



Chabot College
NIH Bridges to the Baccalaureate
April 1, 2011 to March 31, 2016

Statement of Work

Chabot NIH Bridges to the Baccalaureate will target two student populations: new and continuing Chabot students in key Bridges majors. Chabot will also target two specific continuing student populations, pre-nursing/allied health students and those in specific introductory major-specific courses and allied health pathways.

Proposed Activities:

Chabot, in collaboration with UC Berkeley Transfer Alliance Project (TAP), will conduct several events to recruit students and help students learn about and plan for pursuing research careers in the biomedical and behavioral sciences. New, incoming students and continuing students in targeted courses and areas will be targeted for participation.

Science and Research Career Workshops: The Chabot Site Coordinator and Chabot faculty will work with UCB TAP to develop career workshops that inform students of the multitude of career options in the biological and biomedical transfer/career pathway.

Subject-area Case Management: Faculty Instructors are matched with cohorts of Bridges students according to subject area. Faculty monitor their progress and, working with the Chabot Site Coordinator and UCB TAP, match students with research internship opportunities. Faculty will also work with graduate student instructors to design lab practicum experiences to support student development of research skills. These faculty will ensure that Bridges students are academically prepared for the rigors of research internships and transfer coursework.

Guided Lab Practicum: Chabot Learning Assistants will provide structured support in a lab/research setting to help students in their current courses and prepare for summer research internship experiences.

By expanding the knowledge students have about possible research careers and supporting students in their pursuit of these career goals, students will persist in their courses longer, improve their academic standing and transfer to a baccalaureate-granting institution

Budget Narrative: Chabot College

Project Director at Chabot College at the F-hour rate = \$11,589 (Benefits @ 8%)

Faculty Instructors: 2 faculty instructors at Chabot to conduct subject-specific case management to monitor student progress, and develop practicum and workshops in collaboration with the campus Project Coordinators to cover Biology and Chemistry. 2 instructors stipends @ \$5,600 = \$11,200

Learning Assistants: 2 undergraduate students at Chabot to provide structured support in lab/research settings to help students in their current courses and prepare for summer research internship experiences. 2 undergraduate students @ \$1,500 = \$3,000 (Benefits at 2%)

Institutional Research: Provides support to community college Institutional Research Office for data tracking and reporting on program participants. (\$1,750)

Total Direct Costs: \$28,526

Indirect Costs: \$2,282

GRAND TOTAL: \$30,808

Key Personnel	#	hours	Salary	Benefits	Total
Agnello Braganza	1	247	11,589	927	12,516
Other Personnel	#		Salary	Benefits	Total
Undergrads	2	300	3,000	60	3,060
Faculty Instructors	2	stipend	11,200		11,200
PERSONNEL					26,776
Other Direct Costs					
Support for Institutional Research					1,750
OTHER DIRECT COSTS					1,750
Indirect Costs					
MTDC at 8%			28,526		2,282
INDIRECT COSTS					2,282
TOTAL					30,808

SUBRECIPIENT COMMITMENT FORM

All subrecipients should submit this form when submitting a proposal to the University of California, Berkeley. It provides a checklist of documents and certifications required by sponsors, as well as an area for the authorized official to sign.

SUBRECIPIENT'S LEGAL NAME: Chabot College

SUBRECIPIENT'S PI: Agnello Braganza

UC BERKELEY'S PI: Gary Firestone

PRIME SPONSOR: _____

SUBMITTED PROPOSAL TITLE: NIH Bridges to the Baccalaureate

PERFORMANCE PERIOD BEGIN DATE: April 1, 2011

END DATE: March 31, 2016

SECTION A - Proposal Documents

The following documents are included in our subaward proposal submission and covered by the certifications below (check as applicable):

- STATEMENT OF WORK (required)
- BUDGET AND BUDGET JUSTIFICATION (required)
- SUBRECIPIENT COMMITMENT FORM, completed and signed by subrecipient's authorized official (required)
- Small/Small Disadvantaged Business Subcontracting Plan, in agency-required format (required for proposals over \$550,000)
- Biosketches and Other Support of all Key Personnel, in agency-required format
- Other: _____
- Other: _____

SECTION B - Special Review and Certifications

1. Facilities and Administrative Rates included in this proposal have been calculated based on:

- Our federally negotiated F&A rates for this type of work, or a reduced F&A rate that we hereby agree to accept. *(If this box is checked, a copy of your F&A rate agreement or a URL link to the agreement must be furnished to UC Berkeley before a subaward will be issued.)*
- Other rates (Please specify the basis on which the rate has been calculated in Section D Comments below.)
- Not applicable (no indirect cost request for subrecipient)

2. Fringe-Benefit Rates included in this proposal have been calculated based on the following:

- Rates consistent with or lower than our federally negotiated rates *(If this box is checked, a copy of your FB rate agreement or a URL link to the agreement must be furnished to UC Berkeley before a subaward will be issued.)*
- Based on actual rates
- Other rates (Please specify the basis on which the rate has been calculated in Section D Comments below.)

3. Subrecipient Business Status: (leave blank if not applicable)

- Large business Small Business
- Alaska Native Corporation (ANC) (43USC1601) Historic Black College or University/Minority Institution

If a small business, identify business classification (*certified by the Small Business Administration):

- Small Disadvantaged Business (SDB)* (8a)*
- Women-owned small business (WOSB)
- Veteran-owned small business (VOSB)
- Service-disabled veteran-owned business (SDVOSB)
- HUBZone small business*

4. For-Profit/Commercial Entities

Note: Vendors are not subject to many of the flow-down provisions required of subawardees, e.g., effort reporting under a federal award. It is therefore important that the work provided by any for-profit/commercial subrecipient be classified appropriately. Please respond to the following.

- yes no The goods and/or services we will provide under this transaction will be comparable to the goods and/or services we provide to many different customers during the course of our normal business operations.

If "no" please describe how these services and/or goods will differ from those offered to other customers (Attach additional pages if necessary.)

SUBRECIPIENT COMMITMENT FORM

4. For-Profit/Commercial Entities (continued)

yes no The goods and/or services we will provide under this transaction will be supplementary to the operation of the sponsored program, and we will not be responsible for programmatic decision making.

If "no" please describe how your company's goods and services will contribute to the objectives of the program, how your company's performance will be measured against these objectives, and provide the names of your company's representatives who will be responsible for making programmatic decisions. (Attach additional pages if necessary.)

5. Cost Sharing yes no Amount: _____
Cost sharing amounts and justification must be included in the subrecipient's budget.

REGULATORY APPROVALS (Questions 6-8)

6. Human Subjects yes no

If "yes" Indicate the status of IRB Review:

Pending

Date IRB determined research to be exempt or approved: _____

IRB Number: _____ Federalwide Assurance (FWA) Number: _____ (both must be current)

7. Animal Subjects yes no Approval date: _____ and IACUC Number: _____ pending

If "yes" Copies of the IACUC approval must be provided before any subaward will be issued. If not attached here, obtain approval as required and forward these documents to UC Berkeley's PI as soon as they become available. In accordance with UC Berkeley policy, UC Berkeley's IACUC must conduct a secondary review of the subaward work and issue a companion approval before any subaward will be issued.

Does your organization/institution have a PHS Animal Welfare Assurance Number? yes no If "yes" provide number: _____

Is your organization/institution AAALAC accredited? yes no If "yes" provide AAALAC number: _____

8. Conflict of Interest (applicable to NIH, NSF, or any other sponsor that has adopted the federal financial disclosure requirements)

Not applicable because this project is not being funded by NIH, NSF, or any other sponsor that has adopted the federal financial disclosure requirements.

Subrecipient organization/institution hereby certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F, "Responsibility of Applicants for Promoting Objectivity in Research." Subrecipient also certifies that, to the best of Institution's knowledge (1) all financial disclosures have been made related to the activities that may be funded by or through a resulting agreement, and required by its conflict of interest policy; and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced, or eliminated in accordance with subrecipient's conflict of interest policy prior to the expenditure of any funds under any resulting agreement.

Subrecipient does not have an active and/or enforced conflict of interest policy and hereby agrees to abide by UC Berkeley's policy, available at <http://researchcol.berkeley.edu/federal.html>.

9. Debarment, Suspension, Proposed Debarment

Is the PI or any other employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities? yes no (If "yes," explain in Section D Comments below.)

The Organization Certifies they: (answer all questions below)

are are not presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal contracts

are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity

have have not within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property

have have not within three (3) years preceding this offer, had one or more contracts terminated for default by any federal agency

SUBRECIPIENT COMMITMENT FORM**10. Fiscal Responsibility**

The organization certifies that its financial system is in accordance with generally accepted accounting principles and:

- has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received;
- maintains internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations and the provision of contracts or grants;
- complies with applicable laws and regulations;
- can prepare appropriate financial statements, including the schedule of expenditures of federal awards;
- there are no outstanding audit findings which would impact contract costs. If there are findings, submit a copy of the most report that describes the finding and steps to be taken to correct the finding.

SECTION C - Audit Status

Does the subrecipient receive an annual audit in accordance with OMB Circular A-133? yes no

If a subrecipient does not receive an A-133 audit, UC Berkeley will require the entity to complete a Mini-Audit Questionnaire, and may require a limited scope audit, before a subaward will be issued.

If "yes": Has the audit been completed for the most recent fiscal year? yes no

If "no" when is it expected to be completed: _____

Were any audit findings reported? yes no

If "yes" explain in Section D, Comments, below.

A complete copy of the subrecipient's most recent audit report, or the URL link to a complete copy, must be furnished to UC Berkeley.

If "no": Does the subrecipient receive overall federal funding of at least \$500,000 per year? yes no

Subrecipient is a:

- Non-profit entity (under federal funding threshold)
- Foreign entity
- For-profit entity
- Government entity

SECTION D - Comments

Attach additional pages if necessary.

Indirect costs will be based upon 8% of the modified total direct costs as written in the original proposal. Costs will be used for administrative support functions for the project.

Chabot 2009-10 Annual Financial Audit link:

<http://www.clpccd.org/business/documents/FINALAUDITEDFINANCIALS2009-10.pdf>

APPROVED FOR SUBRECIPIENT

The information, certifications, and representations above have been read, signed, and made by an authorized official of the subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. Any work begun and/or expenses incurred prior to execution of a subaward agreement are at the subrecipient's own risk.

(Signature of Subrecipient's Authorized Official)

25555 Hesperian Blvd.

(Address)

(Type or print name and title of Authorized Official)

Hayward, CA 94545

(City, State, Zip)

Chabot College

(Name of Subrecipient's Organization/Institution)

(510) 723-6641

(Phone)

94-1670563

(Federal Employer Identification Number (EIN))

787243336

(DUNS or DUNS +4 number)

(Date)

(Email)