Inclusive Excellence 3
Building institutional capacity for student belonging

IE3 Frequently Asked Questions

Please note – all institutions interested in submitting an IE3 Pre-Proposal must submit an Intent to Apply, which must be approved by HHMI. Instructions are on the IE3 website.

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Intent to Apply

● What is the Intent to Apply?
We require submission of an Intent to Apply in advance of submission of a Pre-proposal to (i) confirm eligibility of the institution, (ii) register for the IE3 competition, and (iii) identify the person who will lead the development of the Pre-Proposal, Full Proposal, and Program. The person who submits the Intent to Apply is the individual who will have access to the Pre-proposal within HHMI’s competition management system, Pathway. In addition, it helps HHMI estimate the number of institutions interested in the competition so that we can plan for the review process. An Intent to Apply is not binding, nor is it evaluated or used to decide on funding.

● How do I complete the Intent to Apply?
An Intent to Apply can only be submitted via HHMI Pathway, our online grants competition and management system. Go to HHMI Pathway at https://pathway.hhmi.org/ and either register or log in with an existing ID. Follow the instructions found at https://www.hhmi.org/developing-scientists/inclusive-excellence-new-competition-announcement.

● Who submits the Intent to Apply?
The Program Director completes and submits the Intent to Apply. The Program Director will be HHMI’s point of contact, the person provided with access to the Pre-proposal form, and the
individual most actively involved in developing the proposal. The Intent to Apply must be filled out by the Program Director. The name and contact information for the Authorizing Official is also included in the Intent to Apply.

- **How would I know if someone else at my institution has already submitted an Intent to Apply?**
  When you log into HHMI Pathway and select the Intent to Apply task, you will see a table listing all Intent to Apply forms from your institution that are either in progress or the one that has been submitted. The system will only allow one Intent to Apply to be submitted per institution. After that one has been submitted, it will not allow anyone else from the same institution to submit. Contact IE3@hhmi.org with any questions.

**Eligibility**

- **Is my institution eligible?**
  If your institution is eligible to apply for IE3, you should see Inclusive Excellence 3 appear on your list of Open Competitions within HHMI Pathway. Find eligibility requirements at: https://www.hhmi.org/developing-scientists/inclusive-excellence#Eligibility and within the Program Announcement.

- **What if I do not see Inclusive Excellence 3 on the list of open competitions when I log in to HHMI Pathway?**
  Review the eligibility criteria and contact IE3@hhmi.org with any questions about eligibility of an institution.

- **How does HHMI define ‘natural sciences’?**
  Natural sciences typically comprise the following disciplines: astronomy, biology, chemistry, earth and geosciences, and physics, as do disciplines that are combinations of these fields, such as biochemistry, geophysics, or microbiology. Computer sciences, psychology, mathematics, and allied health-related fields are examples of disciplines that are not traditionally defined as natural sciences. However, that does not mean these other disciplines cannot be involved (see below).

- **Are there limitations to which STEM disciplines may be included in the program? For example, are computer science and mathematics eligible?**
  There are no restrictions to which disciplines may be included in what you propose to do. The natural sciences, as defined by us for the purposes of this competition (see question above), are expected to be where the impact of your work is visible. However, that does not mean other
disciplines cannot be involved. It is up to your team to determine which faculty, departments, and programs at your institution need to be involved in the activities you propose to carry out in order to build institutional capacity. The focus and scope for your proposed IE3 program should be based upon your institution’s understanding of which students are being left behind or leave the sciences and why.

- **Do you use the Department of Education’s Classification of Instructional Program (CIP) codes to decide what falls under the science categories?**

  We do not use CIP codes to define natural sciences.

- **Can we submit a collaborative proposal?**

  IE3 will not include a formal process for grants shared among collaborating institutions. However, we would be interested in learning about any ideas for working with other institutions. In the case of 2- and 4-year institutional partnerships, the grant is awarded to the 4-year institution, with accommodations in the grant budget for the partnership.

  **Timeline and Process**

  - **What is the timeline for IE3?**


  - **What happens after I submit an Intent to Apply?**

    The Program Director will receive an automated confirmation email via HHMI Pathway. HHMI staff will review the Intent to Apply and notify the Program Director when their institution’s Pre-proposal is open in HHMI Pathway.

  - **How do I get access to the Pre-proposal form?**

    Colleges and universities must submit an Intent to Apply in order to gain access to their Pre-proposal application. The person listed as Program Director will be notified once HHMI has reviewed the Intent to Apply. The institution’s Pre-proposal form will be accessible in HHMI Pathway only to the Program Director.

  - **When is the deadline for IE3 Pre-proposals?**

    Institutions must submit their Pre-proposal by 2:00 pm Eastern time on Tuesday, January 14, 2020.
Roles

- **Who is the Program Director (PD)?**
Program Director is the person from the institution who will submit a Pre-proposal for the HHMI Inclusive Excellence 3 competition (and, if the Pre-proposal progresses to the next round, to attend the August in-person workshop and submit the full proposal). The PD:
  a) takes ownership of and responsibility for developing and implementing the IE program in collaboration with the leadership team and other key stakeholders, and is an active participant during the implementation and the continuous learning process;
  b) has appropriate experience in research, education, and grant administration;
  c) holds a full-time position that demonstrates institutional commitment to the PD’s role within the institution;
  d) is formally responsible for contributing to the vision, policy-making decisions, and implementation of strategies to improve the overall department/academic unit’s work to support student learning, and
  e) serves as the principal contact and the liaison between the institution and HHMI throughout the five-year grant period.

- **Can we change the Program Director after we submit the Intent to Apply?**
Yes, however, the Authorizing Official will need to confirm for HHMI the change of Program Director via email (IE3@hhmi.org).

- **Who is the Authorizing Official?**
Only one Pre-proposal can be submitted by each eligible institution. The Authorizing Official should have appropriate institutional authority to affirm the Program Director as the sole person from the institution who will submit a Pre-proposal for the HHMI Inclusive Excellence 3 competition.

Budget

- **What is the amount of the funding and for how many years?**
IE3 grants will be non-renewable $1 million grants, payable in equal installments over five years.

- **Does HHMI cover indirect (F&A) costs?**
HHMI Science Education grants do not pay indirect (F&A) costs. However, administrative direct costs are allowable.
• We understand from the IE3 Program Announcement that grant funds cannot be used to pay salaries for members of the core leadership team, however, can grant funds be used to pay salaries of administrative staff, who deal with logistics, routine communications, and other types of administrative tasks that free our faculty to focus on the aspects of the project that best benefit from their specific talents and capabilities?

The expectation that salaries of the Program Director and members of the core leadership team will be supported by the institution does not apply to administrative staff who provide backbone support for your day-to-day activities. You may use grant funds for persons in administrative assistant type roles. As stated in the Program Announcement, grant funds may be used for various programmatic costs – e.g., hiring new personnel to administer the program, faculty stipends, course releases, facilitated workshops, course materials, and small equipment. HHMI funds cannot be spent on the salaries of the program director and other members of the core leadership team who are already employed by the institution.

• Can you provide additional guidance for allowable and non-allowable costs?

HHMI funds may not be used for construction of buildings, capital campaigns/endowments, or indirect costs. HHMI grants do not pay for scholarships or tuition. However, our funds can be used for stipends for activities (e.g., summer research, peer mentor).

Pre-Proposal Application

• What is the purpose of the Pre-Proposal Application?

Please read the IE3 Pre-proposal Guidelines, found on the IE3 competition page.

• Can we do more than one challenge?

You may blend challenges, however, regardless of the path you choose you will need to provide the rationale for your decision and ensure that you have the resources to carry it out. We are not seeking a ‘right answer’ – rather, we are interested in hearing what hard questions your institution needs to address and how and why what you propose will get you closer to answering those questions. Please note, as stated in the IE3 Program Announcement, HHMI believes that faculty are central to the work of institutional capacity building for student belonging. Therefore, faculty commitment to learning is a critical component to whatever work your university undertakes. As you decide which challenge(s) to address, we encourage you to consider how faculty will have ownership of the challenge, the proposed solution, and the learning process over the 5 years of the grant funding and beyond.
- **Do we have to have a relationship with a two-year college already if we want to select challenge #3?**

No, your institution does not need to have deeply established partnerships with 2-year institutions, but some level of relationship should exist already. Through an IE3 grant-supported program, those existing relationships would be strengthened into genuine partnerships, resulting in increased capacity for inclusion at your institution. We would not advise on partnering with another institution for the sole purpose of applying for this competition. We are interested in hearing what hard questions your institution needs to address about your current relationships with 2-year colleges, and how and why what you propose will allow your institution to change its own systems and structures, policies and practices, and climate and culture. Our hope is that the entire IE community can learn from your efforts in addressing those issues, while at the same time acknowledging that the work at your institution will be context-specific.

- **Is there a specific number of people who should be on the core leadership team?**

No, it is up to each institution to determine who should be part of this team as this is dependent upon each institutional context. We would suggest that the faculty currently involved in the conversations about IE3 consider who would be appropriate to serve on the core leadership team based on the information provided in the Program Announcement and the priorities identified by your institution. Those priorities should be grounded in an understanding of which students are being left behind in the sciences and the institutional barriers to their success. Where those barriers reside and how they present themselves (e.g., climate and culture, priorities and practices, systems and structures), can help to determine what kinds of expertise should be part of the core leadership team.

- **Do we need to list every person who will be part of the team in the Leadership Team section? Can we upload CVs for each person?**

No, you do not need to list everyone and there is no mechanism for uploading CVs. We encourage you to use the 500 words to convey how the membership and collaboration of the team positions your institution to take on the challenge set forth in the IE3 Program Announcement.

- **Can you provide examples of proposals that have already been funded?**

We do not distribute copies of funded proposals. However, you are welcome to contact program directors from our current IE1 and IE2 institutions ([https://www.hhmi.org/developing-scientists/inclusive-excellence#IE_Institutions](https://www.hhmi.org/developing-scientists/inclusive-excellence#IE_Institutions)) to learn more about their initiatives. Please keep in mind that IE3 builds upon what we are learning from IE1 and IE2; therefore, the proposals from these earlier cohorts will not necessarily align with the requirements for IE3.