

SEAP, CQL, and GEMS Funding Transfer Guidelines
Effective 1 October 2012

Labs hiring SEAP and CQL students through the program are expected to provide funds to cover student stipends for the duration of their experience. Labs paying students, teachers, and near-peer mentors for their GEMS programs may also be required to provide funds to cover stipends. Funds should be sent to the Army Research Office (ARO) on a quarterly basis (or less frequently, if possible). Funding must be received at ARO by 15th of the first month of each quarter (October, January, April, and July) to ensure it is included in the corresponding quarter's modification award. This funding must arrive at ARO in the form of **a single transfer document per program with a single line of accounting per laboratory site** – groups of documents will NOT be accepted and transfers with multiple funding lines will NOT be accepted.

The associated **funding must be obligated BEFORE the student begins work in the lab**, and the typical lead time required from acceptance of the funding to obligation (when the student can begin work) is 45-60 days. It is the responsibility of the laboratory to request funding status prior to allowing students to start their internships. Do not assume that funding is obligated once it is accepted at ARO – if funding isn't obligated to cover a student, no stipend will be processed for that student.

The funds transferred should include the total amount needed to pay student stipends for the laboratory for that quarter, plus 2.5% to cover the 'fee' charged by ARO. Only funding sent by the designated laboratory SEAP Coordinator (SEAPCO)* will be accepted by ARO in support of SEAP/CQL or GEMS. The SEAPCO or Lab Champion must also include a spreadsheet that describes how the funding will be used to support interns (see sample format below).

The transfer document must be sent by email to the ARO Technical POC (Lauren Thomas) listed below with a carbon copy to Ashley Wade. All transfers of funds should include the following information:

Funds for proposal #58272 in support of _____(SEAP CQL, or GEMS) at _____ (lab).

US Army Research Office
4300 South Miami Blvd
Durham, NC 27703

Technical POC: Lauren Thomas
STEM Education Program Coordinator
919-549-4383
lauren.d.thomas7.ctr@mail.mil

cc: Ashley Wade
Cooperative Agreement Manager
919-549-4205
ashley.wade@us.army.mil

*NOTE: Laboratories that fall under USAMRMC should coordinate through the command-designated coordinator in the Strategic Partnerships and Education Outreach Office.
 Holly Dague, 301-619-2382, holly.m.dague.ctr@us.army.mil

Lab	Program (SEAP, CQL, GEMS)	Mentor	Student, Near Peer, or Teacher	Start State	End Date	Monthly Stipend	Total Months	2.5% Fee	Total Funding
								\$ -	\$ -