



WHITE HOUSE INITIATIVE ON
TRIBAL COLLEGES AND UNIVERSITIES

Federal Agency Awards To Tribal Colleges and Universities

Fiscal Year 2007

**Reporting Instructions and Guidelines
for the
Annual Performance Report
on
Executive Agency Actions to Assist
Tribal Colleges and Universities**

**White House Initiative on Tribal Colleges and Universities
1900 K Street NW, Suite 7010, Washington, DC 20006**



**WHITE HOUSE INITIATIVE ON
TRIBAL COLLEGES AND UNIVERSITIES**

DATE: February 4, 2008
TO: WHITCU – Federal Agency Liaisons
FROM: Deborah J. Cavett, Executive Director
SUBJECT: FY07 Annual Report Deadline

Enclosed is a copy of “*Federal Agency Awards to Tribal Colleges and Universities, Fiscal Year 2007*,” containing instructions and guidelines for completing the FY 2007 Annual Performance Report on Executive Agency Actions to Assist Tribal Colleges and Universities. Please note that this report is due by **April 25, 2008**. Please submit the report to:

Deborah J. Cavett, Executive Director
White House Initiative on Tribal Colleges and Universities
Department of Education
1990 K Street, NW, Room 7010
Washington, DC 20006

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Forms and instructions available at: <http://www.ed.gov/whitcu>

**Attachment: Instructions and Guidelines
Including
Definitions of TERMS and CATEGORIES
Summary of Agency Awards
Summary of Awards to Individual Colleges and Universities**

**WHITE HOUSE INITIATIVE ON TRIBAL COLLEGES AND UNIVERSITIES
FISCAL YEAR 2007 ANNUAL PERFORMANCE REPORT
ON
EXECUTIVE AGENCY ACTIONS TO ASSIST TRIBAL COLLEGES AND
UNIVERSITIES**

INSTRUCTIONS AND GUIDELINES

A. Executive Summary

Develop a summary of your agency's performance during Fiscal Year (FY) 2007 regarding:

- 1) Goals and measurable objectives outlined in FY07;
- 2) Comparison of FY07 performance to FY07 Performance Plan;
- 3) Programs (new and/or ongoing) that show specific benefit to tribal colleges;
- 4) Programs implemented that exemplified increased Federal opportunities for tribal colleges;
- 5) Total funding awarded to tribal colleges in FY07; and
- 6) Agency funding increases or decreases for tribal colleges from FY06 to FY07 (please give reason for significant increases or decreases).

B. Summary of Agency Awards by Category:

Please use the attached form "Summary of FY 2007 Agency Awards by Category to Tribal Colleges and Universities" to report total funding resulting from agency initiatives. **Report only those categories your agency supported during FY07.** Funding amounts should be reported in only one program category. NOTE: If award amounts appear in *Total Awards to TCUs* column, *Total Awards to IHEs* column must also contain an award amount.

FY07 Award Categories:

- 1) Research & Development
- 2) Direct Institutional Subsidies
- 3) Program Evaluation
- 4) Training & Technical Assistance
- 5) Facilities & Equipment
- 6) Fellowships, Internships, Recruitment, IPAs
- 7) Student Tuition Assistance, Scholarships, and Other Aid
- 8) Economic Development
- 9) Administrative Infrastructure
- 10) Third Party Awards
- 11) Private Sector Involvement
- 12) Other Activities

C. Summary of FY07 Agency Awards to Individual Tribal Colleges and Universities

Please use the attached form, "Summary of FY07 Agency Awards to Individual Tribal Colleges and Universities," to report total funding resulting from agency initiatives.

DEFINITIONS of TERMS and CATEGORIES:

The following definitions apply for the purpose of reporting the FY 2007 Annual Federal Performance Report:

Administrative Infrastructure (AI): Federal assistance to strengthen the management and administrative framework of an institution of higher education. An example of AI is when agency personnel participate in planning required to strengthen a research or teaching project or library collections, including attendance at planning sessions regarding administration of the institutional programs and missions.

Agency: All executive departments, establishments, and agencies of the Federal Government.

Award: Funds that an agency provides to an institution of higher education under a grant, contract, or other assistance. This may include the costs of salaries, benefits, and expenses of Federal personnel who are assigned to an institution as a liaison or work on the campus of an institution (whether in a Center of Excellence, a laboratory, or an office setting) to provide technical assistance, program planning guidance, etc. This also includes the costs to support these individuals on-site.

Contract: A legal instrument reflecting a relationship between a Federal agency and an institution of higher education where the principal purpose is to acquire -- by purchase, lease, or barter -- goods or services.

Direct Institutional Subsidies: Federal financial support to institutions of higher education for education and general expenses where the Federal Government either places no restrictions on the uses to which the funds may be put, or where the Federal Government provides a broad range of allowable activities within which the institution has discretion to use the funds.

Economic Development: Awards provided to support creation of new businesses or jobs, or expand existing businesses in order to create new markets.

Facilities and Equipment: Structures, works, fixed equipment, major repairs, or alterations to: structures, works, fixed equipment, facilities, or land for use by an institution of higher education. Also included are major repairs and alterations to these sites.

This category includes *construction*; the building or erecting of new or replacement buildings and facilities to be used as educational facilities by institutions of higher education.

Also included in this category is equipment that provides hardware support to strengthen the capabilities of technology and communications at institutions of higher education (i.e., internet access).

Fellowships, Internships, Recruitment, Traineeships, and Arrangements under the Intergovernmental Personnel Act (IPA): Cooperative education, student and faculty internships, visiting professorships, and personnel and student recruitment at institutions of higher education. Costs include salaries and expenses for student workers paid through a private organization, costs of career fair booths, and salaries and expenses for agency employees who are recruiting. Also includes costs for student fellows and interns, and the costs for employee training on how to mentor students.

Grant: The method of transferring property, money, services, or anything of value to a recipient in order to accomplish a public purpose authorized by statute when the agency is not anticipated to be substantially involved in performing the activity.

Institution of Higher Education (IHE): Any postsecondary education institution in the United States or its territories that offers at least two years of college-level studies. Qualified institutions can be located by searching data published by the National Center for Education Statistics at <http://nces.ed.gov/globallocator>.

Measurable Objectives: Agency activities or support for tribal colleges and universities that can be quantitatively measured in dollar amounts or in discrete, nonfinancial units of measure.

Private Sector Involvement: Activities funded in part or in whole by corporate sponsorship. An example would be if a student were provided work experience at a Federal Laboratory, and paid by a corporation instead of the Federal agency.

Program Evaluation: Actions to assess the effectiveness of institutional programs and activities, as well as the effectiveness of Federal programs and activities. In many cases, program evaluation activities are conducted on a continuous basis and are frequently included as salaries or other budgetary expenses. Costs to be captured may include those for nonteaching activities, contractual services for testing (i.e. laboratory) or evaluation of ongoing programs (on-site reviews).

Research and Development (R&D): Studies, observations, and other activities concerned with the identification, description, experimental investigation, and theoretical explanation of social, physical, and behavioral phenomena. Implementation activities are also included in R&D.

Student Tuition Assistance, Scholarships, and Other Aid: Federal funds awarded to an institution of higher education for students or awarded directly to students for payment of such charges as tuition and room and board.

Technical Assistance: Direct help or services to institutions of higher education in key areas such as writing proposals, negotiating awards, and managing programs and finances. For applicable agencies, this includes scientific and/or technical support. All technical assistance should be included under Category 4, Training. Examples of such activities include: funding of programs that provide technical assistance (many through agency outreach staff) and development of curricula for colleges and universities.

Third-Party Awards: Organizations or other entities receiving Federal awards on behalf of one or more colleges or universities. Examples of such entities include: the National Association for Equal Opportunity in Higher Education (NAFEO); American Indian Higher Education Consortium (AIHEC); American Indian Science and Engineering Society (AISES); National Laboratories, such as Los Alamos or Lawrence Livermore; and various foundations and associations.

Training: Using professional personnel (Federal and nonfederal) to acquire or enhance knowledge or skills at an institution.

Tribal Colleges and Universities (TCUs): Those institutions defined in Section 2 of Executive Order 13270, specifically: institutions cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. §301 note); any other institution that qualifies for funding under the Tribally Controlled College and University Assistance Act of 1978, (25 U.S.C §1801 *et seq.*); and Dine College, authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, title II (25 U.S.C. §640a note).

B. SUMMARY OF FY 2007 AGENCY AWARDS BY CATEGORY TO TRIBAL COLLEGES AND UNIVERSITIES

1. Agency/Organization _____

2. Name, Title, Phone, Fax, and email address of agency representative preparing report:

3. FY07 Total Funding for all Institutions of Higher Education (IHEs)

CATEGORY	TOTAL AWARDS TO IHEs	TOTAL AWARDS TO TCUs	% OF AWARDS TO TCUs
1. Research & Development			
2. Direct Institutional Subsidies			
3. Program Evaluation			
4. Training & Technical Assistance			
5. Facilities & Equipment			
6. Fellowships, Internships Recruitment, IPAs			
7. Student Tuition Assistance, Scholarships, and Other Aid			
8. Economic Development			
9. Administrative Infrastructure			
10. Third Party Awards			
11. Private Sector Involvement			
12. Other Activities			
Total			

Agency Head (Typed)

Agency Head (Signature)

Date