the progress and long term outcomes of grant participants, (e.g., undergraduate students, graduate students, postdoctoral fellows and new faculty) for as long as possible beyond the term of the grant. Outcomes data will be considered in the evaluation of HHMI programs and can be a significant factor in the review of future grant proposals submitted by the Grantee. The Grantee is therefore encouraged to maintain records on HHMI participants indefinitely.

If the grant supports student research, the Grantee is required to participate in one or more national assessment surveys, as appropriate, such as the SURE, CURE, and RISC surveys directed by Dr. David Lopatto at Grinnell College and supported by HHMI. Survey forms and information about participation may be found at [http://www.grinnell.edu/users/lopatto/](http://www.grinnell.edu/users/lopatto/). The Grantee is encouraged to not rely solely on these surveys but to also develop its own survey instruments that are specific to its programs. The Grantee is encouraged to construct Program Maps for program development and assessment, [http://www.hhmi.org/sites/default/files/Programs/hhmi_map_and_measure.pdf](http://www.hhmi.org/sites/default/files/Programs/hhmi_map_and_measure.pdf).

**Public Announcements.** The Institute will make announcements about the science education program grant award activities and anticipates that the Grantee also may wish to make announcements. HHMI expects that the Grantee will coordinate press releases or announcements about its grant in advance with the Institute; HHMI agrees to do likewise. Information on the HHMI Press Room, including HHMI press contacts can be found at [http://www.hhmi.org/press-room](http://www.hhmi.org/press-room). The Institute will review all announcements by the Grantee before release, and the Grantee will provide the Institute with copies of all press releases and other announcements.

**Attribution of Program Activities and Participants.** An acknowledgment of Institute financial support must appear in presentations or publications that result from activities funded by the grant. The Institute requires attribution of its role as the funding source in any materials (e.g., publications and curriculum materials such as educational software) that are based on or that describe grant-supported activities. The acknowledgment must not appear to suggest that any individual author has a grant from the Institute or any activity is organized by the Institute; rather, the acknowledgment must indicate that the research or activities were supported by an award to the Grantee under the HHMI Science Education Program. For example, an announcement for a grant-supported student research symposium may not be identified as an HHMI-sponsored event, but rather one that is supported by an HHMI grant.
Note that a grant from HHMI is not the same as a gift, and the Institute should not be listed as a donor.

Note that the Institute does not have an open access requirement for education grant-supported publications.

All references to the Institute’s role as funder must use the full name “Howard Hughes Medical Institute” on first reference. The Institute is a medical research organization and must be described as such. It should not be described as a foundation in any context. A suggested format for the acknowledgment follows:

This program was supported in part by a grant to [Grantee institution name] from the Howard Hughes Medical Institute through the Science Education Program.

The Institute will provide the Grantee with an electronic copy of the HHMI logo. The Grantee may not make any alterations to the HHMI logo and may only use the HHMI logo in materials (e.g., poster presentations or websites) that were developed or otherwise supported with HHMI funds. The Grantee should consult with the Institute with any questions about the use of the HHMI logo.

When using the name of “HHMI” or “Howard Hughes Medical Institute” for program or project activities, the name of the Grantee should precede the HHMI name (e.g., State University-HHMI Student Researchers). The Grantee must also avoid using titles reserved for HHMI employees, such as investigator, associate, and scholar, and HHMI titles, such as HHMI professor and fellow. These titles should not be used in conjunction with HHMI’s name when referring to faculty members, students, and others supported through the HHMI Science Education Program. The title of HHMI Professor should only be used for individuals supported under the HHMI Professors Program, which is a part of HHMI’s Science Education Program. The Grantee should consult with HHMI for any questions about the use the name of HHMI for any of its program or project participants or activities.

OWNERSHIP AND OTHER LEGAL CONSIDERATIONS

Title to Equipment. All equipment, including computers, approved by HHMI for purchase using grant funds will be owned by the Grantee, provided that during the term of the grant such equipment is used for the purposes for which the grant was awarded. To the extent that the equipment and computers purchased with grant funds are not kept available for the grant purposes during the term, the Grantee Institution must refund the purchase price of such equipment to the Institute. After the grant term, the Institute’s recommendation is that equipment, including computers, acquired with Institute grant funds continue to be used for instructional purposes and not principally for research.

Intellectual Property Rights. HHMI claims no ownership rights to any products, materials, inventions (or any associated patents), or writings resulting from grant-supported activities. The Grantee agrees that products, materials, inventions, or writings (including software) resulting from activities supported by the grant will be made available to the public on reasonable terms and on a timely basis.

Because improvement of science education depends in part on the sharing of useful educational materials such as the ones that may be developed in connection with the HHMI science education grants, HHMI has the right to make the program materials broadly available to the public. This in no way restricts the ability of the Grantee to distribute these materials to the public as well. Accordingly, the Terms and Conditions will require the Grantee to grant to HHMI a non-exclusive, perpetual, irrevocable right to use, store, transmit, copy, perform, display,
reproduce, adapt, distribute and have distributed (through multiple tiers of distribution), and create derivative works of the educational resources and tools resulting from activities supported by the grant, in whole or in part, through (1) HHMI’s educational or other public websites or any other electronic media (e.g., email, blogs, podcast, RSS, etc.) and (2) in print publications or other educational and informational materials developed and distributed by HHMI in various media. HHMI’s use of these educational resources and tools will be made available to the public only for educational or not-for-profit information purposes.

**Responsible Conduct.** Activities sponsored by the Grantee for the purposes of the grant must be conducted in a responsible manner. Grantee personnel and participants supported by the grant are expected to conduct program activities according to the highest scientific and ethical standards and in compliance with all applicable laws and regulations and Grantee institution policies, including those regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety.

In the event that an allegation of misconduct is brought against personnel or a participant in a grant-funded program or project, s/he will be subject to the procedures in place at the Grantee institution. If an allegation of misconduct is made against the participant or personnel in a grant-funded program or project, or the Grantee institution, a responsible institution official must notify HHMI’s Vice President for Science Education (in confidence unless otherwise agreed by the responsible institution official) of the allegation, the procedures that will be followed, and the outcome of any inquiries and investigations arising from the allegation.

**Compliance with Law.** The Grantee is responsible for complying with all relevant federal, state, or local laws and regulations, including those relating to receipt and disbursement of grant funds from the Institute and to tax reporting and withholding requirements with respect to remuneration and stipends.

The Institute is committed to supporting programs with an objective of broadening access to all people, including women and members of underrepresented minority groups. The Institute believes that such programs can be designed and conducted so as to comply with applicable law. The Grantee must evaluate its Institute-funded programs and will operate them in compliance with applicable law.

**Tax Status.** The Grantee will notify the Institute immediately of any change or expected change in its status as an organization exempt from Federal income tax.

**Accreditation Status.** The Grantee institution will notify the Institute immediately of any change or expected change in its accreditation status.

**Liability.** HHMI assumes no liability or responsibility in connection with any program or project activities, other than the responsibility for making grant payments in accordance with HHMI’s policies and procedures. HHMI does not provide any health insurance or other benefits to individuals supported by or participating in HHMI grant programs, and HHMI does not assume any liability or responsibility for incidents or accidents involving grant program or project participants (whether on travel, in the laboratory or classroom, or otherwise).

**Relationship with HHMI.** The relationship established under this program or project between HHMI and the Grantee or any persons at the Grantee institution involved with the grant-supported research or activities is solely one of financial support. There is no employer-employee or principal-agent or similar relationship created under this program or project. Neither the Grantee nor the Institute is granted any authority to act on behalf of or represent the other party for any purpose. The Institute assumes no responsibility for activities supported by the grant, for project results, or for their interpretation.
**Transfer of Grant.** In no event may a grant made to an institution (e.g., a grant to a college or university) be transferred to another institution.

For a grant awarded to support an individual (e.g., HHMI professor), the Grantee Institution may transfer the grant to another eligible institution only with the written approval of HHMI. The individual supported by the grant should submit a request letter, which may be sent by e-mail to the designated HHMI program contact (e.g., undergradrant@hhmi.org), naming the proposed new Grantee institution and department, specifying the reason(s) for the change and the new science education plan, and providing a transfer timetable. Transfers will be considered on a case-by-case basis.

**Other Legal Considerations.** The *Terms and Conditions* agreement also includes a number of other provisions addressing legal issues— for example, modification, waiver, and counterparts of the *Terms and Conditions* agreement, and what provisions survive termination of the agreement. These provisions are not summarized in this Information Booklet. Questions about these provisions should be directed to the appropriate program contact in the Institute’s Department of Science Education: Undergraduate and Graduate Programs.
CONTACTING HHMI

Reports, requests, notifications, inquiries, and other correspondence should be directed to:

Howard Hughes Medical Institute
Department of Science Education
Undergraduate and Graduate Programs
4000 Jones Bridge Road
Chevy Chase, MD 20815-6789

Grants to HHMI Professors:
Telephone: (301) 215-8729
Email: ugradgrant@hhmi.org

Grants to primarily undergraduate institutions and research universities:
Telephone: (301) 215-8895
Email: ugradgrant@hhmi.org

Grants to support precollege science education:
Telephone: (301) 215-8877
Email: grantprc@hhmi.org
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<td>David Asai</td>
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<td>Cynthia Bauerle</td>
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<td>Sarah Simmons</td>
<td>Senior Program Officer</td>
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<td>Clifton Poodry</td>
<td>Senior Science Education Fellow</td>
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<td>Lucia Barker</td>
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<td>Andrew Quon</td>
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<td>Melvina Lewis</td>
<td>Senior Program Assistant</td>
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<td>Chad Gorski</td>
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<td>Christy Schultz</td>
<td>Program and Special Projects Coordinator</td>
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