

HHMI Inclusive Excellence 3

Building institutional capacity for student belonging

IE3 Intent to Apply - Frequently Asked Questions

Please begin by reading the IE3 Program Announcement, found on the [IE3 website](#).

About the 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. 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.

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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.

- 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 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.

- How does HHMI define ‘natural sciences’?

HHMI’s Inclusive Excellence initiative is focused on those disciplines that are in the 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

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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?

Find key dates at: www.hhmi.org/IE.

- What happens after I submit an Intent to Apply?

The Program Director and Authorizing Official will receive a confirmation email. HHMI will review and approve the Intent to Apply before the Pre-proposal form opens.

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

The IE3 Pre-proposal form will be available in July 2019. The person listed as Program Director in the approved Intent to Apply will be notified when the Pre-proposal form is available in HHMI Pathway. Upon logging in to Pathway after receiving that notification, the Pre-proposal form will be visible to the Program Director.

Roles

- Who is the Program Director (PD)?

The Program Director:

- a. takes ownership of and responsibility for developing and implementing the IE program in collaboration with the leadership team and other key stakeholders,

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- 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. The Authorizing Official will be copied on the confirmation email sent to the Program Director once the Intent to Apply has been approved by HHMI.

About IE3

- Is the IE3 Competition different from the first two Inclusive Excellence competitions?

Yes, IE3 builds on what we are learning from the progress and experiences of IE1 and IE2 institutions as they continue to reflect upon and further develop their programs, processes, and understandings.

- 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.

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- Does HHMI cover indirect (F&A) costs?

HHMI Science Education grants do not pay indirect (F&A) costs. However, administrative direct costs are allowable.

- 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) 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.