

GLISTEN Subgrant Frequently Asked Questions

Q: Can the lead institution and fiscal agent for a GLISTEN Collaborative Cluster offer subgrants to the other participating institutions and organizations?

A: In order to keep the accounting and reporting of federal funds expended as simple as possible, lead institutions will be expected to issue funds to other institutions and organizations on a reimbursement basis only. Lead institutions are permitted to set up subcontracts with other institutions in their Clusters in order to facilitate such reimbursement of costs. However, no subgranting of funds from the lead institution is permitted.

Q: How can I find out more about SENCER, the SENCER-SALG, and LASSIE?

A: Please consult [.sencer.net](http://sencer.net) for information on the SENCER project and [://www.salgsite.org](http://www.salgsite.org) for more on the SENCER-SALG instrument. A sample LASSIE instrument is available at [://lsareports.org/Documents/HED_PrintSurvey_08.pdf](http://lsareports.org/Documents/HED_PrintSurvey_08.pdf).

Q: How many Cluster representatives should we plan to send to the 2011 SENCER Summer Institute (SSI)? Can we include the costs of their participation in our subgrant, and what will be the anticipated cost of participating?

A: Costs for participating in the SSI may be included in the “GLISTEN Share” of the subgrant budget. We anticipate that the per-person cost of attending the SSI 2011 will be approximately \$700 per person, exclusive of transportation. This cost includes registration and program fees, and covers most meals. Costs will be finalized later this fall, once the location of the Institute has been determined. Each Cluster should plan to send at least four people to the Institute. An ideal Cluster team would consist of the Cluster Coordinator, a key community partner representative, along with one STEM faculty member and Stewardship Liaison from each campus in your Cluster.

Q: What are the responsibilities of the Cluster Coordinator?

A: The Cluster Coordinator will function as the “project director” for the subgrant. S/he will be responsible for managing the budget, overseeing the collaborative activities proposed in the subgrant application, and providing regular feedback, including quarterly progress and fiscal reports, to the GLISTEN Project Director.

Q: What will be the role of the undergraduate Stewardship Liaisons?

A: The Stewardship Liaisons (a minimum of 2 per campus) will function as “bridges” between Cluster campuses and community partners. During the academic year, they will participate in the curriculum development process, and assume primary responsibility for logistics associated with the deployment of their peers in service-learning activities benefiting community-based organizations and venues of informal science education. During the summer, unless they are enrolled in coursework themselves, they will serve those community-based organizations full-time.

Q: Who should the undergraduate Stewardship Liaisons be?

A: At 2-year institutions, the Liaisons would be outstanding students with at least one more academic year (full- or part-time) to complete their studies. At 4-year institutions,

they would be at least juniors during the academic year in which they are employed. Ideally, the Stewardship Liaisons would begin their Cluster involvement in the middle of the academic year preceding their full-time service with community-based organizations in the summer, focusing on curriculum development for courses that would be offered during the coming academic year. Midway through their final year, they would assist with the recruitment, training, and orientation of a new Liaison team.

Q: We have some outstanding candidates for undergraduate Stewardship Liaisons, but some of them are not Work-Study-eligible. Can we charge 100% of their wages to the subgrant?

A: Yes; however, at the rate of \$10 per hour, support for non-Work-Study-eligible students is likely to consume a significant amount of the budget (particularly in the summer), resulting in your Cluster needing to supply other needed resources from existing institutional and organizational sources rather than from the subgrant. In such cases, the benefiting community partner organizations should be engaged in a mutual attempt to identify and/or solicit funds to cover the higher cost of employing Stewardship Liaisons that are not eligible for Work-Study.

Q: The funding available is focused on service-learning. Can it be used to develop and support courses in which undergraduate students are performing research on Great Lakes issues?

A: The funding may be used to support courses that incorporate “community-based research,” i.e., research that meets the informational needs articulated by community-based organizations in the Cluster. An example would be research that provides baseline data which these organizations could use to set targets for their stewardship and restoration efforts. Presentations at public venues should be incorporated into the activities of courses conducting community-based research, so that decision-making processes in which non-specialist adults are engaged can be informed by the results of this research.