

**INSTITUTIONAL**

**MINORITY BIOMEDICAL RESEARCH  
SUPPORT - SUPPORT OF COMPETITIVE  
RESEARCH (MBRS-SCORE) PROGRAM**

**POLICY STATEMENT**

**(2011-2012 Edition)**

## PREFACE

This Institutional Minority Biomedical Research Support-Support of Competitive Research (SCORE) Policy Statement serves as a guide for MBRS-SCORE faculty, program staff and chairs/members of SCORE Committees. This Policy Statement describes information pertaining to The University of Texas at San Antonio (UTSA) SCORE Program mission and goals, program administration, in addition to operating procedures regarding project reviews, and grants management. The section on budget matters describes how the UTSA/SCORE Program will support faculty research. This budget summary should be useful to participating and prospective SCORE faculty.

Policies herein described are based on the following Federal Policy Statements that always supersede Institutional Policy (copies of these documents are available in the UTSA/MBRS-SCORE Program Office):

- Public Health Service Grant Policy Statement
- Traditional MBRS Grant Program (S06 Mechanism) Policy Statement-Support of Competitive Research MBRS-MORE NIGMS

**Policies herein described are not a legal interpretation of Federal Law and Regulations governing the MBRS-SCORE Program. Policies herein stated are subject to change without prior notice.**

\*\*\*\*\*

## MISSION AND GOALS OF THE UTSA-MBRS-SCORE PROGRAM

The overall **mission** of the MBRS-SCORE Program at UTSA is to increase significantly the number of under-represented minorities conducting biomedical and behavioral research. To this end, a major **goal** of our MBRS-SCORE program is to develop Institutional research and the research capabilities of our minority faculty, as well as all faculty who are engaged in the training of minority students. A second goal of our MBRS-SCORE program at UTSA is to integrate SCORE program activities with those of the RISE and MARC programs at UTSA to enhance student research training.

**The most recent SCORE Funding Opportunity Announcements (FOA) are available at:**

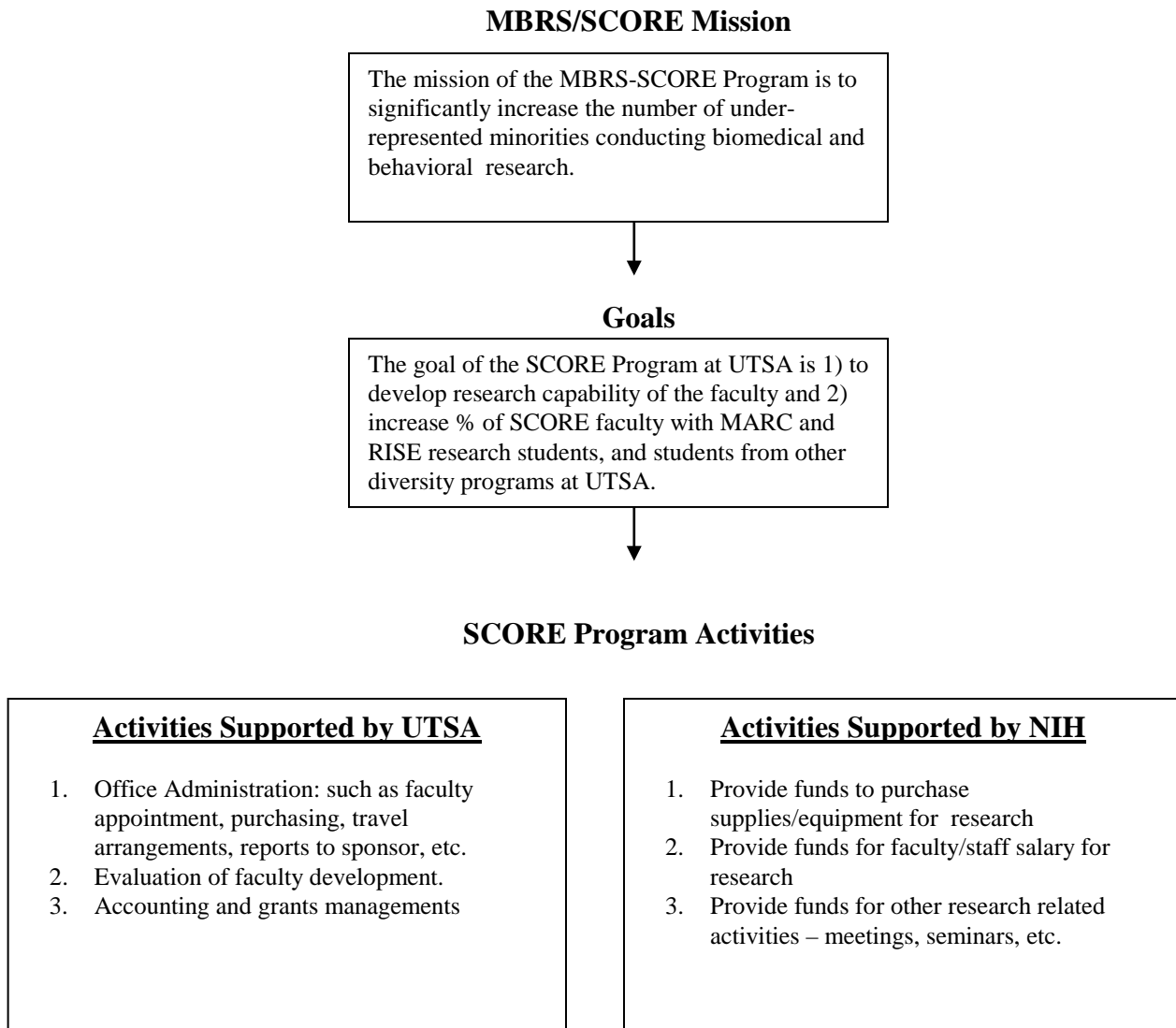
- Research Advancement Award (SC1) - PAR-08-026 at <http://grants.nih.gov/grants/guide/pa-files/PAR-08-026.html>.
- Pilot Project Award (SC2) - PAR08-027 at <http://grants.nih.gov/grants/guide/pa-files/PAR-08-027.html>.
- Research Continuance Award (SC3) - PAR 08-028 at <http://grants.nih.gov/grants/guide/pa-files/PAR-08-028.html>.

## TABLE OF CONTENTS

	<u>Page</u>
<b>I. PROGRAM DESCRIPTION</b>	
A. Program Mission and Goals	4
<b>II. PROGRAM ADMINISTRATION</b>	
A. Program Director	5
B. Office Support - Senior Administrative Associate	6
C. MBRS – SCORE Committees	7
D. SCORE Program Office	7
E. Center of Research and Training in the Sciences (CRTS)	8
<b>III. PRE-AWARD FUNCTIONS – PROJECT SELECTION/SUBMISSION</b>	
A. Institutional Target Dates	9
B. NIH Deadlines For Submission Of SCORE Proposals	9
C. Materials Required In SCORE Proposals	10
D. Selection Of SCORE Proposals By The UTSA SCORE Program	11
E. CAYUSE424 - New Grant Proposal Submission and Routing System	12
<b>IV. POST-AWARD FUNCTIONS – GRANT ADMINISTRATION &amp; PROGRAM EVALUATION</b>	
A. General Statement on Allowable and Unallowable Costs	13
B. Specific Policies for MBRS-SCORE Applications	14
1. Administrative Costs	14
2. Research Costs	14
C. Transfer of Funds Between Categories	15
D. Absence of PI from UTSA	15
E. Student Support	15
F. UTSA Matching Support for the SCORE Program	15
G. Procedures for Expenditures	15
H. Acknowledgement of MBRS/SCORE Support	15
I. Meeting with SCORE Faculty	15
J. Program Evaluation	15
1. Justification of Evaluation Activities	15
2. Measurable Objectives	16
3. Data Collection and Reporting	17
<b>VIII. APPENDICES</b>	
A. Names of MBRS/SCORE Program Director, Staff and Roster of Committee	18
B. Roster of Participating Faculty	19
C. Example of Account Ledger	20
D. Example of Campus Announcement and Town Hall Meeting Flyer	21

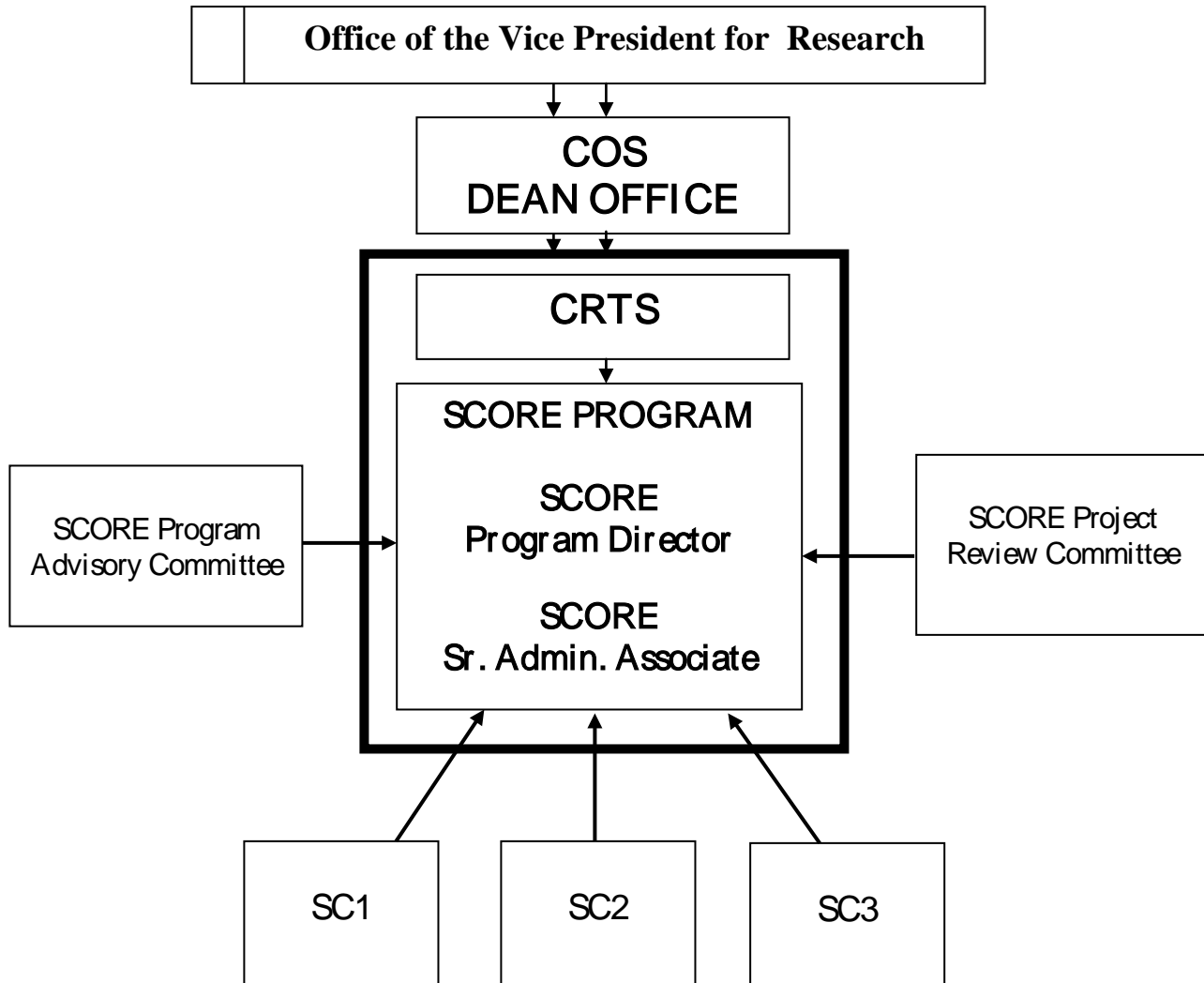
## I. PROGRAM DESCRIPTION

Figure 1. Mission, goal objectives and activities of the SCORE Program at the UTSA



## II. PROGRAM ADMINISTRATION

The organization of the UTSA MBRS-SCORE Program is illustrated in the flow chart below:



### A. Program Director

The Institutional Program Director ensures that the activities of the SCORE Program at UTSA are well-organized and are consistent with the mission and goals of UTSA MBRS-SCORE Program. Communications between the SCORE Program at NIH and UTSA administrators, faculty, and staff should be made through the Program Director. Examples of the Program Director's responsibilities and functions are as follows:

- Functions as a contact with SCORE Program at the NIH;
- Manages the SCORE Program to function in a manner consistent with Institutional and NIH SCORE Policies;
- Establishes policies in conjunction with the SCORE Project Review Committee and the SCORE Advisory Committee for efficient management of the program;
- Monitors and assesses the progress of individual program elements and the overall progress

- and accomplishments of the program;
- Communicates current PHS/NIH policies (i.e., on use of human subjects, animals, and hazardous materials) to research faculty;
- Promotes scientific interchange between SCORE participants;
- Encourages SCORE faculty to publish their results, pursue the acquisition of independent research support and train minority research students.

## **B. Senior Administrative Associate**

The role of this staff member is to assist the SCORE Program Director to administer all SCORE related activities at UTSA.

Electronic:

- Payroll documents for SCORE faculty, staff and student workers in the lab.
- Purchase order for supplies in the MBRS SCORE office
- Email: communications with SCORE Director, announcements etc.
- Local fund vouchers for faculty & staff
- Process travel reimbursement requests
- Process cash reimbursement requests
- Appointment document

Others:

- Arrange and attend meetings for SCORE faculty, on SCORE related issues
- Arrange meetings for SCORE committees (Project Reviews and Program Advisory)
- Arrange airline itineraries for faculty and staff
- Paper PAF's (Personal Action Forms) for all SCORE faculty, staff and students (if needed)
- Posting of campus announcements of upcoming SCORE grant opportunity.
- General SCORE related office duties: phone inquiries, photocopy, fax, etc.
- Supervise and delegate office duty to work study students.
- Monthly account statements for all sub-accounts of all SCORE projects
- Prepare and send competitive and non-competitive SCORE renewal applications
- All program evaluation activities for SCORE Program at UTSA
- All external program evaluator activities-communications travel, meeting arrangements, etc.
- Initial approver (reviewer) for all expenditures for SCORE Program and approver for all expenditures under \$1,000 and routine payroll documents. *\*Final approver for all transactions under the SCORE Program will be Dr. Andrew Tsin, SCORE Program Director.*

## **C. Institutional MBRS-SCORE Committees**

### **1. SCORE Project Review Committee**

The charges of this committee are as follows:

- Establish criteria and procedures for the admittance of future SCORE projects to the SCORE program;

- Review and recommend for approval SCORE proposals and continuation applications prior to submitting them to the NIH;

## **2. SCORE Program Advisory Committee**

The charges of this Committee are as follows:

- Advise the Program Director on program policies.
- Evaluate the progress of the SCORE program and recommend activities for improvements as appropriate.
- Advise on the rebudgeting of funds.
- Help to expand the present research effort by locating other sources of funds.
- Monitor compliance with PHS policies and regulations regarding human subjects, animal experimentation, and research hazards;
- Assist in selecting a new Program Director, when required.
- Address faculty, staff and student grievances as they relate to the SCORE Program.

Progress of the SCORE Program is discussed at its annual on-campus meetings.

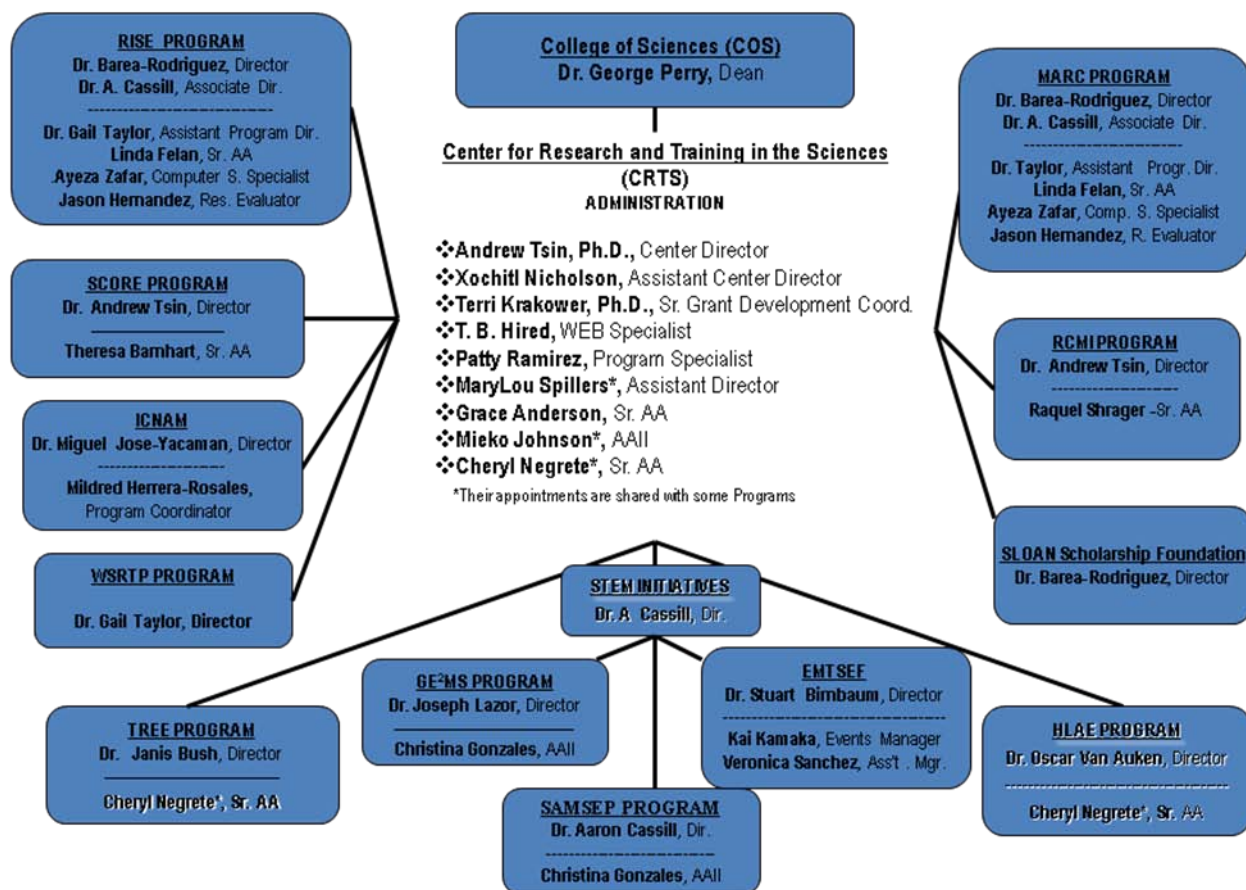
## **D. SCORE Program Office**

- The SCORE offices (BSE 1.626-Sr. Admin. Associate) remains open from 8:00 a.m. - 5:00 p.m. (Monday through Friday); except on university holidays.
- The Senior Administrative Associate will carry out the SCORE office activities as included in section II Program Administration item B above.

## E. Center of Research and Training in the Sciences (CRTS)

The **Center for Research and Training in the Sciences** was established in 2006 to enhance the research capabilities of UTSA faculty and students. Located in the Biosciences, Engineering and Biotechnology Building on the UTSA 1604 campus in the College of Sciences (BSE 1.600), it is home to eleven research training and development programs and plays a major role in faculty and student development. The CRTS promotes sharing of resources between major diversity programs on campus and assist with the administration of these research and training programs listed below. Missions, goals and descriptions of CRTS programs are provided in the CRTS Policy Statement.

The administrative flowchart of CRTS is as follows:



### III. PRE-AWARD FUNCTIONS –PROJECT SELECTION/SUBMISSION

#### A. INSTITUTIONAL TIMELINE FOR SUBMISSION AND REVIEW OF SCORE PROPOSAL

Faculty are strongly encouraged to work closely with the UTSA SCORE Office and with the UTSA Office of Sponsored Programs prior to the submission of their complete SCORE proposal to the UTSA SCORE Office for institutional review and approval.

- A campus announcement is sent by campus Email to all full-time, TTR faculty in appropriate disciplines four months (see example Appendix D) prior to NIH grant submission deadline. A town hall meeting to provide information on the SCORE program is presented by the Program Director.
- Completed proposals to the UTSA SCORE Program Office are due three months prior to the NIH grant submission deadline.
- Announcements of selected SCORE proposals by the UTSA SCORE Program are made one month prior to NIH deadline.
- Electronic submission of SCORE proposals to NIH by the Office of Sponsored Programs prior to the NIH due dates below.

#### B. NIH DEADLINES FOR SUBMISSION OF SCORE PROPOSALS::

##### NIH Review and Award Cycles

Mechanism(s)	Cycle I	Cycle II	Cycle III
SC1, SC2, SC3 Application Receipt Date <i>All - new, renewal, resubmission, revision</i>	January 25	May 25	September 25
Scientific Merit Review	June - July	October - November	February – March
Advisory Council Review	September - October	January - February	May – June
Earliest Project Start Date	December	April	July

## C. MATERIALS REQUIRED IN THE SCORE PROPOSAL

Please review the NIH website: [www.nigms.nih.gov/research/mechanisms/MBRSAwards.htm](http://www.nigms.nih.gov/research/mechanisms/MBRSAwards.htm))

To determine the SCORE Award (SC1, SC2 and SC3) for which you should apply, please discuss with the UTSA SCORE Office to determine if your choice of SC grant is appropriate prior to your preparation of your SCORE grant application.

### **To prepare for your proposal you MUST:**

1. Follow the **Instructions posted in the NIH website**
2. Work closely with the UTSA Office of Sponsored Programs on budget development.
3. Work closely with the UTSA SCORE Program Office for the preparation of your SCORE grant.

### **Your grant application must include the followings pages:**

1. SF424 RR [Cover Component]
2. RR Performance Sites [Project/Performance Site Locations]
3. RR Other Project Information
  - Institutional Data - limited to one page and, as per [NOT-GM-09-030](#) should be given under “Other Project Information”- Item 11 “Other attachments”.
4. RR Key Persons [Senior/Key Person Profile (Expanded)]
  - Biosketch must be submitted for **ALL** Key Personnel listed on budget pages (NOT TO EXCEED 4 PAGES FOR EACH), a Personal Statement, and provide guidelines for the inclusion of references, limiting the list to no more than 15.
    - PI must provide previous or current experience supervising URM students in research.
5. RR Budget (not applicable)
6. PHS 398 Modular Budget (Modular budgets are required of all SCORE individual applications.)
7. RR Subaward Budget Attachment (N/A)
8. PHS 398 Cover Page Supplement
9. PHS 398 Research Plan/Strategy – to submit the “New Research Strategy Components”, attach the applicable sections of the research plan as listed below:
  - a. Introduction
  - b. Specific Aims
  - c. *Significance (Previously called Background and Significance)*
  - d. *Innovation (Previously called Research Design and Methods)*
  - e. *Approach (Previously called Preliminary Studies/Progress Report)*
  - f. Inclusion Enrollment Report
  - g. Progress Report Publication List
  - h. Human Subjects Sections:
    - Protections
    - Women/Minorities
    - Enrollment
    - Children

- i. Other Research Plan Sections:
  - Vertebrate Animals
  - Select Agent Research
  - Multiple PD/PI Leadership Plan (not applicable)
  - Consortium/Contractual Agreements (not applicable. *Consortium arrangements are only allowed with SCORE-eligible institutions.*)
  - Letters of support
  - Resource Sharing Plan(s)
- j. Appendix

- 10. PHS 398 Checklist
- 11. PHS 398 Cover Letter ( strongly recommended)
- 12. Proposal Summary

**NOTE:** Please review the specific application instructions within your respective SCORE Type (SC1, SC2, or SC3) for additional proposal application requirements. Website: <http://www.nigms.nih.gov/Minority/MBRS/SCOREDescription.htm>

- Select your proposal SCORE Type and review the following headings:
- Table of Contents
  - Section IV. Application and Submission Information
  - 2. Content and Form of Application Submission (Section)

About 40% of all SC proposals submitted to NIH on 9/18/06 were returned to the PIs because these proposals were determined to be “non-responsive” by NIH. The following are examples of common reasons why SC1, SC2 and SC3 applications have been found to be non-responsive (from NIH Program Update located on the SCORE Website):

- Research proposal outside of the NIH mission
- Non-compliant with the application forms and instructions (e.g. excessive number of pages)
- Lack of institutional data
- Lack of the PI's developmental objectives
- PIs who are fully developed and thus not eligible to apply for SCORE
- PIs who are not at a SCORE eligible institution
- For SC2 applications, lack of a mentor, his/her biographical sketch and of explanation of the mentor's role in the PI's development plan
- Co-PIs or co-investigators (which are unallowable)
- Lack of budget page or personnel justification
- Lack of a progress report if a PI has had previous SCORE support
- Lack of an introduction in revised applications
- Applications from institutions not eligible to participate in SCORE

#### **D. SELECTION OF SCORE PROPOSALS BY THE UTSA SCORE PROGRAM**

All research proposals submitted to the UTSA SCORE Program will be reviewed by outside UTSA experts and the SCORE Project Review Committees prior to submission to NIH. Selection of research proposals will be made by the SCORE Program Director based on recommendations from the SCORE Project Review Committee. The criteria of proposal selection will be:

1. Strong scientific merit and relevance to research areas of NIH (biomedical and behavioral)
2. Strong potentials for the development of faculty and institutional research
3. Excellent past record or commitment of training of minority students
4. Responsiveness to the NIH-SCORE program announcements (see previous section for examples of non-responsive applications)

*SPECIAL NOTE: The UTSA SCORE Program reviews and approves all new and revised SC proposals for submission to NIH, based on the number of new, pending and funded SC proposals available in a submission cycle (which occurs three times in a calendar year).*

*Because of the changes in the number of new, pending and funded SC proposals from one submission cycle to another, the approval of the submission of a SC proposal to NIH for a particular deadline date CANNOT BE EXTENDED to a subsequent date.*

## **E. UTSA GRANT PROPOSAL SUBMISSION AND ROUTING SYSTEM - CAYUSE**

Beginning on January 1st, 2009, all UTSA grant proposals must be entered and routed through [Cayuse424](http://vpr.utsa.edu/osp/cayuse.php), a new web-based system. Cayuse424 supports all applications for National Institutes of Health submitted through grants.gov. For more information or to arrange a demonstration of the new system, call the Office of Sponsored Programs at 458-4340 or visit the UTSA CAYUSE page at <http://vpr.utsa.edu/osp/cayuse.php>.

## **F. CAYUSE ROUTING PROCEDURES FOR THE SCORE PROGRAM**

The purpose of "routing a grant proposal" is to advise and inform University administrators, including the appropriate Department Chair and College Dean, of possible future project activities of a faculty or staff member. A proposed project may require special accommodations such as release from teaching assignments, additional space allocation, or assignment of additional graduate students. Routing a proposal also allows the Office of Sponsored Programs to check the proposal for compliance with applicable University policies and State and Federal regulations related to research and grants. You may review the routing guidelines and procedures on the OSP website at <http://vpr.utsa.edu/osp/routing.htm> and electronic routing form <http://vpr.utsa.edu/files/osp/route.doc>.

Submission for the SCORE Program requires the following routing:

### E-Routing Form to SCORE Program Internal Submission Deadline:

1. When creating the application in Cayuse, the Proposal Name must start with "SCORE INTERNAL COMPETITION:"
  - The Proposal Name is for Cayuse reference only and is not the same as the Title of your proposal.
2. Full permissions to the application must be given to "Lachelle Dixon"
3. Since this is a UTSA Internal Competition, the proposal should not be routed to the College or OSP.
  - Only those applicants selected to submit will route their proposals through the College and OSP.

### E-Routing Form & Budget:

1. You can find the e-routing form at: <https://comal.it.utsa.edu/routing/login.php>
2. You must complete the routing form in its entirety in one sitting
3. Hit the submit button
4. Save a copy of the routing form on your desktop as a PDF
5. Upload that PDF as Attachment #1 in the Supplemental Documents Section in Cayuse
6. The internal budget template will be similarly uploaded into that section as Attachment #2

Your Routing Chain in Cayuse (for the submission of an approved SC proposal to NIH):

1. PI
2. Chair and/or Dean as determined by your college and department (please check with your administrators)
3. CRTS
4. OSP Pre-award Specialist
5. Noe Saldana, Director of Office of Sponsored Programs
6. NIH

NOTE: PI's MUST submit completed proposals in CAYUSE with NO ERRORS. All completed proposals with errors will NOT be accepted on the internal deadline submission date.

#### **IV. POST-AWARD FUNCTIONS – GRANT ADMINISTRATION AND PROGRAM EVALUATION**

All funded MBRS-SCORE research projects at UTSA will be administered by the institutional MBRS-SCORE Program in the Center of Research and Training in the Sciences (CRTS).

## A. General Statement on Allowable and Unallowable Costs:

Grant funds may be used for payment of any relevant direct cost (i.e., salaries, consultant fees, equipment, travel, renovations, supplies, etc.) for biomedical research under the MBRS-SCORE Program except for those listed as unallowable in the PHS-NIH Grants Policy Statements (see PHS Grants Policy Statement, S06 & SCORE SC1 ([PAR-08-026](#)), SC2 ([PAR-08-027](#)) and SC3 ([PAR-08-028](#))). A direct cost is any cost that can be specifically identified with a particular project or program. Direct costs include, but are not limited to salaries, travel, equipment, and supplies **directly** benefiting the project or program. Indirect costs are those incurred by an organization for common or joint objectives, and cannot be identified specifically with a particular project or program. Facilities operation and maintenance costs, depreciation, and administrative expenses are examples of indirect costs. Cost principles permit an organization to establish and use its own accounting system to determine costs, provided it is based on sound accounting principles consistently applied to all organizational activities regardless of the source of funds supporting those activities.

A few examples of **allowable costs** are:

1. Animals for biomedical research;
2. Audiovisual activities;
3. Consultant services;
4. Equipment;
5. Fringe benefits;
6. Publications (page charges)
7. Registration fees
8. Salaries and wages;
9. Supplies
10. Travel costs

For example, the following costs are **not** allowed:

1. Funding for student development, stipends, travel, training and tuition
2. Expenses incurred to send faculty on recruiting trips;
3. Salaries for a dean, assistant dean of research or similar official, secretaries, bookkeepers, or other personnel **not directly** involved in carrying out MBRS-related functions;
4. Entertainment costs;
5. Fund-raising costs;
6. Lobbying costs;
7. Books; journal, membership, internet subscriptions costs;
8. Other costs prohibited by OMB Circular A-21  
[http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)
9. Salary support in excess of 100% work effort;
10. Communications (local and long distance telephone calls);

## **B. Specific Policies for MBRS SCORE Program**

### **1. Administrative Costs**

The administrative costs for managing a complex program such as SCORE Program is provided by the Institution. This support includes salary for an Institutional Program Director and a senior administrative associate.

### **2. Research Costs**

Direct costs associated with research are provided by NIH-MBRS-SCORE program via the SC grant awards. They include faculty salaries, based on work effort and summer salary which cannot exceed the equivalent of two months of the 9 month academic year salary. When the investigator engages in research and research-related activities at the agreed-upon level of participation, grant funds may not be used to increase or supplement faculty academic year salaries. Salary support for technical assistance and costs for consultants, if justified, are allowable. Costs for equipment to be used to carry out the proposed research are allowable. Costs for supplies, including costs for animals, necessary to carry out the proposed research may be included. Travel costs for the investigator(s) are permitted when direct benefits to the program are expected, and when adequate justification is provided. Other permitted costs include animal maintenance (unit care costs and number of care days), publication costs, computer charges, rentals and leases, equipment maintenance, and service contracts. Also allowable, when fully justified, are consortium arrangements that may involve personnel costs, supplies, and other allowable costs, including indirect costs. Contractual costs for support services, such as the laboratory testing of biological materials, clinical services, or data processing, are allowable expenses. SCORE funds cannot be used to support research in other non-MBRS institutions.

## **C. Transfer of Funds between Categories**

All transfers/rebudgeting of funds must be approved by the PI, Program Director and the Office of Grants & Contracts at UTSA. Transfer of funds in excess of 25% of total direct cost per grant year must be approved by NIH.

## **D. Absence of PI from UTSA or change in work effort for SCORE Research**

Prior approval must be obtained from NIH-NIGMS when anticipating an absence from campus (one month or more per grant year) of the Principal Investigator.

## **E. Student Support**

Support for MBRS students will be provided by the MBRS-RISE, MARC Program and other minority programs at UTSA.

## **F. UTSA Matching Support for the SCORE Program**

UTSA currently funds 100% (salary and benefits) of one Senior Administrative Associate position to support SCORE Program

## **G. Procedures for Expenditures**

The SCORE Program Office monitors all account expenditures for all SCORE subproject. All requests for expenditures (i.e., purchases, appointments, petty cash reimbursements, general stores charges, etc.) must be submitted to the SCORE Office for approval for bookkeeping purposes. On a monthly basis, SCORE PI's are provided with a Statement of Account that outlines all expenditures including balances for all categories (i.e., Maintenance and Operations, Equipment, Consultants, Travel, Indirect Costs, Benefits, Wages, Faculty Salaries, Classified Salaries, Participant Salaries, Tuition and Fees, and Wages). An example of the monthly account ledger is found in Appendix C.

Expenditure of faculty salary must be consistent with grant award and based on effort committed to SC research in the grant proposal to NIH. A significant change in faculty salary expenditure and/or % work effort devoted to SC research must be approved by the Institutional SCORE Program Director, OSP and NIH.

## **H. Acknowledgment of MBRS/SCORE Support**

All publications reporting results from research supported by the SCORE Program, in whole or in part, must include an acknowledgment in the appropriate section of the manuscript. Acknowledgment must include the exact NIH Grant number (i.e., GM 08194) and grant description (i.e., NIH/MBRS/SCORE).

## **I. Meeting with SCORE Faculty**

SCORE Program Director and Senior Administrative Associate will meet with SCORE Faculty to discuss SCORE Program progress three times per year or as required.

## **J. Program Evaluation**

### **1. Justification of Evaluation Activities**

The mission of the MBRS program at UTSA is to increase significantly the number of under-represented minorities conducting biomedical research (see Page 4). To this end, the major goal of our SCORE program is to 1) develop the biomedical research capability of our faculty and 2) increase % of SCORE faculty with MARC/RISE research students and students in other diversity programs. Consequently, we have established a list of objectives which will serve as quantitative "indicators" (see paragraph below on Measurable Objectives) to measure program success.

### **2. Measurable Objectives**

Measurable Objective 1: Increase significantly (more than 10% per year in the duration of the SC grant support period) the number of publications in peer-reviewed journals by our SCORE faculty.

Measurable Objective 2: Increase significantly the number of extramural, individual, non-MBRS program-type grants submitted or funded by SCORE faculty.

For Number of Grants Submitted (Objective 2a): increase by 10% per year in the duration of the SC grant support period.

For Number of Grants Funded (Objective 2b): increase by 5% per year in the duration of the grant support period.

Measurable Objective 3: Significantly increase the percent of SCORE faculty providing research training to at least one minority student from the MARC, RISE program and from other diversity programs at UTSA per year. Estimated baseline: 40-50%; projected outcome: increase to more than 60% in 2 years.

### **3. Data Collection and Reporting**

#### Data Collection and Data Analysis:

SCORE Program office will collect data and evaluate professional development from the following documents provided by SCORE PI's:

1. Annual Reports submitted by faculty to Department Chairs;
2. Grant Progress Report submitted by faculty to NIH;
3. Email reply from SCORE PI

#### Formative Evaluation and Reporting

Formative evaluations will be carried out once a year in the month of January – February. Reports will be presented by Program Director to the Advisory Committee during its annual meeting.

#### Summative Evaluation

Summative evaluation is not applicable because the MBRS-SCORE program does not have an end date.

## **APPENDIX A:**

### **Names of the Institutional SCORE Program Directors, Staff, and Roster SCORE Committees:**

**Program Director:** Dr. George Negrete

**Sr. Administrative Associate:** Theresa Barnhart

#### **SCORE Program Advisory Committee**

Dr. George Negrete, Associate Dean of Diversity and Professor of Chemistry (Chair)

Dr. Andrew Tsin, Associate Dean of Research and Professor of Biology

Dr. George Perry, Dean of the College of Science

Dr. James Casey, Executive Director of Grants Contracts and Industrial Agreements

Dr. Liao Chen, Professor of Physics (Project Review Committee Chair)

Dr. Rogelio Saenz, Dean of College of Public Policy

#### **SCORE Project Review Committee**

Dr. Liao Chen, Professor of Physics (Chair)

Dr. Yufeng Wang, Associate Professor of Biology

Dr. Cong-Gui Zhao, Associate Professor of Chemistry

Dr. Jianhua Ruan, Assistant Professor of Computer Science

Dr. Thomas Forsthuber, Professor Endowed Chair of Biology

Dr. Yufang Jin, Associate Professor of Electrical Engineering

Dr. Rebecca Weston, Associate Professor of Psychology Department

## APPENDIX B

### ROSTER OF PARTICIPATING SCORE FACULTY

<b>NAME</b>	<b>OFFICE EXT.</b>	<b>LAB EXT.</b>
<b>Dr. George Negrete (Program Director)</b>	<b>X5448</b> <b>BSE 1.104J</b>	
<b>Theresa Barnhart (Senior Administrative Associate)</b>	<b>x4185</b> <b>BSE 1.626</b>	
<b>#1 Dr. Janakiram Seshu (Biology)</b>	<b>X6578</b>	<b>X6679</b>
<b>#2 Dr. Carlos Garcia (Chemistry)</b>	<b>x5487</b>	<b>x5668</b>
<b>#3 Dr. Yufeng Wang (Biology)</b>	<b>X6492</b>	
<b>#4 Dr. Liao Chen (Physics)</b>	<b>X5457</b>	
<b>#5 Dr. G. Jilani Chaudry (Biology)</b>	<b>X6684</b>	<b>X5221</b>
<b>#6 Dr. Nicole Wicha (Biology)</b>	<b>X7013</b>	<b>X7012</b>
<b>#7 Dr. Jianhua Ruan (Computer Science)</b>	<b>X6819</b>	
<b>#8 Dr. Cong-Gui Zhao (Chemistry)</b>	<b>X5432</b>	
<b>#9 Dr. Rebekah Smith (Psychology)</b>	<b>X7301</b>	<b>X5836</b>
<b>#10 Dr. Brian Derrick (Biology)</b>	<b>X5661</b>	
<b>#11 Dr. Yufang Jin (Electrical Engineering)</b>	<b>X5588</b>	
<b>#12 Dr. Tina Zawacki (Psychology)</b>	<b>x6580</b>	
<b>#13 Dr. Anand Ramasubramanian (Biomedical Engineering)</b>	<b>X6555</b>	<b>X5895</b>

**APPENDIX C**  
**Examples of Account Ledger:**

Date	Vendor	Description	Encumbrance Date	PO #	Encumbrance Amount	Disencumbrance Date	Disencumbrance Amount	DOC ID#	OBJECT CODE	Payment Amount	CHECK #	Encumbrance Balance	Budget/Balance
8/1/2010		STARTING BUDGET										\$	\$ 36,779.00
8/1/2010		PREVIOUS BALANCE								\$ (8,998.00)		\$	\$ 27,781.00
8/31/2010	PRINTING SERVICES	PREVIOUS BALANCE							1357	\$ (118.00)		\$	\$ 27,663.00
8/31/2010	CONS SUP N/O	PREVIOUS BALANCE							1402	\$ (18,037.40)		\$	\$ 9,625.60
8/31/2010	BOOKS	PREVIOUS BALANCE							1409	\$ (1,406.63)		\$	\$ 8,218.97
12/22/2010	BD FED AWARDS	SET UP BUDGET	12/22/2010		\$		\$	W3VJ4999490	9080	\$ 26,611.00		\$	\$ 34,829.97
4/8/2011	DELL MARKETING	DELL XPS 15 LAPTOP	4/8/2011	2011A08211	\$ (1,189.55)	5/6/2011	\$ 1,189.55	X3VP1992496	1847	\$ (1,189.55)	F036113	\$	\$ 33,640.42
4/29/2011	JIN, YUFANG	MODELS	4/29/2011		\$		\$	X3VP2992220	1319	\$ (40.70)	F036001	\$	\$ 33,599.72
4/29/2011	JIN, YUFANG	BOOK	4/29/2011		\$		\$	X3VP2992220	1409	\$ (130.72)	F036001	\$	\$ 33,469.00
4/29/2011	JIN, YUFANG	PLANS HOLDER	4/29/2011		\$		\$	X3VP2992220	1401	\$ (22.44)	F036001	\$	\$ 33,446.56
5/9/2011	MILLIPORE CORP	MOUSE ANTI-HUMAN MMP 2 MONOCLONAL	5/9/2011	2011A09257	\$ (331.50)	6/24/2011	\$ 331.50	X3VP1988633	1402	\$ (315.83)	F038413	\$	\$ 33,130.73
5/11/2011	OLYMPUS AMERICA	DOUBLE FIBER LIGHT GUIDE INTERLOCK/MICROMETER	5/11/2011	2011A09406	\$ (280.00)	6/24/2011	\$ 280.00	X3VP1988747	1836	\$ (273.40)	K150519	\$	\$ 32,857.33
5/11/2011	STAPLES, INC	HP TONER CARTRIDGE	5/11/2011	2011A09408	\$ (67.99)	7/27/2011	\$ 67.99	X3VP1985912	1846	\$ (77.74)	F039893	\$	\$ 32,779.59
5/17/2011	FISHER SCIENTIFIC	ANAYLTICAL BALANCES	5/17/2011	2011A09606	\$ (1,582.04)	6/15/2011	\$ 1,582.04	X3VP1989457	1836	\$ (1,582.04)	F038239	\$	\$ 31,197.55
6/13/2011	INTRA FUNDS TRANSFER	TO EQUIPMENT 26-1606-1580				6/13/2011	\$	X3VT3999414	9072	\$ (22,471.90)		\$	\$ 8,725.65
6/9/2011	HAN, HAICHAO	IPAD FOR GRANT	6/9/2011		\$ (1,119.98)	6/14/2011	\$ 1,119.98	X3VP2989683	1847	\$ (1,119.98)	F038559	\$	\$ 7,605.67
6/21/2011	OLYMPUS AMERICA	SHIPPING FOR MICROSCOPE	6/21/2011	2011C01261	\$ (56.54)	8/24/2011	\$ 56.54	X3VP1982817	1402	\$ (56.54)	K161689	\$	\$ 7,549.13
8/30/2011	YR 3 FEDERAL AWARD	SET UP BUDGET	8/30/2011		\$		\$	X3VJ4999671	9080	\$ 8,442.00		\$	\$ 15,991.13
												\$	\$ 15,991.13

Dr. XYZ	Account 26-1606-00	Budget	Committed	Free Balance
12	Salary	\$ 66,450.00	\$ (29,982.40)	\$ 36,467.60
14	Fringe	\$ 15,409.00	\$ (4,300.42)	\$ 11,108.58
20	Wages	\$ 15,936.00	\$ (22,204.60)	\$ (6,268.60)
50	M & O	\$ 54,335.46	\$ (38,344.33)	\$ 15,991.13
60	Consultants	\$ 8,500.00	\$ -	\$ 8,500.00
61	UTHSC	\$ 60,190.00	\$ (60,190.00)	\$ -
75	Travel	\$ -	\$ -	\$ -
76	Foreign Travel	\$ 1,500.00	\$ -	\$ 1,500.00
80	Equipment	\$ 32,471.90	\$ (32,471.90)	\$ -
<b>Total</b>		<b>\$ 222,320.46</b>	<b>\$ (155,021.75)</b>	<b>\$ 67,298.71</b>
Percentage Monies Used				-69.73%
Percentage Monies Remaining				30.27%

*This Statement of Accounts must be certified by the administrative unit head or authorized designee, and retained on file in the department following University retention requirements (current fiscal year + 3). Salary issues must be immediately brought to the attention of Payroll Services at ext 4280.*

*By my signature below, to the best of my knowledge I am certifying the following: (1) The salary, wages, expenditures and other transactions posted to funds under my control as detailed in the SOA Reports (Summary and Detail Reports) are accurate, allowable, and appropriate. (2) All posted revenue has been reconciled to cash deposit receipts and the amounts appear to be reasonable and properly recorded. (3) For any errors that have been detected, corrections have been made and or requested and are pending adjustment in the financial accounting system. (4) I am aware of the requirements to report all suspected fraud to my supervisor, Auditing and Consulting Services, University Police or the UTSA Hotline to ensure it is appropriately addressed.*

x Signature Preparer: \_\_\_\_\_ Date \_\_\_\_\_

Signature Account Administrator: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX D: SCORE Campus Announcement and Town Hall Meeting Flyer.**

**Campus Announcement in January 25, 2012**



**The University of Texas at San Antonio**

**MBRS-SCORE PROGRAM**

**Minority Biomedical Research Support and  
Support of Competitive Research Program**

---

**IF You are a UTSA FULL-TIME TENURE-TRACK OR TENURED FACULTY**  
(minority and non-minority) who is actively engaging in biomedical or behavioral  
research and training of under-represented minority students at UTSA

**YOU MAY BE ELIGIBLE TO APPLY FOR ONE OF THE  
NIH - MBRS-SCORE GRANTS**

ALL interested *UTSA faculty*,  
are encouraged to submit their proposals to the UTSA SCORE program

**FOR FURTHER INFORMATION ON:**  
**NIH - MBRS-SCORE GRANTS, ELIGIBILITY, AND SUBMISSION PROCESS**

**PLEASE VISIT OUR WEBSITE:**

<http://www.utsa.edu/crts/score/>

---

**TARGET DATES For Upcoming NIH Submission of January 25, 2012**

September 13, 2011	Campus Announcement to all full-time TTR faculty
October 12, 2011	Completed proposal submitted through the CAYUSE system to UTSA SCORE Program Office by 5:00 PM. Proposals submitted through CAYUSE for institutional internal review process must not have ANY errors and must have the correct routing permissions on upload before the upload can be considered as a COMPLETED proposal submission.
December 21, 2011	Announcement of selected SCORE Proposals by UTSA SCORE Program.
January 25, 2012	NIH Deadline