

## SUBWARDS

### GUIDELINE AND PROCEDURE

Northcentral Technical College recognizes the importance of providing good stewardship of institutional and sponsored funds. The College's stewardship responsibilities include complying with federal requirements for subwardee monitoring and management.

The purpose of this guideline is to promote successful support and management of subawards throughout the sponsored projects life cycle. Subaward activities are important at many stages in a research program:

- Proposing collaborative activities and the funding and resources to support them
- Establishing an understanding of roles and responsibilities of the lead and subwardee institutions
- Charging subaward expenses in accordance with federal regulations and College policies
- Managing subaward projects to enable successful fulfillment of objectives
- Monitoring activities and expenditures on subawards during the life of the project and prior to award closeout
- Documenting compliance with federal regulations on subaward monitoring and management over the lifecycle of the subaward

#### Purpose

The purpose of this guideline is to comply with federal and other sponsor regulations and to ensure that funds provided for subaward activities are proposed, monitored, and managed according to expectations of the College.

#### Pertinent Regulations

Office of Management and Budget regulations, including, 2 CFR 200, the Uniform Guidance, and other relevant sponsor requirements.

#### Guideline

It is the requirement of Northcentral Technical College that all personnel who engage in sponsored projects will comply with College policies and sponsoring agency regulations regarding the proposing, establishing, monitoring, and managing of subaward agreements on those projects.

Principal investigators, faculty, and academic staff who are involved in proposing, executing, directing, or managing sponsored projects with subawards are responsible for:

- Understanding the fundamentals of subawards and the College's subaward policies and procedures
- Providing the subaward scope of work and budget, including F&A applied in accordance with College and sponsoring agency policies, and any other necessary project-related information
- Overseeing subaward project activities toward fulfillment of project objectives
- Monitoring subaward expenditures and providing assurance of their appropriateness, reasonableness, and allowability by approving payment of subaward invoices
- Ensuring receipt of technical information, deliverables, or other required reports from subwardee

The College will manage subaward agreements in accordance with 2 CFR 200, the Uniform Guidance, including:

- Performing subwardee versus contractor determinations to classify each agreement as a subaward or a procurement contract
- Ensuring that subawards are clearly identified and contain all required information
- Performing a subwardee risk assessment to determine appropriate subwardee monitoring
- Monitoring the activities of the subwardee as necessary

AGREEMENT BETWEEN NORTHCENTRAL TECHNICAL COLLEGE DISTRICT  
AND  
THE UNIVERSITY OF WISCONSIN-MADISON

This Agreement is executed by and between Northcentral Technical College District (NTC), and University of Wisconsin Madison (UW-M).

Whereas NTC has received an award entitled TRACK 1, EI: MAKING + MENTORING: INTEGRATING COMPUTATIONAL THINKING INTO INFORMAL 6-12 STEM AND COMPUTING EDUCATION from the National Science Foundation, Program Announcement # NSF 16-527, under agreement/proposal number 1639915, CFDA # 47.070; 47.076.

Now therefore, it is agreed as follows:

**Article 1. Period of Performance**

This agreement will be in effect throughout the length of the STEM+C Project #1639915 scheduled to begin April 3, 2017 and end April 2, 2020. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date unless specifically approved, in writing, by NTC.

**Article 2. Scope of Work:**

Unless otherwise specifically provided in this Agreement, the Subgrantee shall supply all the necessary personnel, equipment, and materials to accomplish the tasks set forth in Attachment A ("Scope of Work").

**Article 3. Technical Direction**

The Principal Investigator of Northcentral Technical College, Michael Hladilek, shall retain the responsibility for technical monitoring of this project. The co-Principal Investigator of Northcentral Technical College, Darren Ackley, shall retain responsibility for support of technical monitoring of this project. In support of technical monitoring, NTC reserves the right to conduct technical and administrative site visits as needed. Any change to the Scope of Work must be approved, in writing, by NTC. As the Administrative Organizational Representative (AOR), Vicki Jeppesen, shall retain the responsibility of authorized representative of the College.

**Article 4. Key Personnel**

The following person(s) are considered to be essential to the work performed hereunder:

Erica Halverson.

In the event that a Key Person becomes unable or unwilling to continue the project, the Subgrantee shall notify NTC in writing and may propose an individual to replace such Key Person. Any replacement of a Key Person must be approved, in writing, by NTC. In the event a mutually acceptable replacement is not available, NTC shall have the option to terminate the project. The thirty (30) day prior notice provided under Article 17 is not required for termination by NTC under this Article. Such termination shall be in writing and the Subgrantee will be reimbursed for allowable documented costs and noncancellable obligations incurred prior to the termination date.

### **Article 5. Limitation on Costs**

The cost, both direct and indirect, of performing the tasks under Article 2 of this Agreement will not exceed \$389,685 in United States Dollars as set forth in Attachment B ("Research Budget"). NTC is not, in the absence of a modification, obligated to reimburse the Subgrantee for costs incurred by the Subgrantee which are in excess of the cost specified in this article.

### **Article 6. Payments and Billing**

Payments to UW-Madison for services specified will not exceed \$389,685 in grant funds to directly support the activities outlined in the Scope of Work and will follow costs outlined in approved Budget. Invoices will be sent for expenses due 15 days after the end of each month. Payments by NTC under this Agreement are contingent upon: (a) substantial compliance by UW-Madison of all responsibilities identified in this Agreement, and in accordance with State and Federal laws (b) authorization of Wisconsin and Federal laws and availability of relevant State and Federal funds. Proper supporting documentation will need to support each invoice. Supporting documentation would include, but does not limit to:

- Payroll documentation including fringe benefits (personal information such as social security numbers should not be included)
- Time and Effort for personnel being paid under this grant
- Vendor invoices
- Itemized receipts
- Travel forms
- Monthly payments for services will be net 30 days, upon receipt of the invoice. The final invoice shall be submitted by the Subgrantee within sixty (60) days of the termination date of this Agreement.

Invoices shall be sent to:  
Northcentral Technical College  
Finance Office  
1000 West Campus Drive  
Wausau, WI 54401

Payments shall be made to:  
The University of Wisconsin-Madison  
Research & Sponsored Programs  
21 N. Park St., Suite 6401  
Madison, Wisconsin 53715-1218

Invoices received from the Subgrantee will be reviewed by the Principal Investigator and the College Advancement-Grants Office prior to payment.

### **Article 7. Audit**

The Subgrantee will maintain adequate financial records, in accordance with generally accepted accounting practices, to clearly and easily identify expenses, to describe the nature of each expense, and to establish relatedness to this Agreement. All records related to this Agreement shall be available for audit by the College and the Cognizant Federal Audit Agency. If Subgrantee expends \$500,000 or more of federal funds in their fiscal year, Subgrantee agrees to provide College with notification of completion of required audits and of any adverse findings which impact this Agreement, in accordance with Office of Management and Budget Circular A-133.

The financial records of this Agreement will be retained for a period of three (3) years from the date of

submission of the final report of expenditures except for records related to any audit initiated prior to the expiration date which shall be retained until the audit findings involving the records have been resolved.

#### **Article 8. Equipment Accountability**

Title to equipment purchased under this Agreement will reside with the Subgrantee. Inventory, accountability and disposition of equipment will be in accordance with the terms of the Prime Award.

#### **Article 9. Program Income**

The Subgrantee is accountable to NTC for any program income generated as a result of this Agreement. NTC is accountable to the funding agency for the records on the receipt and disposition of any such income. The Subgrantee will maintain such records as are necessary for NTC to fulfill its responsibility and will report, in writing, to NTC any program income generated as a result of this Agreement.

#### **Article 10. Reports**

The Subgrantee shall submit timely technical reports as agreed upon with the Principal Investigator.

Other reports shall include:

- a) Progress Reports are to be submitted annually to the Principal Investigator.
- b) Program Income Reports, if applicable, are to be submitted within sixty (60) days of the termination date of this agreement and thereafter, as may be required by the terms and conditions of the Prime Award as incorporated into this Agreement.

#### **Article 11. Publication and Copyrights**

It is understood that decisions about authorship on all publications resulting from research under this Agreement will be made by the Principal Investigator and the Key Person(s) prior to any such publication. The Federal Government shall have a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, any copyrightable material that is developed under this Agreement. NTC shall have the unrestricted right to use all data which is delivered or specified to be delivered under this Agreement.

#### **Article 12. Patents and Inventions**

This Agreement is subject to 37 CFR 401. The Subgrantee will be required to obtain appropriate patent agreements from all persons who perform any part of the work under the Agreement, and for disclosing any subject inventions to NTC.

#### **Article 13. Care and Treatment of Laboratory Animals**

Should vertebrate animals be used in this project, the Subgrantee will comply with the Animal Welfare Act, as amended (7 U.S.C. 2131 et seq) and any other Prime Award requirements with regard to the care and treatment of laboratory animals.

#### **Article 14. Protection of Human Subjects**

Should human subjects be used in this project, the Subgrantee will comply with all applicable Federal regulations on the protection of human subjects (45 CFR Part 46 as amended), as required by the terms of the Prime Award. In addition to assuring that the initial requirements for

protection of human subjects are met, the Subgrantee agrees to assure continued monitoring and compliance with these requirements during the course of the project.

### **Article 15. Assurances**

By accepting this agreement, the Subgrantee certifies compliance with the following regulations and provides any other assurances not specifically listed below but required by the terms of the Prime Award:

- a) Debarment, Suspension, and Other Responsibility Matters: Neither the Subgrantee nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
- b) Certification Regarding Lobbying: No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subgrantee, to any person for influencing or attempting to influence an officer or employee of any Federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Subgrantee shall certify and disclose accordingly. The Subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreement) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- c) Federal Debt Collection Procedures Act of 1990 (28 U.S.C. 3201(e)), also known as Nondelinquency on Federal Debt.
- d) Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, as amended)
- e) Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Acts of 1972, and Section 504 of the Rehabilitation Act of 1973.

### **Article 16. Funding Agency Provisions**

This Agreement is also subject to the terms and conditions of the prime award from the Sponsor (Attachment C). All references in these provisions to the Sponsor should be deemed to mean "NTC" and references to the "Grantee" or "Contractor" should be deemed to mean "Subgrantee." However, where there is inconsistency between the Agreement and Attachment C, this Agreement shall take precedence solely with regard to the Subgrantee's obligations to NTC, and only to the extent required by the NTC.

### **Article 17. Contract Termination**

This Agreement may be terminated by either party upon thirty (30) days written notice and, in such event, reimbursement will be limited to documented costs and noncancellable obligations incurred prior to termination. Notice of termination shall be given by personal delivery, certified mail or registered mail and shall be effective upon date of receipt.

#### **Article 18. Independent Contractor**

Subgrantee is an independent contractor, not a partner, joint venturer or agent of NTC; nor are Subgrantee's employees considered employees of NTC for any reason.

#### **Article 19. Notices**

Notices, invoices, reports, payments and other communications to either party by the other shall be delivered personally or sent by first class, postage prepaid to the following addresses and shall be deemed given on the date so delivered or deposited in the mail unless otherwise provided herein.

#### **COLLEGE AUTHORIZED ORGANIZATIONAL REPRESENTATIVE:**

Vicki S. Jeppesen, Vice President of College Advancement  
College Advancement-Grants Office  
Northcentral Technical College District  
1000 West Campus Drive  
Wausau, WI 54401-1899

#### **PRINCIPAL INVESTIGATOR:**

Michael Hladilek, Electromechanical Technology  
Faculty  
School of Applied Technology & Engineering  
Northcentral Technical College District  
1000 West Campus Drive  
Wausau, WI 54401-1899

#### **Article 20. Miscellaneous**

This Agreement may only be modified or amended by a written agreement signed by an authorized representative of each party.

IN WITNESS WHEREOF, the parties hereto, their successors and assigns, have executed this Agreement in duplicate by proper persons thereunto duly authorized.

**SUB**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Northcentral Technical College**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SCOPE OF WORK

**Subagreement Entity:** University of Wisconsin – Madison  
**Designated PI:** Erica Halverson

**Project Title:** Track 1, EI: Making + Mentoring: Integrating Computational Thinking into Informal 6-12 STEM and Computing Education

**Primary Site:** Northcentral Technical College District area

**Primary PI:** Michael Hladilek

### **Statement of Work:**

This project will build individual and community efficacy in STEM+C content as well as identities of participation around maker and STEM-oriented practices with an eye towards whether and how content and identity translate into interest in STEM+C careers. Making + Mentoring is designed to bridge this gap by deploying the Mobile Emerging Technologies Trailer (METT) to rural communities, conducting a range of workshops for various publics, training local students and teachers to serve as Maker Mentors, and providing pathways from informal maker activities to higher education courses in STEM+C fields.

Research on this multi-leveled project is guided by three core research questions focused on the impact of Making + Mentoring in the project's targeted rural communities. Researcher will employ a range of research methodologies to answer these questions at a variety of scales—from community impact, to the lives of the individual young people who will serve as Maker Mentors throughout the project.

#### **RQ1. How are rural communities impacted by mobile making experiences that involve community mentors as instructors?**

a. Specifically, how do drop-in, open-ended making experiences impact community perception of and interest in STEM+C learning and careers?

#### Year 1 and 2 Data Collection and Analysis Plan:

RQ1 Data Collection Summary				
	Content	Processes	Interest and Motivation	Self-Efficacy and Agency
Exposure Activities	Artifact collection	Ethnographic observations	Informal interviews	
Skill-building Activities	Artifact collection	Ethnographic observations Task-based interviews	Informal interviews	Preparation for future making (Konopasky & Sheridan, 2016)

Making Activities	Artifact collection Measures of content knowledge (e.g., Peppler & Glosson, 2012)	Ethnographic observations Task-based interviews	Interest survey (Hidi & Renninger, 2006) Semi-structured interviews Preparation for future making	SALES survey (Velayutham et al., 2011) Preparation for future making
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Data analysis will include:

- **Descriptive statistical analyses** of survey instruments where we can explore *which activities, for whom, in which communities, and under what conditions* our work promotes interest, motivation, self-efficacy and agency; in addition, we may be able to trace *participants or communities over time* through these measures.
- **Quantitative linguistic analyses of agency** (Konopasky & Sheridan, 2016) that both *triangulate the development of agency* and allow us to understand *how participants think about the role of making in promoting agency in building 21<sup>st</sup>-century skills*.
- **Qualitative coding of ethnographic observations and interviews** that paint rich pictures of *how distributed instruction happens* as well as *how communities of practice are built and maintained* over time.
- **Bidirectional artifact analyses** (Halverson & Magnifico, 2013) of work produced during the activities that will help us understand *how participants learn* the core concepts of computational thinking, engineering, and creative problem solving. We intend to trace individual cases of making processes to understand the range of practices that participants engage in as they create at the METT.

**RQ2. What do Maker Mentors learn as a result of their participation in facilitating mobile making experiences?**

- a. What do student mentors learn about STEM+C content?
- b. What do student mentors learn about themselves as makers?
- c. How do these experiences impact their postsecondary trajectories?

**Year 1 and 2 Data Collection and Analysis Plan:**

Because we are interested in both impact on communities and on individuals, our second research question focuses on the longitudinal experiences of the mentors ( $N=32$ ), with a focus on high school and NTC student mentors ( $n=20$ ). Each of these 20 students will serve as a case study (Compton-Lilly, 2013) and research will trace their involvement with the program from initial entry to post-program experiences, specifically their educational trajectories. In addition to data collection tools described in RQ1, research will also capture multiple data points for each individual to create *trajectories of participation and change* around STEM+C content and process knowledge, interest, and motivation in higher education and careers in manufacturing, agriculture, and computer science, and agency and self-efficacy in building successful work in these fields. Data collection methods include pre/post assessments of STEM+C skills and processes as well as self-efficacy, agency, motivation, and interest; documentation of the artifacts students create during their time as makers and Maker Mentors; ethnographic observations of their participation as learners and as mentor/instructor; and life history interviews at the conclusion of the program (Seidman, 2006).

**RQ3. What aspects of the community-involved maker experiences are sustained beyond institutional intervention?**

- a. Do mentors maintain their community roles? If so, in what ways?

b. Does interest in making and STEM+C grow within rural communities?

**Year 3 Data Collection and Analysis Plan:**

In Year 3, we hope to understand whether the model of creating local “communities of practice” (Lave & Wenger, 1991) is sustainable beyond our institutional initiative. Toward this end, research will move beyond the study of the program itself and toward understanding what forms of participation survive independently of our intervention. Research activities will engage in primarily ethnographic investigations of the communities of practice that emerge after 2 years. Through observations, interviews, and artifact collection, and ask questions about who is taking leadership roles in developing STEM+C skills and habits of mind in communities, how, when, and where activities persist, what kinds of skills community members have built, and whether individuals’ self-efficacy, agency, and motivation has changed.

A research team at UW-Madison, led by co-PI Erica Halverson, is responsible for the research component of this project. Dr. Halverson will be responsible for designing and supervising all aspects of the research process, as well as engaging in data analytic processes focused on understanding the impacts of the METT and maker programs on rural communities and on the longitudinal impacts of participation on the Maker Mentor cohort. A post-doctoral research fellow will serve as the primary liaison to NTC and Science Museum of Minnesota (SMM), collect a majority of the data, and work alongside Halverson to develop analytic approaches and to write up the results of the research program. The UW team will also advise the NTC team on issues of program design and iteration, as well as maintaining the work beyond the life of the grant.

**Location of Work:** Research work will be carried out primarily at University of Wisconsin – Madison campus for the duration of the project. UW-Madison research team will travel to primary site and remotely participate in meetings and collect data. Years 1 – 3, PI will conduct a quarterly trip to Wausau, WI and surrounding areas to attend PI meetings and to review program design and data collection progress. Year 1, postdoc will travel to Minneapolis, MN to participate in Science Museum of Minnesota training to collect data. Years 1 – 3, postdoctoral scholar will conduct monthly visits to Wausau, WI and surrounding areas to collect data. Years 1 – 3, Research team will attend the project’s chosen conference to disseminate research findings and to meet with other scholars conducting similar research.

**Period of Performance:** April 3, 2017 – April 2, 2020

**Deliverables Schedule:**

**Table 3. Timeline**

Task	Year 1 (2017)				Year 2 (2018)				Year 3 (2019)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Major Intervention, Collaboration, and Teacher Preparation Activities</b>												
NTC	Develop curriculum											
NTC	Develop instructional materials											
AB/UW	Expert review of curriculum											
NTC	Test instructional materials and curriculum											
NTC	Local school and community-based organization partnership coordination											
NCT	Maker Mentor recruitment											
NTC/UW	Maker Mentor training											
NTC	Informal programming											
NTC/UW/AC	Convene advisory committee											

NTC=Northcentral Technical College; UW=University of Wisconsin–Madison; WEC=Wisconsin Evaluation Collaborative; AC=Advisory Committee.

Research will be shared with Primary PI at least 45 days prior to the end of each 12 month period of the grant, including final and cumulative research findings in Year 3.

## Special Requirements:

IRB Approval: Subgrantee will gain IRB approval for research activities by start of project period.

Academic Dissemination of Work: Research work will be published in journals and conferences in the learning sciences (e.g. International Conference of the Learning Sciences, Cognition & Instruction), Engineering Education (e.g. Journal of Pre-College Engineering Education) and Computer Science Education (ICER, ACM SIG-CSE) as well as at annual NSF PI meetings.

## ATTACHMENT B – SUBAWARD BUDGET

### **EI: Making + Mentoring: Integrating Computational Thinking into Informal 6-12 Education**

#### **Budget Justification**

#### **A&B. PERSONNEL**

All persons who work regularly for the Center are placed on the University of Wisconsin payroll in accordance with established University procedures. Titles and stipends are regulated and approved by Center management, the Dean of the School of Education, Madison Campus and University Central Administration. Salaries for professorial and professional staff are based on current salaries. Merit increments are calculated each year at 3% effective fall semester for professorial staff and 3% effective July 1<sup>st</sup> for professional staff and graduate assistants.

**Erica Halverson, Principal Investigator** (One Summer Month, Years 1-3): The Principal Investigator will design and supervise all aspects of the research process, as well as engage in data analytic processes focused on understanding the impacts of the NETT and maker programs on rural communities and on the longitudinal impacts of participation on the Maker Mentor cohort.

**Postdoctoral Scholar** (100% 12 Months, Years 1-3): The Postdoctoral Scholar will serve as the primary liaison to NTC and SMM, collect a majority of the data, and work alongside Principal Investigator Halverson to develop analytic approaches and to write up the results of the research program.

**Student Hourly** (200 Hours, Years 1-3): A Student Hourly is included in each year of the budget at 200 hours x \$10 hour per year. The Student Hourly will assist with data collection and analysis efforts including transcription, data organization, identifying appropriate data for analysis and preparation for meetings.

#### **C. FRINGE BENEFITS**

Fringe benefit rates vary by employee classification. Classifications and rates are established by the University. In recent years, fringe benefit rates have increased consistently on an annual basis and are increased slightly following June 30.

#### **E. TRAVEL**

All reimbursements for transportation, lodging, meals, and related costs are included in this category. Travel expense reimbursements are made on the basis of actual and reasonable expenditures. Payments are governed by Wisconsin State Statutes and the University of Wisconsin System Travel Regulations. Travel estimates are based on past Center accounting experience, allowable travel expenses based on the University and State of Wisconsin travel regulations, and travel quotes from Madison travel agencies.

**Postdoc Travel to Wausau, WI** (12 Trips, 2 Overnights, Years 1-3): Travel funds are requested for the Postdoctoral Scholar's travel to Wausau. Travel expenses for these trips include roundtrip

mileage @ \$166.75; lodging @ \$82 per night for two nights, and meals @ \$38 per day for three days. These trips will occur on a monthly basis throughout the grant period. The Postdoctoral Scholar will travel to Wausau to collect data at each research site and to meet regularly with the NTC team.

**Postdoc Travel to Minneapolis, MN** (1 Trip, 2 Overnights, Years 1): Year 1 includes additional funds for the Postdoctoral Scholar to travel to Minneapolis. Travel expenses to Minneapolis include airfare @ \$685; lodging @ \$220 per night for two nights; and meals @ \$75 per day for three days. The Postdoctoral Scholar will travel to Minneapolis to attend the SMM training and to collect data with SMM staff and research participants.

**Principal Investigator Travel to Wausau, WI** (4 Day Trips, Years 1-3): All years of the budget include travel funds for the Principal Investigator to conduct quarterly day trips to Wausau. Expenses for these trips include mileage @ \$166.75, and meals @ \$15 per trip. The Principal Investigator will travel to Wausau for PI meetings and to review program design and data collection progress.

**Domestic Conference Travel** (1 Trip, 2 Overnights, 2 Team Members, Years 1-3): Each year of the project includes a trip to a domestic conference. Conference travel expenses include airfare @ \$685; lodging @ \$220 per night for two nights; registration @ \$300; and meals @ \$75 per day for three days (these costs are included per team member). The Principal Investigator and the Postdoctoral Scholar will both attend the chosen conference to disseminate research findings and to meet with other scholars conducting similar research.

## **G. OTHER DIRECT COSTS**

### **1. Materials and Supplies**

*Laptop* (@ \$1,500, Year 1): A laptop is included in Year 1 for the Postdoctoral Scholar. The Postdoctoral Scholar will use the laptop for research purposes including data collection, data analysis, and writing. Since the Postdoctoral Scholar will be traveling to and from Wausau to conduct data collection and other related project tasks, it is critical that this position have a laptop.

*Data Collection Equipment* (@ \$975, Year 1): Data collection equipment will be purchased in Year 1 of the project. This equipment includes two voice records @ \$50 each, and a camera @ \$875. These items will be used to conduct interviews with research participants, and to gather data on maker programs.

*Research Materials* (@ \$500, Years 1-3): Each year of the project includes minimal funds to purchase general research materials.

*Copying Services* (@ \$250, Years 1-3): Copy services are included in each year of the budget for copying and printing costs associated with this project.

### **6. Other**

*Qualitative Data Analysis* (@ \$600, Years 1-3): Funds are budgeted in each year of the project for qualitative data analysis to purchase MaxQDA software for the Postdoctoral scholar.

## **I. INDIRECT COSTS**

Modified Total Direct Cost (MTDC) is used as the base for overhead calculations. The MTDC base includes all direct charges except tuition remission. The University negotiates with DH&HS Region 5 to establish indirect cost rates. The 53% rate in this proposal is the approved rate effective April 27, 2015.

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