GRADUATE ACTIVITY WORKSHEET

Please return this worksheet attached to the front of the Title III Proposal

Please be advised that the mere submission of a proposal does not guarantee Title III funding. Further, if funding is subsequently approved, please be advised that the level of funding will be based both on the nature of the activity and the availability of funds.

Name of School/College/Department/Unit

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Phone No.</th>
<th>Currently Funded by Title III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>_____ Yes           _____ No</td>
</tr>
</tbody>
</table>

Approval Signature: Dean/Departmental Chair/Director

Typed Name/Title

Part 1 List the total dollars requesting for the period 2004-2005 period: $_________________.

Part 2 Review Attachment A and select one of the four focus areas the activity will address.

___ Academic Quality ___ Student Services and Outcomes ___ Fiscal Stability ___ Institutional management

Part 3 List total the amount requested for each of the following categories after you have completed form IV.B. Individual Activity Budget Narrative (Detail).

<table>
<thead>
<tr>
<th>LAA</th>
<th>Legislative Allowable Activity [Note: All listed activities are directly from legislation.]</th>
<th>Amount Requested</th>
<th>See Attach.</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>L2</td>
<td>Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications and technology equipment or services.</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>L3</td>
<td>Purchase of library books, periodicals, technical and other scientific journals, microfilm, microfiche, and other educational materials, including telecommunications program materials.</td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>L4</td>
<td>Scholarships, fellowships and other financial assistance for needy graduate and professional students to permit the enrollment of the students in and completion of the doctoral degree in medicine, dentistry, pharmacy, veterinary medicine, law, and the doctorate degree in the physical or natural sciences, engineering, mathematics, or other scientific disciplines in which African Americans are underrepresented.</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>L5</td>
<td>Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>L6</td>
<td>Assisting in the establishment or maintenance of an institutional endowment fund.</td>
<td></td>
<td>G</td>
</tr>
<tr>
<td>L7</td>
<td>Funds and administration management, and the acquisition of equipment, including software, for use in strengthening funds management and management information systems.</td>
<td></td>
<td>H</td>
</tr>
<tr>
<td>L8</td>
<td>OTHER ACTIVITIES--PLEASE DESCRIBE IN SIMILAR DETAIL. (Use other attachments as examples to justify funds requested. Please note: US Department of Education strongly suggest this category not be used).</td>
<td></td>
<td>-----------</td>
</tr>
</tbody>
</table>

IMPORTANT: The proposed Outcome Objective on Form III.A. MUST include/address in part or whole the specific process measures indicated on attachments B-I to justify funds requested in the above category (ies). (Only review Attachments B-I in the categories where funds are requested, to ensure the inclusion of required process measures in the outcome objectives).
ATTACHMENT B

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES – (L1)

Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.

Did the amount of scientific or laboratory educational equipment rented or leased increase?
If yes: Start $ spent on equipment
End $ spent on equipment
Outcome Objective # ____________________

Did the quality of scientific or laboratory educational equipment rented or leased increase?
No standardized data elements

Did student access to scientific or laboratory educational equipment rented or leased increase?
If yes: Start # of students ______________
End # of students ______________________
Outcome Objective #

Did the amount of scientific or laboratory educational equipment purchased increase?
If yes: Start $ spent on equipment
End $ spent on equipment __________________
Outcome Objective # ____________________

Did the quality of scientific or laboratory educational equipment purchased increase?
No standardized data elements

Did student access to scientific or laboratory educational equipment purchased increase?
If yes: Start # of students ______________
End # of students ______________________
Outcome Objective #

Did the amount of scientific or laboratory research equipment rented or leased increase?
If yes: Start $ spent on equipment
End $ spent on equipment __________________
Outcome Objective # ____________________

Did the quality of scientific or laboratory research equipment rented or leased increase?
No standardized data elements

Did student access to scientific or laboratory research equipment rented or leased increase?
If yes: Start # of students ______________
End # of students ______________________
Outcome Objective #
LAA PROCESS MEASURES – (L1) continued

Did the amount of scientific or laboratory research equipment purchased increase?

*If yes: Start $ spent on equipment __________
End $ spent on equipment __________
Outcome Objective # __________________________

Did the quality of scientific or laboratory research equipment purchased increase?

*No standardized data elements*

Did student access to scientific or laboratory research equipment purchase increase?

*If yes: Start # of students _______________
End # of students _______________
Outcome Objective #____________________
ATTACHMENT C

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES - (L2)

Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.

Did the number of classrooms constructed increase?
If yes: Start # of wired classrooms _________
End # of wired classrooms ___________
Outcome Objective # ___________

Did the square feet of library space constructed increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ___________________

Did the number of laboratories constructed increase?
If yes: Start # labs _________________
End # labs ____________________
Outcome Objective # ___________________

Did the square feet of other institutional space constructed increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ___________________

Did the number of classrooms maintained increase?
If yes: Start # wired classrooms
End # wired classrooms ________________
Outcome Objective # ___________________

Did the square feet of library space maintained increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ___________________

Did the number of laboratories maintained increase?
If yes: Start # labs _________________
End # labs ____________________
Outcome Objective # ___________________

Did the square feet of other institutional space maintained increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ___________________
LAA PROCESS MEASURES - (L2) continued

Did the number of classrooms renovated or improved increase?
If yes: Start # wired classrooms __________________
End # wired classrooms __________________
Outcome Objective # __________________

Did the square feet of library space renovated or improved increase?
If yes: Start square feet____________________
End square feet _________________________
Outcome Objective # __________________

Did the number of laboratories renovated or improved increase?
If yes: Start # labs ________________________
End # labs _____________________________
Outcome Objective # __________________

Did the square feet of other institutional space renovated or improved increase?
If yes: Start square feet____________________
End square feet _________________________
Outcome Objective # __________________

Did the number of classrooms wired for the internet increase?
If yes: Start # wired classrooms
End # wired classrooms __________________
Outcome Objective # __________________

Did the number of access terminals to library databases and records increase?
If yes: Start # ___________________________
End # ____________________________
Outcome Objective # __________________

Did the amount of instructional facilities with deferred maintenance needs decrease?
If yes: Start total square feet
End total square feet _____________________
Outcome Objective # __________________
DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES - (L3)

*Purchase of library books, periodicals, and other educational materials, including telecommunications program material.*

Did the number of library books increase?
If yes: Start # _______________
End # _______________
Outcome Objective #

Did the number of periodical subscriptions increase?
If yes: Start # _______________
End # _______________
Outcome Objective #

Did the number of educational materials increase?
If yes: Start # _______________
End # _______________
Outcome Objective #

Did the number of telecommunications program materials increase?
If yes: Start # _______________
End # _______________
Outcome Objective #

Other:
If yes: Start _______________
End _______________
Outcome Objective #

Other:
If yes: Start _______________
End _______________
Outcome Objective #
ATTACHMENT E

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES-(L4)

Scholarships, fellowships or other financial/assistance for needy graduate and professional students to permit enrollment of the students in and completion of the doctoral degree in medicine, dentistry, pharmacy, veterinary medicine, law, and doctoral degree in the physical or natural sciences, engineering, math, or other scientific disciplines in which African Americans are underrepresented.

Did the amount of scholarship funds increase?
If yes: Start $ __________________
End $ __________________
Outcome Objective # __________________

Did the number of scholarship awards to students increase?
If yes: Start # __________________
End # __________________
Outcome Objective # __________________

Did the amount of fellowship funds increase?
If yes: Start $ __________________
End $ __________________
Outcome Objective # __________________

Did the number of fellowship awards to students increase?
If yes: Start # __________________
End # __________________
Outcome Objective # __________________

Did the number of teaching assistantships increase?
If yes: Start # __________________
End # __________________
Outcome Objective # __________________

Did the number of research assistantships increase?
If yes: Start # __________________
End # __________________
Outcome Objective # __________________

Did the number of professional internships increase?
If yes: Start # __________________
End # __________________
Outcome Objective # __________________

Did the number of on-campus job opportunities for graduate and professional students increase?
If yes: Start # __________________
End # __________________
Outcome Objective # __________________
DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L5)

Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.

Was the number of FTE staff devoted to development office increased? (grant-writing, fundraising, direct mail, public relations)
If yes: Start FTE _______________
End FTE ___________________
Outcome Objective # __________________

Was a development data base or information management system established?
No standardized data elements

Was the number of potential donors increased?
If yes: Start # of potential donors
End # of potential donors ___________________
Outcome Objective # ___________________

Was the number of donors increased?
If yes: Start # of donors _______________
End # of donors ___________________
Outcome Objective # ___________________

Was the total number of dollars raised increased?
If yes: Start $ _______________
End $ ___________________
Outcome Objective # ___________________

Was the average number of dollars per donor increased?
If yes: Start $ per donor _______________
End $ per donor ___________________
Outcome Objective # ___________________

Was relevant staff trained in fund raising?
If yes: Start # trained staff _______________
End # trained staff ___________________
Outcome Objective # ___________________

Was relevant staff trained in funds management?
If yes: Start # trained staff _______________
End # trained staff ___________________
Outcome Objective # ___________________
ATTACHMENT F

LAA PROCESS MEASURES (L5) continued

*Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.*

Was the endowment match raised?
If yes: Start $ ______________
End $ ______________
Outcome Objective # __________

Were the endowment funds invested?
If yes: Start $ ______________
End $ ______________
Outcome Objective # __________
DOB NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L6)

Establishing or maintenance of an endowment fund.

Was an institutional endowment established for the first time? No standardized data elements

Was the endowment match raised?
If yes: Start $ __________
End $ __________
Application objective

Were the endowment funds invested?
If yes: Start $ __________
End $ __________
Application objective

Other:
If yes: Start __________
End __________
Application objective __________

Other:
If yes: Start __________
End __________
Application objective __________
ATTACHMENT H

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L7)

Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.

Was the number of FTE hired for improvement of funds management increased?
If yes: Start FTE ________________
End FTE ________________
Outcome Objective # ________________

Was relevant staff trained in how to use new funds management systems?
If yes: Start # trained staff ________________
End # trained staff ________________
Outcome Objective # ________________

Was the number of FTE hired for improvement of administrative management systems increased?
If yes: Start FTE ________________
End FTE ________________
Outcome Objective # ________________

Was relevant staff trained in how to use new administrative management systems?
If yes: Start FTE trained ________________
End FTE trained ________________
Outcome Objective # ________________

Did you establish or enhance a funds management quality control system?
No standardized data elements

Did you establish or enhance a purchasing and inventory management system?
No standardized data elements

Did you establish or enhance a student financial aid system? No standardized data elements

Did you establish or enhance an institutional research system? No standardized data elements

Did you establish or enhance an admissions or registration system? No standardized data elements

Did you establish or enhance a student tracking system?
No standardized data elements
SUBMISSION DEADLINE FOR RECEIPT BY THE TITLE III OFFICE IS

APRIL 9, 2004 AT 4:30 P.M.

PLEASE COMPLETE THE SEPARATE E-MAILED ATTACHMENT FORMS
FOR PROPOSAL SUBMISSION Labeled

“TU04 GRADUATE PROPOSAL FORMS”