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Dr. 56

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Notice of
Program Interest
EBLA-78-NPI-002

Guide For The Preparation Of Proposals For Faculty Development Projects In Energy – 1979

April 1978

U.S. DEPARTMENT OF ENERGY
Assistant Secretary for Intergovernmental
and Institutional Relations
Education Programs Division

Deadline For Receipt Of Proposals - September 15, 1978

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Institutions planning to submit proposals in the FY 1979 competition are requested to return an intent-to-submit card (see last page of this announcement) as soon as possible. This will assist DOE in preparing for an adequate review. Failure to send the card will not exclude an institution's proposal from competition.

Education Programs Division

The Department of Energy's Education Programs Division is part of the Office of Education, Business and Labor Affairs, under the Assistant Secretary for Intergovernmental and Institutional Relations.

The mission of the Education Programs Division is to assure and support the appropriate involvement of educational processes and institutions in implementing the National Energy Plan.

A list of the programs of the Division follows:

1. Faculty Development Program
2. Graduate Traineeship Program
3. DOE Laboratory-Cooperative Program
4. Materials Development Program
5. Public Education Program
6. Special Projects in Energy Education and Training Program
7. Pre-Freshman and Cooperative Education for Minorities in Engineering Program
8. Reactor Sharing and Fuel Assistance Program
9. Used Energy-Related Laboratory Equipment Program

Guidelines for these programs are available from:

Education Programs Division
Department of Energy
Washington, D.C. 20545
(202) 376-9208

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Faculty Development Projects in Energy

I. GENERAL INFORMATION

Introduction

The U.S. Department of Energy (DOE) will offer support for projects aimed at the improvement of energy education in the Nation's high schools and colleges. As a means to this end, DOE will provide support through this Faculty Development Program to colleges and universities for projects aimed at the development of high school and college faculty understanding of important subject matter relating to the development, conservation, and utilization of U.S. energy resources. By assisting in the improvement of energy education in the Nation's schools, the program plays a significant role in the judicious and orderly development of U.S. energy resources.

The primary vehicle used by this program in previous years has been the summer workshop of 1 to 3 weeks duration. Projects for high school teachers have increasingly incorporated academic year followup meetings along with the summer workshop as part of a total program. Workshops for high school and college teachers on the general subject of energy as well as particular topics within the energy field help provide the next generation of high school and college students with meaningful, informed instruction relating to energy and its environmental implications. Since the United States has a serious and continuing energy problem, there is a need to bring into focus a broad spectrum of information regarding energy resources, alternatives to current technologies, and the environmental and economic aspects of the energy problem. DOE's goal in supporting Faculty Development Projects in Energy is to make available as much factual data and information as possible relating to the above concerns, and to speed

the incorporation of energy subject matter in the Nation's schools.

Scope of Projects

Projects supported in this Program will be characterized in general by a group of high school or college teachers engaged in a learning experience sponsored by the grantee institution and staffed by faculty or others selected for their appropriate expertise. The specific objectives of the Program are:

- to improve teachers' knowledge of energy-related subject matter
- to develop and maintain communication and cooperation between high school, college, and university teachers on energy-related matters.

Faculty Development Projects should involve fields and subject areas of interest and concern to DOE.* Outside of this general restriction there are no proscriptions imposed. Proposals to this year's program, however, are specifically solicited in the following subject areas:

1. General Energy Education—These projects provide teachers with insights into the nature and complexity of the national and world energy problem. Projects should include considerable technical detail, as well as considerations of environmental and socioeconomic impact. Such projects are normally expected to include a wide spectrum of staff expertise.
2. Energy Conservation—These projects are expected to be directed at improving the capabilities of high school and college fac-

*For additional guidance see "The National Energy Plan," April 1977, or more recent updates of this national plan.

ulty to teach about energy conservation. A wide variety of projects are possible under this general heading. Examples are: workshops for college faculty on specialized conservation topics, and workshops for high school faculty emphasizing student conservation projects.

Proposals will be funded in a variety of areas, and the categories above should not be construed as limiting.

Projects may be developed for either secondary or college teachers dependent upon the appropriateness of the subject matter under consideration. Projects may utilize traditional mechanisms such as that of a workshop, or may utilize alternative mechanisms for achieving its goals.

Most projects are expected to be local or regional in orientation, rather than national. This emphasis is intended to promote economy of operation as well as to encourage continuing communication among teachers who participate and among all teachers in a locality or region.

DOE has developed a number of energy education curriculum materials, some of which may be useful for the workshops. An annotated list of materials currently available may be obtained from the Education Programs Division.

Eligible Organizations

Proposals will be accepted only from U.S. colleges and universities. Projects of a cooperative nature involving academic and non-academic institutions are allowable, and should be submitted by the academic institution.

Limitations on Proposals

DOE expects to have approximately \$1,200,000 available for support of this program in FY 1979. Because of the limited funds available and the desire to achieve a nationally

dispersed impact, a given proposal may request a maximum of \$40,000 in DOE funds. It is anticipated that the vast majority of awards will be in the neighborhood of \$16,000. In FY 1978 DOE made 68 awards in this program with the following budgetary breakdown:

less than \$12,000	9
\$12,000-\$16,000	29
\$16,000-\$20,000	24
Greater than \$20,000	6

Notification of Award

Notification of award will be made on or about February 1, 1979. It is anticipated that the majority of projects will begin in summer 1979. Projects should not be scheduled to begin prior to April 15, 1979.

Academic Credit

DOE neither requires nor prohibits the awarding of academic credit for participation in these Faculty Development Projects. Decisions as to the awarding of credit are left completely to the college or university submitting a proposal.

Tuition and Fees

Since the major portion of the costs of a project is to be borne by DOE, ordinary tuition charges may not be made of participants. Participants may be charged fees in conjunction with the awarding of academic credit only to the extent that DOE support does not cover the full cost of the project. Intent to charge such fees should be clearly indicated in the narrative of the proposal.

II. PREPARATION AND SUBMISSION OF PROPOSALS

Proposals should be prepared by the individual who will be primarily responsible for

the activity for which support is requested. The proposal must be certified by the President of the institution or his delegated officer, and is to be submitted by the institution. The entire proposal should be on 8½ x 11 inch paper, double spaced, with a maximum of eight pages, exclusive of the Cover Sheet, Abstract, Budget and Budget Explanation, and Appendix (faculty data). Ten (10) copies of the proposal should be submitted to the:

Education Programs Division
Department of Energy
Washington, D.C. 20545.

Proposals must be received by September 15, 1978.

A proposal for participation in the 1979 program should be prepared in five parts: Cover Sheet, Abstract, Budget and Budget Explanation, Narrative, and Appendix.

1. Cover Sheet: The format for the Cover Sheet is shown in the sample included with these instructions.
2. Abstract: This should be a concise description of the project, not more than one double spaced, typewritten page in length.
3. Budget and Budget Explanation: The costs for the project are to be summarized as shown on the sample Budget Page included with these instructions.

Two categories of support may be included:

a. Participant Support. This support includes:

- (1) Living Allowances for participants. This is limited to the equivalent of cost of food and lodging but may not exceed \$150/week.
- (2) Travel Allowances will be based upon the rate of ten (10) cents per mile, with a maximum of \$75 to any one participant.

Participant support provided by DOE is intended to assist participating teachers in meeting the costs of attendance. It is expected that the portion of the costs not provided by DOE will be supplied by the participants and/or the participants' home school or system.

Participant support is not normally provided for attendance at activities of less than 5 days duration. However, requests will be considered for a limited amount of funds to defray travel or lodging costs related to such activities to be disbursed at the discretion of the Director.

The allowances listed above are available to faculty participants in these projects. Participation by others such as industry representatives, Foreign Nationals, or representatives from other Government agencies may be acceptable on a non-support basis provided their inclusion will not decrease the effectiveness of the project. Such participation must be cleared with DOE staff within the Education Programs Division prior to participation.

b. Operating Costs. The following categories of support are illustrative of the types of support that may be requested:

- (1) Costs for staff and direction of the project. These costs should be consistent with the normal salary of the individual prorated for the percentage of time spent on the project.
- (2) Guest lecturers may be compensated for travel costs, living expenses, and an honorarium commensurate with the institution's normal rate for such service.
- (3) Allowances for expendable materials necessary for the project.
- (4) Indirect costs at the regular institutional indirect rate or at 25 percent of direct operational costs, whichever results in the lesser amount.

- (5) Funds for travel to a 2-day Project Directors' Meeting in Washington should be requested. To estimate these expenses, allow for the cost of a round trip jet tourist ticket between the institution's location and Washington, D.C., plus \$125 for living expenses.

A brief section should follow the Budget Page and justify the level of budgetary support requested, category by category.

4. Narrative: This section of the proposal should give enough information so that the reviewers can make an informed judgment on the merit of the project. Information in this section should include, but is not limited to:

- a. A statement of the objectives and scope of the proposed project. In developing this statement, the need for conducting the project and the results expected should be made clear. Any evidence of teacher or school system involvement in planning efforts should be indicated.
- b. The facilities and the staff required to carry out the project and the ability of the host institution to meet such requirements should be described. Include the qualifications of the lecturers in relation to the topics they will cover. Vitae should be included in the Appendix. Indicate the availability of laboratory and other research facilities that will be used in connection with the project. Comment also on any related facilities available (library, computer, etc.).
- c. A listing of topics to be covered and/or experiments, if included, should be provided, preferably with an approximate time schedule.
- d. A description of the procedure and the criteria for the selection of participants. In selecting participants, preference should be given to the individuals who have not attended a DOE-sponsored Faculty Development Project in the previous 4 years.

- e. If the proposal requests renewal of an award made in previous years, the proposal should address the question of need for additional projects in the institution's geographical area, in light of DOE's desire to achieve a dispersed impact. Such proposals should also present evidence that previous projects have had beneficial effects on energy education.

5. Appendix: The Appendix should be used to present data on the faculty and/or lecturers to be involved in the project. Vitae for only those to be involved in the project should be included. These should be arranged by the degree of participation in the project. List first the person who will be primarily responsible for the operation of the project (course content, faculty assignments, recruitment, etc.) followed by others who are likely to be significantly involved. All pertinent data should be given including, but not limited to, institutional affiliation, departmental affiliation, academic rank, degrees, field of specialization, and responsibility in the project. **THESE VITAE MUST BE LIMITED TO ONE (1) PAGE FOR EACH PERSON.**
6. Acknowledgment of Receipt of Proposal Packages: To facilitate prompt acknowledgment of the arrival of the package at DOE, the proposer should cut out two postcards from the last page of this guide, fill them in to identify the proposal, address one card to the Project Director and the other to the official authorized to sign the Cover Sheet, and attach them to the Cover Sheet of the Signature Copy. When the package arrives, the date of receipt and an assigned Proposal Number will be stamped on the card before it is returned, so that thereafter the proposer and DOE may refer to this Proposal Number in correspondence about the proposal. If receipt is not acknowledged within 2 weeks of submission, the program staff should be contacted promptly.

III. EVALUATION AND SELECTION OF PROPOSALS FOR SUPPORT

Proposals will be reviewed by qualified professional personnel from the educational and industrial communities, as well as DOE and other Government agencies. These reviewers act in an advisory capacity for the review of proposals. Proposals selected for support will be those which in the judgment of the reviewers and DOE professional staff are the best able to offer high quality projects in the areas under consideration.

Draft copies of the review evaluation forms are included in this booklet. Reviewers will be asked to evaluate a proposal according to the six questions shown on the "Proposal Evaluation Form."

DOE will also take into account the field of training and geographical factors in selecting awards germane to DOE's mission. Proposals may be approved for the support of fewer participants than the number requested.

IV. PUBLICITY

Two copies of the announcement brochure and application forms should be forwarded to the Education Programs Division as soon as available. The brochure should clearly outline the project to be offered and the criteria for admission. Any special features or objectives of the project should be described. The publication MUST carry the following statements:

"In selecting individuals for participation and otherwise in the administration of this project (insert name of institution or organization) will not discriminate on the grounds of the race, creed, sex, color, or national origin of any applicant."

"This project is supported by the Department of Energy through its Education Programs Division."

V. FINAL REPORT

A final report must be prepared within six (6) weeks following the close of the project and

forwarded to the Education Programs Division. The report should contain a description of the work performed, a list of attendees and their affiliation, completed DOE participant evaluation sheets, and the workshop director's evaluation of the effectiveness of the project in meeting its objectives. A financial statement of expenditures must also be submitted before final payment can be made under the award.

The Department of Justice requires an annual report from Federal agencies concerning the participation of "protected groups" in educational programs supported by public funds. In order to meet this responsibility, the following breakdown of participants in the project will be necessary:

- Total participants (male and female)
- Blacks (male and female)
- Spanish-speaking (including all of Spanish-speaking or Spanish-surnamed heritage—male and female)
- American Indians (male and female)
- Asian Americans (male and female)

Page 17900 of the Federal Register for April 4, 1977, should be consulted for details regarding the above categories.

VI. MISCELLANEOUS

DOE assumes no responsibility for any costs associated with proposal preparation, and reserves the right to support or not to support any or all proposals in whole or in part.

Questions pertaining to the Faculty Development Program should be directed to:

Mr. Donald Duggan
Chief, Academic Programs Branch
Education Programs Division
U.S. Department of Energy
Washington, D.C. 20545

Information concerning DOE contracting policy and procedures is available from the DOE Division of Procurement, Washington, D.C. 20545.

U.S. DEPARTMENT OF ENERGY
FACULTY DEVELOPMENT PROJECTS IN ENERGY
COVER SHEET

1. Project Title _____

2. Institution _____
3. Address: City _____ State _____ Zip _____
4. Director's Name _____ Department _____
Telephone: A.C. _____ Office _____ Home _____
5. Project Classification:
Check only one:

☐ General Energy Education	☐ Fossil
☐ Environment	☐ Nuclear
☐ Geothermal	☐ Energy Economics
☐ Solar	☐ Other (specify)
☐ Conservation	
6. Duration of Project _____; From _____ To _____
(No. days or weeks) (Date) (Date)
7. Total DOE Support Requested: \$ _____
8. Number of teacher participants desired: _____
College _____
Junior or Community College _____
Technical Institute _____
High School _____
Other () _____
9. Signature of Director _____
10. Name and Title of Certifying Official (President or Designee:)
Signature _____
11. Date _____

U.S. DEPARTMENT OF ENERGY
FACULTY DEVELOPMENT PROJECTS IN ENERGY
BUDGET PAGE

Institution _____ Project Director _____

Project Title _____

Duration _____

A. PARTICIPANT SUPPORT

1. Living Allowances (Maximum of \$150/participant-week)	\$ _____
2. Travel (Maximum of \$75/participant)	\$ _____
3. TOTAL PARTICIPANT SUPPORT (Add lines 1 and 2)	\$ _____

B. OPERATING COSTS

1. Director	\$ _____
2. Staff	\$ _____
3. Assistants	\$ _____
4. Secretarial and Clerical	\$ _____
5. Total Salaries and Wages (Add lines B1-B4)	\$ _____
6. Staff Benefits	\$ _____
7. Total Salaries, Wages, and Staff Benefits (Add B5 and B6)	\$ _____
8. Guest Lecturers	\$ _____
9. Laboratory and Instructional Materials	\$ _____
10. Office Supplies, Communications, and Publicity	\$ _____
11. Field Trips	\$ _____
12. Project Directors' Meeting	\$ _____
13. Other (Specify)	\$ _____
14. Total Direct Operating Costs (Add lines B7-B13)	\$ _____
15. Indirect Costs (See instructions)	\$ _____
16. TOTAL OPERATING COSTS (Add lines B14 and B15)	\$ _____
Total Project Costs (Add lines A3 and B16)	\$ _____
TOTAL REQUESTED FROM DOE	\$ _____

U.S. DEPARTMENT OF ENERGY
FACULTY DEVELOPMENT PROJECTS IN ENERGY
PROPOSAL EVALUATION FORM

Panel _____ Proposal Number _____
 Reviewer _____ Applicant Institution _____

DIRECTIONS

Provide a rating of the proposal using the scales below. In each case circle one number only. A score of 7 or 6 should be assigned in those cases where the proposal has evidenced an outstanding rating on that scale. A score of 1 or 2 should be assigned if the proposal demonstrates an unacceptable rating on a scale item. Midpoints on the scales should be used to provide ratings that are acceptable but not outstanding. A score of 3 should be reserved to indicate the lowest acceptable rating in the event that ample funds are available to support all "meritorious" proposals.

After rating the proposal on each of the six scales, add the assigned scores and place the total score in the box at the bottom of the page.

Use the back side of the form to document your reactions and to indicate recommended budget changes.

1. To what degree is the proposed project worth doing? In other words, how significant and timely is the project itself?
2. To what degree are the proposal plans clear and complete, with need for project and expected project impacts clearly noted?
3. To what degree are the proposal plans likely to result in significant long-term benefits to the educational community?
4. To what degree does the expertise and breadth of the project personnel appear adequate and appropriate for the task?
5. To what degree does the institution possess associated facilities and activities conducive to a successful project?
6. To what degree does the proposed effort appear to be worth the cost?

High	Med	Low				
7	6	5	4	3	2	1
7	6	5	4	3	2	1
7	6	5	4	3	2	1
7	6	5	4	3	2	1
7	6	5	4	3	2	1
7	6	5	4	3	2	1

TOTAL SCORE

U.S. DEPARTMENT OF ENERGY
FACULTY DEVELOPMENT PROJECTS IN ENERGY
REVIEWER SUMMARY

Proposal Number _____

Reviewer Letter Grade*

*
H— Highly Meritorious
M— Meritorious
D— Of Doubtful Merit

General Recommendations and Comments (especially desirable):

Reviewer's
Initials

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