



**UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF INSPECTOR GENERAL**

Chicago/Kansas City Audit Region

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January 6, 2006

Control Number ED-OIG/A05F0020

Dr. Lloyd Benjamin
President
Indiana State University
217 North Sixth Street
Terre Haute, IN 47809

Dear Dr. Benjamin:

This **Final Audit Report**, titled *Indiana State University Compliance with the Ronald E. McNair Postbaccalaureate Achievement Program Provisions*, presents the results of our audit. The purpose of the audit was to determine if Indiana State University (ISU) administered its Ronald E. McNair Postbaccalaureate Achievement project (McNair project) in accordance with law and regulations from the October 1, 1999 inception of the project through September 30, 2005. The McNair project at Indiana State University has been funded to serve 20 participants per year since the start of the project in 1999. Its funding level has gradually increased from \$190,000, for project year 1999-2000, to \$220,427, for project year 2004-2005. The initial four-year grant authorization, for the period October 1, 1999, through September 30, 2003, totaled \$834,031. The next four-year grant authorization, for the period October 1, 2003, through September 30, 2007, totaled \$881,708.

BACKGROUND

The goal of the Ronald E. McNair Postbaccalaureate Achievement Program is to increase the number of doctoral degrees earned by students from underrepresented populations. The program awards grants to undergraduate institutions for projects to motivate and prepare students from disadvantaged backgrounds with strong academic potential. Grantees work with students through the completion of the undergraduate degree, assisting with graduate school preparation, application, and entrance. Grantees also track students' academic progress through the successful completion of the doctoral degree. Services provided to McNair participants include the following: research opportunities for college juniors and seniors, mentoring, seminars and other activities to prepare students for doctoral studies, internships for participants who have completed their sophomore year in postsecondary education (with a research stipend of up to \$2,800), tutoring, academic counseling, and assistance in securing admission and financial aid for graduate school.

Our mission is to promote the efficiency, effectiveness, and integrity of the Department's programs and operations.

AUDIT RESULTS

Generally, ISU's McNair project properly accounted for McNair grant funds and supported expenditures with appropriate documentation. However, the McNair project (1) provided services and equipment to ineligible students, and (2) provided a McNair official a double reimbursement.

In its comments to the draft report dated December 20, 2005, ISU concurred with our findings and recommendations. The comments are summarized at the end of each finding. The full text of ISU's comments on the draft report is included as an Attachment to this report.

Finding No. 1 – ISU provided McNair Project Services and Equipment to Ineligible Students

ISU provided McNair project services and equipment to ineligible students. ISU (1) inappropriately provided sophomores with McNair Summer Research Internships; (2) admitted ineligible students to the McNair project; (3) inappropriately paid McNair funds to an individual who was not enrolled at ISU; and (4) allowed non-McNair participants to use McNair project laptop computers.

ISU inappropriately provided sophomores with McNair Summer Research Internships. Nine students who had not completed their sophomore year of study received from \$2,811 to \$3,526 for room and board and stipends during ISU McNair summer research internships. The students included five sophomores in the project in 2000, two in 2001, and two in 2005.

According to 34 C.F.R. 647.10(b), "Each participant given a summer research internship will have completed his or her sophomore year of study"

McNair project officials deviated from the University's definition of junior-year-status and allowed students with 50-60 semester hours of credit to participate in its summer research internships. The University requires a student to have 63 semester hours of credit for classification as a junior. McNair officials interpreted the regulations at 34 C.F.R. 647.10(b) to mean that students who were enrolled at a university for two years had completed their sophomore year of study, regardless of the number of credits accrued.

We identified \$29,004 of grant funds that ISU's McNair project spent for these ineligible students to participate in the summer research internships.

ISU admitted ineligible students to the McNair project. Two students were admitted to the McNair project at ISU as members of underrepresented groups in their academic disciplines. Both students were Caucasian females who were not low-income students. The McNair project did not maintain documentation to support its determination that the students were members of groups underrepresented in their academic disciplines.

The regulations at 34 C.F.R. 647.3(c)(3) state that a student may be admitted to a McNair project if the student is “[a] member of a group that is not listed in Sec. 647.7 if the group is underrepresented in certain academic disciplines as documented by standard statistical references or other national survey data submitted to and accepted by the Secretary on a case-by-case basis.” We found no evidence of acceptance by the Secretary for the enrollment of these students.

The regulations at 34 C.F.R. 647.32(b)(1) state that the grantee shall maintain a record of “[t]he basis for the grantee's determination that the student is eligible to participate in the project under Sec. 647.3.”

The McNair Project Coordinator provided U.S. Department of Education (Department) statistics to show that two students were members of groups underrepresented in their academic disciplines.¹ However, we believe the statistics do not indicate that either student was underrepresented. The statistics reported that white, non-Hispanic students were the largest group awarded doctoral degrees in both disciplines (76 percent and 83 percent), and females exceeded males in one discipline (59 percent) and were close to the numbers of males (43 percent) in the other. ISU McNair project officials acknowledge that they did not seek approval from the Secretary to admit these students.

We identified \$7,613 of grant funds that ISU’s McNair project spent on behalf of the two ineligible students.

ISU inappropriately paid McNair funds to an individual who was not enrolled at ISU. One student who was not enrolled at ISU during 2004 participated in McNair project activities during the Spring and Summer terms in 2004. In the Spring 2004 term, the student went on a field trip and attended a conference that was paid for with McNair grant funds. In the Summer 2004 term, the student participated in the summer research internship, attended a conference, and received a stipend and room and board payments.

According to 34 C.F.R. 647.3(b), only students that are "... currently enrolled in a degree program at an institution of higher education ..." are eligible to participate in the McNair project. According to an ISU enrollment criterion, a student is enrolled during a term only if the student is registered for a class.

The student was a McNair scholar through the Fall 2003 term. During the Spring and Summer 2004 terms, the student was finishing incomplete classes from previous terms but was not registered for classes. McNair project officials stated that they considered a student enrolled during a term if the student was completing academic work. However, the McNair officials did not explain their basis for using a different standard than ISU for determining if a student is enrolled. The decision of whether a student is considered “enrolled” is made by the institution

¹ The Department’s National Center for Education Statistics, Integrated Postsecondary Education Data System, Fall 2002 survey, Table 271, titled “Doctor’s degrees conferred by degree-granting institutions, by sex, racial/ethnic group, and major field of study: 2001-02,” indicates that female, white, non-Hispanic students were the largest group surveyed (266 of 843 or 31.5 percent) for one student’s major field of study, foreign languages and literatures. For the other student’s major field of study, social sciences and history, female, white, non-Hispanic students (1,119 of 3,902 or 28.7 percent) were second only to male, white, non-Hispanic students.

depending on its established criteria, and there is no basis for the McNair program to apply a different standard.

We identified \$2,097 of grant funds that ISU's McNair project spent on behalf of this ineligible student during 2004.

ISU allowed non-McNair participants to use McNair project laptops. Three out of five laptop computers purchased with McNair grant funds were checked out to students who were not participating in the McNair project at the time. ISU's McNair project officials allowed two McNair scholars who checked out McNair project laptop computers to retain the computers after leaving the McNair project. Neither student ever returned the computers. Additionally, McNair project officials allowed one former McNair scholar to check out a McNair project laptop computer, which was later determined to be unrecoverable.

The regulations at 34 C.F.R. 74.34(c) state, "The recipient shall use the equipment in the project or program for which it was acquired"

ISU's McNair project lacked controls over laptops purchased with McNair grant funds that are needed to ensure that they are only used by McNair scholars.

Because McNair officials allowed students who were not participating in the McNair project to use and keep laptop computers, current McNair scholars do not have access to laptop computers purchased with grant funds.

Recommendations

We recommend that the Deputy Chief Financial Officer, in conjunction with the Assistant Secretary for Postsecondary Education, require ISU to:

- 1.1 Return \$38,714 in federal funds to the Department;
- 1.2 Develop and implement procedures to ensure that (1) only students who have completed their sophomore year of study are allowed to participate in the summer research internships, (2) the documentation and approval requirements for admittance as an underrepresented group in a certain academic discipline are met, (3) only students currently enrolled in a degree program at ISU are participating in ISU's McNair project, and (4) only those individuals who are currently participating in the McNair project are allowed to use equipment purchased with McNair grant funds; and
- 1.3 Recover or replace three laptop computers that were checked out to individuals no longer participating in the McNair project.

ISU Comments

ISU concurs with this finding. ISU prepared and has already implemented a corrective action plan that includes: (1) revising current policies, procedures, and management controls to ensure that records are maintained for all participants to clearly identify eligibility for participation in: (a) the program, and (b) program services; (2) developing policies, procedures, and management controls to ensure effective control and accountability of equipment acquired with federal funds and including them in the revision of the student handbook and policies and procedures manual; (3) notifying the former McNair scholars with laptops in writing that ISU requests the return of

the laptop computer; and (4) replacing the three laptop computers with three newer and better equipped laptop computers. In addition, ISU will conduct an orientation for members of the Program Advisory Council to ensure all members are conversant with participant eligibility guidelines.

Finding No. 2 - A McNair Official Received a Double Reimbursement

A McNair official received travel reimbursements for attendance at a TRIO training conference from two sources: ISU's McNair grant and from a TRIO Training grant awarded to another university.

A grantee can only use grant funds for allowable expenses. A duplicative payment is not considered an allowable expense.

The McNair official received a payment to offset travel expenses of \$230 from the TRIO Training grantee, but did not subtract this amount from the amount he submitted for reimbursement from ISU's McNair funds. ISU identified a \$60 parking expense on the hotel receipt for which the official did not request reimbursement, but no other reductions were made. Therefore, we determined that the net overcharge to ISU was \$170.

Recommendations

We recommend that the Deputy Chief Financial Officer, in conjunction with the Assistant Secretary for Postsecondary Education, require ISU to:

- 2.1 Return \$170 in federal funds to the Department, and
- 2.2 Develop and implement procedures to ensure that McNair officials and participants are not reimbursed twice for the same expenses.

ISU Comments

ISU concurs with this finding. ISU prepared and has already implemented a corrective action plan that includes: (1) issuing a formal letter of reprimand to a McNair official who received a double reimbursement, (2) informing all current and new TRIO program staff members that they can only use grant funds for allowable travel expenses and that a duplicate payment cannot be considered an allowable expense, and (3) establishing a receivable in the amount of \$170 for the duplicate reimbursement for travel expenses.

OBJECTIVE, SCOPE, AND METHODOLOGY

The objective of our audit was to determine if ISU administered its McNair project in accordance with law and regulations from the October 1, 1999 inception of the project through September 30, 2005.

To achieve our objective, we reviewed the provisions of the HEA, Title IV, Part A-2, Chapter 1, Section 402E (20 U.S.C. 1070a-15A); 34 C.F.R. Part 647; and 34 C.F.R. Parts 74, 75, 77, 79, 82, 85, and 86; and OMB Circular A-21, Cost Principles for Educational Institutions. We interviewed federal TRIO office personnel and reviewed documents provided by the office relevant to the administration of the McNair program in general and the administration of the McNair project at ISU. We reviewed TRIO training conference documentation provided by a TRIO Training grantee to confirm attendance of ISU McNair staff at TRIO training conferences.

We interviewed ISU officials, including McNair project officials, and reviewed documents provided by ISU, including (1) organization charts; (2) McNair grant proposals; (3) McNair Grant Award Notifications; (4) the ISU Undergraduate Catalog; (5) McNair Annual Performance Reports; (6) the McNair policies and procedures manual; (7) guidance for administering federal grants; and (8) Indiana State Board of Accounts A-133 Single Audit Reports.

We also reviewed budgeted financial documents for the ISU McNair project for program years 1999-2000 through 2004-2005 and actual expenditure financial documents for program years 1999-2000 through August 22, 2005. From the more than 30 accounts listed in each year we categorized the accounts into personnel and non-personnel expenses and judgmentally selected accounts from each category of accounts from one of the six program years to test that ISU properly accounted for McNair project funds. Among the accounts tested in the personnel category were "Sal-Admin, Fiscal" and "Medical Insurance." The non-personnel category included "Lodging, Per Diem," "Registration," and "Computer Equipment-All O."

To determine ISU's compliance with McNair student eligibility requirements, we judgmentally selected at least 25 percent of students admitted into the project for each program year from 1999-2000 to 2003-2004 for student file review, which amounted to a total of 58 students. We reviewed student transcripts for all of the students admitted to the project, including 11 students that were new to the project in 2004-2005, to determine student eligibility pertaining to enrollment status. Thus, a total of 69 students were included in this second review. We did not conduct a full file review for the 11 new students because they had not completed an entire project year at the time of our first ISU site visit.

As part of our audit, we also gained an understanding of ISU's system of internal control over McNair grant funds. Although we did not assess the adequacy of ISU's system of internal control over McNair grant funds, we found instances of non-compliance that might have been caused, in part, by weaknesses in ISU's system of internal control. These weaknesses are related to ISU's managing of its McNair project funds to determine whether funds were used (1) to provide services to eligible students; and (2) for allowable McNair program costs. These weaknesses and instances of noncompliance are discussed in the AUDIT RESULTS section of this report.

We performed our audit work at ISU's McNair administrative offices in Terre Haute, Indiana and our Chicago/Kansas City offices. We held an exit conference with ISU officials on October 27, 2005. We performed our audit in accordance with generally accepted government auditing standards appropriate to the scope of the review described above.

ADMINISTRATIVE MATTERS

Statements that managerial practices need improvements, as well as other conclusions and recommendations in this report, represent the opinions of the Office of Inspector General. Determinations of corrective action to be taken will be made by the appropriate Department of Education officials.

If you have any additional comments or information that you believe may have a bearing on the resolution of this audit, you should send them directly to the following Education Department official, who will consider them before taking final Departmental action on this audit:

Dr. Danny A. Harris
Deputy Chief Financial Officer
U.S. Department of Education
Office of the Chief Financial Officer
400 Maryland Avenue, SW
Washington, DC 20202

It is the policy of the U. S. Department of Education to expedite the resolution of audits by initiating timely action on the findings and recommendations contained therein. Therefore, receipt of your comments within 30 days would be appreciated.

In accordance with the Freedom of Information Act (5 U.S.C. § 552), reports issued by the Office of Inspector General are available to members of the press and general public to the extent information contained therein is not subject to exemptions in the Act.

Sincerely,

/s/

Richard J. Dowd
Regional Inspector General for Audit

Attachment

Attachment

[ISU Letterhead]

December 20, 2005

U.S. Department of Education
Office of Inspector General
111 N. Canal St. STE. 940
Chicago, IL 60606-6503

ATTN: Richard Dowd
Regional Inspector General for Audit

Subject: Draft Audit Report (Control Number ED-OIG/A05F0020)

We are in receipt of the referenced draft audit report in which you present the results of the audit performed by your office of the Ronald E. McNair Postbaccalaureate Achievement Program at Indiana State University conducted August 22, 2005 to September 8, 2005. The audit covered the grant budget period from October 1, 1999 through September 30, 2005.

As to the audit findings and recommendations included in the draft audit report we submit the following responses:

Finding No. 1 – ISU provided McNair Project Services and Equipment to Ineligible Students

ISU provided McNair project services and equipment to ineligible students. ISU (1) inappropriately provided sophomores with McNair Summer Research Internships; (2) admitted ineligible students to the McNair project; (3) inappropriately paid McNair funds to an individual who was not enrolled at ISU; and (4) allowed non-McNair participants to use McNair project laptops.

We concur with the findings

Recommendations as stated in the draft report

We recommend that the Chief Financial Officer (CFO), in conjunction with the Assistant Secretary for Postsecondary Education, require ISU to:

- 1.1 Return \$38,714 in federal funds to the Department;
- 1.2 Develop and implement procedures to ensure that (1) only students who have completed their sophomore year of study are allowed to participate in the summer research internships, (2) the documentation and approval requirements for admittance as an underrepresented group in a certain academic discipline are met, (3) only students currently enrolled in a degree program at ISU are participating in ISU's McNair project, and (4) only those individuals who are currently participating in the McNair project are allowed to use equipment purchased with McNair grant funds; and

- 1.3 Recover or replace three laptop computers that were checked out to individuals no longer participating in the McNair project.

ISU Corrective Action Plan:

1. Revise current policies, procedures and management controls to ensure that records are maintained for all participants to clearly identify eligibility for participation in: (a) the program, and (b) program services. These changes have been completed and are included in the revised policies and procedures manual and student handbook.

Supporting documentation for specific recommendations:

Recommendation 1-2-1 – Appendix A – Summer Research Program

Recommendation 1-2-2 – Appendix B – Selection of Students
Application Form

Recommendation 1-2-3 – Appendix C – Monitoring Students

2. An orientation will be conducted for members of the Program Advisory Council to ensure all members are conversant with participant eligibility guidelines.
3. Policies, procedures, and management controls to ensure effective control and accountability of equipment acquired with federal funds have been developed and are included in the revision of the student handbook and policies and procedures manual.

Supporting documentation for specific recommendations:

Recommendation 1-2-4 – Appendix D – Computer and Technology Loan Services

4. The former McNair Scholars involved have been notified in writing that Indiana State University (ISU) requests the return of the laptop computer.

Supporting documentation for specific recommendations:

Recommendation 1-3 – Appendix E – Recovery request letter

5. ISU School of Graduate Studies has replaced the three laptop computers with three newer and better equipped laptop computers as of November 8, 2005.

Supporting documentation for specific recommendations:

Recommendation 1-3 – Appendix F – Equipment Transfer Summary

Finding No. 2 - A McNair Official Received a Double Reimbursement

A McNair official received travel reimbursements for attendance at a TRIO training conference from two sources: ISU's federal McNair grant and from a TRIO Training grant awarded to another university.

We concur with this finding.

Recommendations as stated in the draft report:

We recommend that the CFO, in conjunction with the Assistant Secretary for Postsecondary Education, require ISU to:

- 2.1 Return \$170 in federal funds to the Department, and
- 2.2 Develop and implement procedures to ensure that McNair officials and participants are not reimbursed twice for the same expenses.

ISU Corrective Action Plan:

1. A formal letter of reprimand has been issued to a McNair official who received a double reimbursement.
2. All TRIO program staff members were informed that they can only use grant funds for allowable travel expenses and that a duplicate payment cannot be considered an allowable expense. All new employees of the TRIO program will be informed of allowable travel expenses.
3. ISU has established a receivable in the amount of \$170.00 for the duplicate reimbursement for travel expenses.

Note: Appendixes A-D are sections of the policies and procedures handbook that have been either revised or are additions to the existing polices and procedures handbook.

Please let me know if additional information is necessary.

Sincerely,

/s/

Lloyd W. Benjamin III
President

Encls.

APPENDIX A

F. Summer Research Program

- Out of the 20 Scholars in the program, 13 are given the opportunity to participate in the Summer Research Program. Scholars are selected based upon their Summer Research Proposal, Seniority, Availability and approval from the McNair Advisory Board. Students allowed to participate in the McNair Summer Research Experience will be in accordance with *HEA 647.10 (b) Each participant given a summer research internship will have completed his or her sophomore year of study; and...* according to ISU handbook must have earned 62 semester hours prior to participation.
- Scholars who participate in the Summer Research Experience must be enrolled in a course during the session in which the research is being conducted. The academic fees for the course in which the scholars are enrolled is paid for by ISU in part of the In-kind contribution.

APPENDIX B

IV. SELECTION OF SCHOLARS

A. Eligibility Determination

- Develop Individual Profile on each applicant for review of McNair staff and McNair selection committee. (Appendix, B-1)
- Determine First Generation Status by referring to the section entitled “Parents Information” on the McNair Application (Appendix, A-2).
- Document and address low-income status by determining family size and income levels utilizing tax returns for the previous year or university documentation supporting income levels, and referring to the appropriate year Federal Trio Programs Annual Low Income Levels form (Appendix B-4).
- Determine Eligibility Status: This will be done by first determining the applicants ethnicity as reported on section I of the application and then determining if the applicant is considered under represented in graduate education according to HEA Title 34, Part 647.3 which states;

A student is eligible to participate in a McNair project if the student meets all the following requirements:

- (a)(1) Is a citizen or national of the United States; or
 - (2) Is a permanent resident of the United States; or
 - (3) Is in the United States for other than a temporary purpose and provides evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident; or
 - (4) Is a permanent resident of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands; or
 - (5) Is a resident of one of the Freely Associated States.
- (b) Is currently enrolled in a degree program at an institution of higher education that participates in the student financial assistance programs authorized under Title IV of the HEA.
- (c) Is--
- (1) A low-income individual who is a first-generation college student;
 - (2) A member of a group that is underrepresented in graduate education; or
 - (3) A member of a group that is not listed in Sec. 647.7 if the group is underrepresented in certain academic disciplines as documented by standard statistical references or other national survey data submitted to and accepted by the Secretary on a case-by-case basis.

(647.7; Groups underrepresented in graduate education. The following ethnic and racial groups are currently underrepresented in graduate education: Black (non-Hispanic), Hispanic, and American Indian/Alaskan Native.)

- (d) Has not enrolled in doctoral level study at an institution of higher education.

**The Ronald E. McNair
Post Baccalaureate
Achievement Project**



Attach Photo
(required)

Indiana State University
College of Business, Suite 423
Terre Haute, IN 47809
812-237-8315

Deadline for Application: March 10, 2006

(Please type or print legibly in ink)

I. Personal Data

Name _____
Last First MI

Current Address _____
Street City Zip

Current Telephone (____) _____

Permanent Address _____
Street City Zip

Permanent Telephone (____) _____

Social Security Number (ID) _____ - _____ - _____ Date of Birth _____
Mo. Day Yr.

E-mail _____

Gender:
Male
Female

U.S. Citizenship: Yes No
Other (Specify)

Ethnic Background: Asian American African American (Black)
Caucasian Hispanic/ Latino
Puerto Rican Pacific Islander (Specify country ____)
Native American/Alaskan Native
If Native American, list tribe affiliation _____
Other

II. Educational Information

Class standing (circle one): freshman sophomore junior senior Hours earned _____

Major _____ Minor _____

Academic Advisor _____

Projected Graduation Date _____

I am interested in pursuing the doctoral degree with a concentration in (list area):

I am interested in attending the following institution (s) for my doctoral degree:

I have previously participated in:

Upward
Bound

Talent Search

Student Support Services
(TRIO)

21st Century
Scholar

Academic and extracurricular awards, honors, and scholarships _____

Membership or participation in academic/campus organizations and activities _____

Previous research experience (class or project, include description of class or program, institution, year of experience, and instructor or faculty mentor)

III. Family Information

For financial aid and purposes, you are considered: Dependent Independent

If dependent, complete the questions below in Section A.

If independent, skip to Section B.

Section A

What is the size of your parents' household, including yourself? _____

Did your parents file a federal income tax return for 2001? Yes No

If yes, what was their 2001 taxable income? \$ _____
(IRS Form 1040: line 39, Form 1040A: line 25, Form 1040EZ: line 6)

If your answer is no, place a "0" on the line above for taxable income.

If independent, complete the sections below in Section B.

Section B

What is the size of your household; include yourself, spouse, and/or other dependents? _____

Did you file a federal income tax return for 2001? Yes No

If yes, what was your 2001 taxable income? \$ _____
(IRS Form 1040: line 39, Form 1040A: line 25, Form 1040EZ: line 6)

If your answer is no, place a "0" on the line above for taxable income.

** Please attach a photocopy of the appropriate federal tax form. If 2001 taxes have not been filed, submit a copy of 2000 tax return.

Does your family receive assistance from any of the following sources?

Aid to family with Dependent Children (AFDC)	Yes	No
Social Security	Yes	No
Veteran's Benefits	Yes	No
Food Stamps	Yes	No
Unemployment Compensation	Yes	No
Other (Specify) _____		

Are you currently receiving financial aid? Yes No
If yes, please attach a copy of your most recent financial aid form to this application. Acceptable documentation includes a photocopy of your most recent FAFSA or Student Aid Report (SAR).

Are you currently employed?
If yes, how many hours per week do you work? _____

Supervisor's name _____ Work Phone _____

IV. Parent (s) Information, Or Primary Caregiver

Who was your primary caregiver (who did you live with) while attending school:

Mother Father Both parents Other _____
(specify)

Education Attainment of mother:

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

High school diploma: Yes No GED: Yes No

College Degree earned (if any). Circle appropriate response: bachelors masters doctorate

Educational attainment of father:

Highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

High school diploma Yes No GED Yes No

College Degree earned (if any). Circle appropriate response: bachelors masters doctorate

Educational attainment of caregiver:

Highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

High school diploma Yes No GED Yes No

College Degree earned (if any). Circle appropriate response: bachelors masters doctorate

I affirm to the best of my knowledge that the information I have provided is accurate and true.

Signature _____ Date _____

APPENDX C

E. Academic Monitoring

- Monitor enrollment in courses during semesters in which student is receiving services from program and assure that students are eligible in accordance with HEA 34 CFR 647.3 (b) which states:

A student is eligible to participate in a McNair project if the student meets all the following requirements: ...

(b) Is currently enrolled in a degree program at an institution of higher education that participates in the student financial assistance programs authorized under Title IV of the HEA.

- Monitor grades to assure that the students are maintaining academic standards consistent with gaining entry into graduate school. (Goal of above 3.0)
Students who do not maintain the minimum of 3.0 GPA are put on academic probation in the program. During academic probation, students are allowed to attend seminars, but not receive stipends nor participate in the Summer Research Experience.
- Records will be kept for each participant in accordance with HEA 34 CFR 647.32 (b) which states;

(b) Recordkeeping. For each student, a grantee shall maintain a record of--

(1) The basis for the grantee's determination that the student is eligible to participate in the project under Sec. 647.3;

(2) The individual needs assessment;

(3) The services provided to the participant; and

(4) The specific educational progress made by the student during and after participation in the project.

APPENDIX D

H. Computer and Technology Loan Services

- Each scholar is given the opportunity to check-out technology on a temporary loan basis. The technology provided is intended only for Active Participating McNair Scholar's to use in scholarly related activities. The scholar should return the technology in good condition. Scholars are responsible for stolen, lost or damaged items.
- All equipment will be utilized in accordance with HEA 34 CFR 74.34 (c);

(c) The recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds and may not encumber the property without approval of the Secretary. When no longer needed for the original project or program, the recipient shall use the equipment in connection with its other federally-sponsored activities, in the following order of priority:

- (1) Activities sponsored by the Federal awarding agency which funded the original project; and then*
- (2) Activities sponsored by other Federal awarding agencies.*

(The use of computers, computer software, and file sharing programs on university owned computers will follow all university guidelines, which can be found in the University Handbook, updated October 2005, beginning on page V-12)

- Check-Out Duration:
Computers: During Academic Year -21 days, During Summer Research Program - 7 days
Camera, Projector, Video Recorder: 24 hours
- Each item checked out must be done by a McNair Staff member (Director, Coordinator, Administrative Assistant, or Graduate Student) utilizing the Equipment Check-Out Form (Appendix D-1). The check-out form must be signed by the staff person and student checking the device out. Staff members are to assure that the scholar understands that the device is on a loan basis and should be returned by the date stated on the check-out form. Students who do not adhere to the check-out duration limits are subject to suspension of their technology loan privileges.

McNair Achievement Program Computer and Technology Loan

<input type="checkbox"/> Laptop/accessories	Item Number	Check List
	3.5" Floppy Drive	
	CD Drive	
	DVD Drive	
	Zip Drive	
	128 MB USB Flash-Drive	
	56K Modem Card	
	Ethernet Card	
	Wireless Card	
	Rechargeable Battery	
	Power Cable	
	Carrying Case	
<input type="checkbox"/> Digital Camera		
	Power Cable	
	Memory Stick	
	USB Connector Cable	
	Carrying Case	
<input type="checkbox"/> LCD Projector		
	RCA/Video/Audio Cable	
	Serial Port Connector Cable	
	Power Cable	
	Remote Control	
	Carrying Case	
<input type="checkbox"/> Digital Video Camera		
	USB Connector Cable	
	Power Cable	
	Remote Control	
	RCA/Video/Audio Cable	
	DV Cassette	

Check-Out Duration:

Computers: During Academic Year -21 days, During Summer Research Program - 7 days

Camera, Projector, Video Recorder: 24 hours; academic year and summer.

Terms and Conditions:

The technology provided is intended for Active Participating McNair Scholar's to use in scholarly related activities. The scholar should return the technology in good condition. Scholars may be held responsible for stolen, lost or damaged items.

(The use of computers, computer software, and file sharing programs on university owned computers will follow all university guidelines, which can be found in the University Handbook, October 2005, beginning on page V-12)

McNair Scholar Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Expected Date of Return: _____

Returned Date: _____ Staff Signature: _____

APPENDIX E

September 15, 2005

Dear.,

I am writing to you in an attempt to retrieve the Dell Laptop Computer that was inadvertently given to you in January 2001. These computers were purchased with funds from a Federal Government grant and should have been restricted to utilization by McNair Scholars while they are enrolled in the program at Indiana State University.

It has been brought to the attention of the Indiana State University McNair Program, during a recent audit by the Federal Department of Education (DOE) that since you are no longer enrolled in the McNair program at ISU, your possession of the laptop computer purchased by the ISU McNair Program is in violation of Federal Government regulations. Under these circumstances, we are hereby requesting that the laptop be returned immediately the ISU McNair Program.

In order for the ISU McNair Program to remain in good-standing with the DOE, we need your assistance in returning the laptop as soon as possible, but no later than September 30, 2005. Please contact me at (812)237-8362 or by email at _____ so that we can arrange for the laptop computer to be returned to the ISU McNair Program as quickly as possible. Upon the receipt of the laptop from you, it will be used by current McNair Scholars on a weekly loan basis and will continue to be utilized in accordance with the DOE Federal regulations.

I sincerely apologize for any inconvenience that this may cause you and hope that you will understand the seriousness of this matter and return the laptop computer. Thank you in advance for your patience, understanding and cooperation.

Sincerely,

McNair Program Coordinator
Indiana State University
Terre Haute, IN. 47809

APPENDIX F

INDIANA STATE UNIVERSITY
Computer Transfer Summary
Graduate School to McNair Program

0138564X	0138564	PC, DELL LATITUDE CPxJ650GT	GQ26701	DELL	SB0423	.	\$2,188.20
0138877X	0138877	POCKET PC IPAQ WITH ACCESSORIES	4611DW36W27V	COMPAQ	SB0423	.	\$ 978.00
0138878X	0138878	POCKET PC, IPAQ WITH ACCESSORIES	4611DW362281	COMPAQ	SB0423	.	\$ 978.00
0140809	0140809	PC, DELL LAPTOP	5VLVW01	DELL MARKETING	SB0423	P0037331	\$3,375.49
0142353	0142353	PC, DELL LATITUDE C840	68M1L11	DELL MARKETING	SB0423	P0040673	\$3,413.60

Equipment transferred as of
November 8, 2005