



General Programmatic Terms and Conditions for the Tribal Colleges and Universities Program (TCUP) (NSF 04-602)

1. **Key Personnel:** Except for the Principal Investigator(s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Changes to PIs/CO-PIs must be submitted through FastLane for Grants Officer approval.

Failure of the awardee to replace key personnel and gain NSF approval for new key personnel can result in the loss of funding.

2. **Program Description:** The Tribal Colleges and Universities Program (TCUP) was established to promote the sustainable development, improvement, and expansion of science, technology, engineering and mathematics (STEM) programs of study in eligible institutions. Eligible institutions include tribally controlled colleges and universities, as well as institutions of higher education that enroll significant numbers of Alaska Native and Native Hawaiian students. TCUP funding supports the intellectual, curricular, material, and human resources necessary to improve existing courses, to foster new degree programs, to improve instructional capacity, and to encourage undergraduate research. Broadening the ethnic and cultural diversity of participation in STEM strengthens the scientific enterprise.
3. **Project Governance Structure:** The Awardee will ensure institutional support to the TCUP project sufficient to guarantee project success in meeting all activities set forth in the project proposal, as amended. This may include:
 - Establishing a Faculty Advisory Committee for the development and adoption of new STEM curricula, including new courses and necessary course revisions;
 - Ensuring proactive Faculty and College/University Administration support for the implementation of new curricula and the related recruitment and retention of qualified instructors; and
 - Ensuring proactive Faculty and College/University Administration commitment to recruiting and retaining qualified students in these new programs.
 - Ensuring the Principal Investigator (PI) carries out all critical project coordination and management activities, including

- Coordinating the various institutional senior management and faculty committee activities,
 - Designating a Project Director (PD) who will carry out day-to-day project administration and report directly to the PI on all project issues,
 - Clearly communicating to the PD all project responsibilities;
 - Facilitating the resolution of all on-site programmatic issues and all other project governance components, and
 - Specifying the responsibilities of the co-PIs and all other key personnel.
- **Reporting Requirements:** The Awardee will provide ad hoc and regular reports as designated by the NSF Cognizant Program Official. The Awardee will submit all required reports via FastLane using the appropriate reporting category for any type of report not specifically mentioned in FastLane, the Awardee will use the “Interim Reporting” function to submit reports. Regular reports may include:
 - Quantitative accomplishments measured year by year against the baseline year, as established in the proposal, as amended,
 - An annual strategic plan for the next funding period, including any budget revisions, and
 - A request for funds for the next funding period, including NSF Form 1030, and a relevant budget narrative.
 - Individual Project Evaluation Reports will
 - Account for the entire award period,
 - Be conducted according to a strategy agreed to by the Awardee, PI and cognizant NSF Program Official, and
 - The results of project evaluations may be shared with the other TCUP program directors.
 - Participation in the TCUP Self-Evaluation Template (TSET) Project is also required:
 - Submission of requested information to the TSET project is required annually on October 31, the date established by the management of that project. Information about this project can be found at <http://www.systemic.com/tcup/>. TSET participation does not supplant the annual reporting requirement.
5. **Award Support of Ongoing Management:** The Awardee will ensure the PI, PD and other key personnel participate in reverse site visit reviews, and program meetings, conferences, and reviews, as reasonably requested by the cognizant Program Official. The PI and PD are expected to attend all TCUP annual meetings. In addition, Awardee will:
- Fully support and facilitate project cooperation during all ongoing management and oversight activities conducted by the cognizant NSF Program Official with the acknowledgement that any lack of performance might jeopardize future funding.

- Ensure full commitment and cooperation among the institutional senior management, faculty committees, the PI and all project staff;
- Ensure the availability of all key partners during any on-site review;
- Provide all requested project documentation; and
- Ensure project management practices that avoid any disruption of the project activities, including having in place contingency plans for any unforeseen challenges and adequate planning to avoid disruptions due to personnel turnover, recruitment, or retention, and including assurances that any such potential or actual emergencies are reported immediately to the cognizant NSF Program Official.