

PREP



Professional Enhancement
Programs of the MAA

Program Director's Handbook



Updated 28 March 2012

PREP Program Director's Handbook

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PREP Program Director's Handbook

1. Overview of the PREP Project

The Mathematical Association of America's Professional Enhancement Programs (PREP) is a comprehensive, professional career enhancement project funded by the National Science Foundation (NSF) Division of Undergraduate Education, grant DUE-0817071.

A new focus of PREP beginning in 2010 is the integration of technology as a mechanism for both content delivery and communication among program directors and participants. The growth of tools that facilitate both real-time and asynchronous discussions is changing the way our students live and learn and changing the face of the workplace for all of us. It is incumbent on us, as educators, to use these tools and learn both their strengths and limitations. Thus, PREP directors are strongly encouraged to use such tools to deliver online programs or to enhance more traditional programs.

PREP enables faculty in the mathematical sciences to respond to rapid and significant developments that impact undergraduate mathematics. PREP programs offer professional development experiences with active involvement by participants, leadership by experts, and a commitment by participants to make use of what they learn. To achieve a sustained impact, each PREP program has three components:

- *Preparatory component:* During this component, participants complete lead-in activities in preparation for undertaking the intensive component of the program. This component should be delivered, at least in part, using a form of distance learning. The preparatory component should go beyond simply reading background materials and require active engagement prior to the onsite or intensive component.
- *Intensive component:* During this component, participants are actively involved in activities such as participant projects, small group discussions, computer or calculator experiences, and/or distance learning activities. It takes place over a number of days and provides an opportunity for participants to actively interact with the expert workshop leader(s) and other participants. The intensive component may be either onsite or on-line.
- *On-going or follow-up component:* During this component, participants make use of the expertise they acquired in the earlier components of the workshop. Communication continues among participants and leaders throughout this period, and participants share the outcomes of their work. One or two participants, or teams of participants, from each workshop may be invited to share the outcomes of their work by presenting a poster at the MAA/NSF Poster Session at the Joint Mathematics Meetings.

The PREP project offers participants a wide variety of mathematical topics, ranging from geometry to mathematics and politics and from curricular issues related to preparing computer scientists to mathematical biology. The primary audience is mathematical sciences faculty from all types of institutions, including two-year colleges, liberal arts

colleges, minority-serving institutions, comprehensive universities and research universities. PREP programs are equally open to all faculty, independent of whether or not they are members of the MAA or any other professional organization. Specifically, PREP targets individuals from underrepresented groups and faculty who teach large numbers of students from these groups and individuals who have not previously participated in professional development activities. Although most of the programs in PREP are for faculty in the mathematical sciences, those from other disciplines are welcome and some programs specifically encourage communication among mathematics faculty and those from other disciplines.

Evaluation of the PREP project is led Barbara Edwards, from Oregon State University. She evaluates each program to determine the participants' views of the effectiveness of the program and the acceptability of the staff and accommodations. She assesses the extended effect on participants as a result of attending a program. She compares different types of programs to assess the strengths and weaknesses of the various formats. She analyzes the effectiveness of the oversight role of the MAA.

For questions about PREP, contact:

Nancy Baxter Hastings	baxter@dickinson.edu
PREP Director	410-221-7892

Olga Dixon	odixon@maa.org
Sponsored Programs Manager	202-319-8498

2. The Role of the MAA

The MAA Professional Development Committee performs an oversight function for the PREP project through activities including soliciting proposals and reviewing evaluation activities. The PREP Management Team works with MAA staff to establish proposal guidelines and evaluation criteria and to develop materials necessary for the operation of the various programs. In addition, the Management Team solicits proposals, selects the final slate of programs, and visits several programs each year in effort to ensure that activities are consistent with the vision of PREP.

The MAA staff is responsible for the overall management of the PREP project including its day-to-day operations. The staff is responsible for advertising the programs, soliciting and processing applications to each program, collecting registration fees, providing technical support and advice as needed, reimbursing expenses, maintaining records, writing reports, and communicating with committees, program directors, potential program leaders and participants. In addition, the MAA may provide travel support to a limited number of individuals or teams who demonstrate a strong commitment to applying what they learn in a PREP workshop.

Specifically, the MAA is responsible for doing the following:

2.1.Advertise Programs

The MAA announces programs in MAA publications and in publications of other professional societies as appropriate. In particular, at least one article and two to three ads for PREP appear in “Focus” during the winter and spring. The MAA prepares a program brochure to publicize PREP programs. The brochure is mailed to all MAA members and distributed at the Joint Mathematics Meetings and at Section meetings. The MAA maintains a website with descriptions of all programs and links to individual programs' websites. In addition, PREP is advertised through the MAA Liaison network and other networks as appropriate.

2.2.Process Applications to Attend Programs

The MAA solicits and processes applications for each program. A universal application form is available on the MAA Professional Development website, and is included in this document as Appendix A.

Participants for a program are typically selected on a first-come, first-served basis, with college and university instructors being given priority over high school teachers. However, a program director may opt to accept participants based on the criteria that are clearly stated in the abstract for the program. In this case, the MAA provides the program director with all the applications received by a given due date so that the director can determine acceptances following pre-arranged and announced procedures.

In order to ensure adequate enrollment, the MAA retains the right to overbook each course by 10%. A program director who screens applicants needs to be aware of this and provide sufficient names. The MAA provides additional funding to cover any extra participants who may attend as a result of overbooking.

2.3.Collect Registration Fees

Participants remit a registration fee to the MAA prior to their participation in a program. This fee is used to defray costs of the PREP project, furthering the goal of an ultimately self-sustaining project.

2.4. Provide Travel Support to a Limited Number of Participants

The MAA may provide a limited number of travel grants for PREP applicants who demonstrate that their participation in PREP workshops will result in activities at their home institution that are recognized as immediately relevant and of value to the department. Funding is available on a case-by-case basis through Nancy Baxter Hastings (baxter@dickinson.edu), the director of PREP. To request funding, individuals are asked to submit an estimated travel budget including transportation costs, a description of the planned follow-up to the workshop and the impact that the program will have on the applicant’s curriculum, classroom, or research and a letter from their department head or dean indicating the level of support he or she is willing or able to provide.

The MAA may also provide limited travel support to each participant, or to each participant team, that presents a poster at the NSF Poster Session at the Joint Mathematics Meetings.

2.5. Finalize Budgets for Programs

After a proposal is accepted, each program director reaches a formal agreement with the MAA, in the form of a Memorandum of Understanding, concerning the budget for the director's program. See Appendix B for a sample MAA PREP budget.

2.6. Reimburse Program Expenses

After the intensive component of a program, expenses are paid directly by the MAA, or the institution is reimbursed upon MAA receipt of proper documentation. For more detailed information, please see Section 4: Program Funding and Reimbursement of Expenses.

2.7. Provide Technical Support for Programs

If requested, the MAA works with a program organizer to identify an appropriate communication package, provide technical assistance for an online program and/or establish and maintain a program listserv.

2.8. Oversee Evaluation Activities

As mentioned in Section 1, Barbara Edwards is conducting a comprehensive evaluation of PREP for the MAA and NSF. Prior to the start of the intensive component of a program, each program director receives evaluation release forms and pre- and post-program questionnaires to distribute to their program participants. After completion of the intensive component, the director receives a summary of the program evaluation. A report on follow-up activities is expected within six months of the workshop, and should be sent to both Barbara Edwards and the MAA office. After evaluation is completed, Barbara Edwards will forward its results to each program director.

2.9. Manage the Overall Project

The MAA staff communicates with program directors, participants, and MAA committee members regarding the overall PREP project. The staff is available to program directors for issues that arise in coordinating their programs.

The MAA maintains records for each program with applications, program descriptions, memoranda of understanding, correspondence with participants including logistical arrangements and details, and all financial information.

The MAA creates and submits reports of the programs and the PREP project to MAA committees and NSF.

3. The Role of a Program Director

The PREP management team and the MAA staff facilitate and support the activities of the directors and the local coordinators for each program. However, the authority and responsibility for designing and conducting a professional enhancement program rests with the program director. First and foremost, program directors are expected to offer a high-quality PREP program. In the process, program directors are expected to adhere to the laws regarding the use of Federal funds and to acknowledge the contributions of MAA PREP and NSF in their handouts and literature. Directors are expected to make all the local arrangements, communicate with participants, facilitate the evaluation process for participants, and complete reports about all three components of their programs. They are expected to provide adequate documentation of expenditures.

Specifically, a program director is expected to do the following:

3.1. Offer a High-Quality, Sustained Faculty Development Experience

The success of the PREP endeavor depends on experienced leaders who offer high-quality faculty development experiences—or programs—to mathematical sciences faculty and students. These programs must conform to the description of the program in its abstract, and they must meet the PREP Guidelines. In particular, as stated above in Section 1: Overview of the PREP Project, each program is expected to provide a *sustained professional development experience* with the following components:

- *Preparatory component*: During this component, participants complete lead-in activities in preparation for undertaking the intensive component of the program. This component should be delivered, at least in part, using a form of distance learning. It is expected that the preparatory component should go beyond simply reading background materials and require active engagement prior to the onsite or intensive component.
- *Intensive component*: During this component, participants are actively involved in activities such as small group discussions, computer or calculator experiences, individual efforts, and/or distance learning activities.
- *On-going component*: During this component, participants utilize what they have learned during the intensive component and report back to the program director, other members of the program and the broader professional community.

In addition, each program is expected to use technology as a mechanism for both content delivery and communication among program directors and participants.

3.2. Acknowledge the Contribution of the MAA and the NSF

Program directors should acknowledge in all advertising, on all program handouts, and on their local program website that the program is an MAA PREP activity funded by NSF grant DUE-0817071.

3.3. Communicate with the MAA

Program directors and local coordinators are expected to stay in close touch with the MAA staff. In particular, the Memorandum of Understanding (MoU), which is reached with the MAA, should be signed and returned to the MAA. Reports (see Section 3.4) and requests for reimbursement (see Section 4) should be sent to the MAA.

In addition, to assist the MAA in advertising PREP, each program director is responsible for providing the following information:

- A description of the program that can be used in advertising. This should include a clear description of any special prerequisites (such as previous training, skills, or experience) that participants must fulfill before the MAA can register them to take part in the workshop.
- Verification that the dates listed by the MAA for the program are correct.
- An updated, detailed agenda for the program, including descriptions for any preliminary or on-going components that will take place outside of the intensive period of the program.
- Names and short biographical sketches for all program leaders and speakers, as well as copies of agreements that have been reached with them regarding their payment and reimbursement of expenses. These agreements may be in the form of an email, or they may be more formal.
- The URL for the program's website.
- A description of the workshop venue, as well as available accommodations and any known shortcomings (such as limited access for those with disabilities, or limited ability to accommodate special dietary needs). Organizers of workshops held in Washington, DC, need not supply this information.

3.4. Communicate with Participants

Once the participants have been selected, the program director is responsible for notifying them to confirm their participation and to provide them with additional program information. This is typically handled through email. A draft letter is available from the MAA upon request.

The program director is responsible for informing participants of the logistical arrangements for the program, including travel arrangements, local transportation, and meal plans. Participants should be provided with information about housing accommodations, especially when using dormitories. They should be told if they need to bring fans, hangers, clocks, reading lights, towels, and so on, and they should be informed about showering facilities. They should be informed about where to check-in and the location of the first session.

The program director is responsible for providing details about assignments that must be completed during the preparatory component of the program. In addition,

past evaluations indicate that participants appreciate receiving a clear statement of expectations and/or a program agenda prior to the start of the program.

Program directors should provide copies of all correspondence to MAA staff so the staff can be kept informed of program activities.

As a suggestion, past evaluations have indicated that participants appreciate having some “down time” incorporated into the schedule for reflection and informal conversations. They appreciate an opportunity for physical activities, an evening social time or a mid-afternoon break for a hike, museum visit, and so on. Keeping participants on task every day and all day may cause burnout.

3.5. Make Local Arrangements

Unless prior agreements for MAA staff assistance have been made, the program director is responsible for making all local arrangements for the program. This may either be handled by the program director or by a local coordinator, if the program budget includes this expense.

The local coordinator should attend to all logistical needs for the program, including identifying members of the campus community to be involved with the program, identifying important regional resources (people, places) that will contribute to the success of the program, reserving appropriate meeting space, making arrangements for food, lodging, and local transportation, and ensuring that these costs are within the approved budget.

The local coordinator or staff member should be available during the program to ensure its smooth functioning (to handle registration, pass out materials, make sure catering has arrived on time, make photocopies as needed, etc).

For additional guidance, please see Appendix C, the Timeline with Checklist for Program Directors, and Appendix D, the Planning Guide for Program Directors.

3.6. Promote Own Program

Program directors are expected to promote their own programs by distributing the PREP brochure and other promotional material to appropriate audiences.

3.7. Conduct Evaluation Activities

At the start of the onsite portion of the program, each participant should be asked to complete a release form and the pre-program evaluation form. At the end of the onsite portion, each participant should be asked to complete the post-program evaluation form. Master copies of these forms are mailed to the program director before the program begins. Please return the release forms and the pre- and post-program evaluation forms to Barbara Edwards. *Note: This process is under revision.*

3.8. Identify Participants to Present Posters at JMM

In the fall, in response to a request from the MAA, each program director may identify one or two participants, or teams of participants, whose follow-up activities are particularly good representatives of the workshop, to present a poster as part of the Joint Mathematics Meetings MAA/NSF Poster Session. The MAA will provide each presenter, or team of presenters, with a modest travel stipend.

3.9. Submit Reports

Complete the report on the preparatory and intensive components of the program within forty-five days of the conclusion of the intensive component of the program and submit it to the MAA. The Follow-up Report Form is expected within six months of the completion of the intensive component. Please see Appendices E and F for copies of the two report forms.

4. Program Funding and Reimbursement of Expenses

Since PREP is funded by a grant from the National Science Foundation, the MAA is responsible for adhering to certain laws and regulations governing the use of these federal funds and must ensure that those receiving these funds are also in compliance. Program directors are responsible for implementing all aspects of their proposed programs in accordance with all applicable provisions of the administrative and cost principles in OMB A-110, OMB A-122, OMB A-21, and NSF GC-1. Note that GC-1 specifically states, "The awardee has full responsibility for the conduct of the project or activity supported under each award and for adherence to the award conditions."

MAA disburses all grant funds on a reimbursement, direct-billing, or direct-payment basis. This means that an expense has to have been incurred before grant funds can be requested. All expenses that fall within the approved budget are paid directly by the MAA upon receipt of proper documentation. The MAA will only reimburse expenses up to the amount of the approved budget. Any unreimbursed expenses are considered cost sharing; these should be documented in the same manner as expenses for payment or reimbursement. A program director may choose to set up an account at his or her home institution; in which case the MAA will reimburse the institution directly upon receipt of an invoice itemizing expenses. Otherwise, the program director should use the process outlined below.

Before payment or reimbursement can be made, the program director and the Principal Investigator (PI) at the MAA are required to authorize all expenses by signing the appropriate forms. These forms consist of the MAA Grant Expense Reporting Form (which always needs to be submitted) and the MAA Grant Personnel Activity Form with Time and Attendance (which is submitted in addition to the Grant Expense Reporting Form when requesting any type of stipend).

All requests for reimbursement must be received by the MAA within forty-five days of the conclusion of the program. Any requests for an extension must be made within thirty days of the conclusion of the program.

4.1. Reimbursement of Expenses

As mentioned above, reimbursement of program expenses to a university, institute, or vendor may be claimed by providing a formal invoice.

All requests for reimbursement or payment of expenses to an individual are to be submitted on an MAA Grant Expense Reporting Form. Some of the most often used budget expense items and their corresponding account codes are prelisted on this form. If a budget expense item is not listed on the form, the budget expense and item name should be written in at the bottom. All personnel costs should be reported as Consulting. See Appendix G for a sample of a completed MAA Grant Expense Reporting Form and a blank form.

The form should be filled out completely, signed by the requestor and the program director, and then sent to the MAA Programs and Services Department. Proper documentation (original receipts, invoices, etc.) is needed for all expenses of \$25 or more and must accompany the MAA Grant Expense Reporting Form. Original receipts/invoices are mandatory when the reimbursement request is for the total amount of an expense. Copies are only acceptable when the MAA is reimbursing or paying only a portion of an expense. It is important to have all documentation intact so reimbursement is not delayed.

For travel, actual expenses are usually reimbursed. However, a per diem rate may be used if it is budgeted and approved in advance. Airplane flights should always be on a US flag carrier at coach rate and the passenger receipt ticket showing the airfare, flight class, and airline carrier must accompany all requests for reimbursements of air flights. For travel by car, the current government mileage reimbursement rate is 55.5 cents per mile. For more information, see Appendix H, the MAA Policy Governing Reimbursement of Travel.

4.2. Reimbursement of Personnel Expenses (except the Program Director)

All personnel expenses, including salaries, stipends, subcontracts and honoraria, should be listed on the MAA Grant Expense Reporting Form. In addition, for each personnel expense, the MAA Grant Personnel Activity Form with Time and Attendance must be filled out completely and signed by the requestor and the program director. Finally, since government auditors expect to have contracts or letters of agreement for every honorarium/stipend that is paid, documentation verifying that the personnel expense was agreed upon before the program as part of participating in the program and was part of the program's budget must be attached to the individual's MAA Grant Personnel Activity Form. The form along with the supporting documentation should be submitted to the MAA Programs and Services

Department to authorize payment to the requestor. See Appendix G for a sample of a completed MAA Grant Personnel Activity Form followed by a blank form.

4.3. Reimbursement of the Program Director's Stipend

It is expected that the program director carry out the activities of the workshop over an extended period. The MAA will pay, on receipt of necessary documentation, 80% of the directors' stipend at the conclusion of the intensive component of the workshop. The remaining 20% will be paid subsequent to completion of the report on follow-up activities.

4.4. Disallowed Costs

The federal government provides 56 principles to be applied in establishing the permissibility of certain items of cost. These principles apply whether a cost is treated as direct or indirect. Failure to mention a particular item of cost is not intended to imply that it is unallowable; rather, determination as to permissibility in each case should be based on the treatment or principles provided for similar or related items of cost. Items of interest to the MAA include:

- Capital expenditures for general-purpose equipment are unallowable as a direct cost except with the prior approval of the awarding agency.
- The costs of materials and supplies necessary to carry out an award are allowable. Such costs should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the organization.
- Costs of alcoholic beverages are unallowable.

5. Cancellation of a Program

It is expected that a typical onsite program will have 20 to 30 participants. Programs that have fewer than 15 registrants six weeks before the start of the intensive component of the program may be canceled. The MAA will only reimburse expenses if the program is held. In the event that a program is cancelled, non-refundable deposits paid directly by the MAA to vendors such as housing offices or hotels will be absorbed by the MAA.

For programs that are cancelled due to lack of enrollment, the program organizer may request up to 20% of their stipend (up to a maximum of \$2,000) for work already completed.

6. Request to Repeat a Program

Programs that have a high demand and receive strong evaluations may be repeated. A request to repeat should focus on the following three areas:

- Lessons learned – In response to program evaluations and the organizers' observations, describe what will be done differently. Describe what worked and what didn't work. Describe what will be retained and what will be changed.

- Follow-up activities – Describe the follow-up activities that took place after the previous program.
- Impact on participants – Describe how participants have used what they learned in the program. Describe changes they have made in their classrooms as a result of participating in the program. Describe presentations participants have made at local or national meetings.

Appendix A: PREP Registration Policy and Online Registration Form

PREP Registration Policy

The Program costs as well as the costs of lodging during the program are covered by PREP. However, there is a registration fee for each program, and participants are responsible for their own transportation to and from the program site, as well as at least some portion of the cost of meals, unless the workshop description indicates otherwise. Enrollment is limited so interested faculty are encouraged to apply early. A surcharge will be added to the program fee after the regular registration deadline. Payment (MasterCard, Visa, or check) must accompany application. For check payments, please make check payable to "MAA-PREP" and mail it to: Olga Dixon, Mathematical Association of America, 1529 18th Street NW, Washington DC 20036 For further information and registration deadlines, visit <http://www.maa.org/prep/>.

Please note that your participation in this workshop is subject to review and final approval by the MAA in consultation with the workshop organizers. Workshops may be cancelled due to insufficient registration. Any participants already registered will receive at least 30 days' notice and a full refund. Participants who cancel their registration more than six weeks before the beginning of the intensive component of the workshop will receive a full refund. Cancellations made less than six weeks before the intensive component begins will incur a 50 percent penalty. No refunds will be issued for cancellations received after the intensive component begins.

Travel funds are available for a limited number of individuals or teams who demonstrate a strong commitment to applying what they learn in the PREP workshop.

Online Registration Form

[* Required field]

- * First Name Last Name
- * Home Address - City, State, Zip
- * Phone
- * Email
- * Title
- * Institution Department
- Institutional Address - City, State, Zip

Institutional Information
AMS Classification
Institution Type

Participant Information

Number of years at current institution

Number of years teaching

Highest degree obtained

Highest degree subject

Highest degree institution

* Please tell us what you hope to gain from attending this program, and how you expect your participation to help you in the classroom and/or with other professional responsibilities (max. 100 words).

Demographic Information (for NSF purposes only)

Race

Ethnicity

Disability status

Citizenship

How did you hear about these programs?

PREP Workshop Selection [list of courses]

Do you intend to apply for a PREP travel grant? if yes, the following pop up:

1. Estimated travel cost:
2. A description of the planned follow-up to the workshop: How will the PREP workshop be used to further your own professional development or to initiate change at your institution? Describe the impact the program will have on your curriculum, your classroom, or your research (max. 100 words).

Optional questions that are workshop specific

Appendix B: MAA PREP Budget

SAMPLE BUDGETS

Sample Budget for an Onsite Program

	<u>Not to exceed</u>
Director(s) Travel Expenses	\$1,200.00 per person
Transportation:	\$ 500.00(per director)
Lodging (when necessary)and meals:	\$550.00 (same rate as participants)
Participant Support Costs (20 people)	
Housing: 5 nights, \$70/night	\$ 7,000.00
Subsistence: 5 days, \$40/day	\$ 4,000.00
Other:	
Consulting Services	\$10,000.00 total
Program Director(s):	\$ 5,000.00 (total - for all directors)
Local Coordinator:	\$ 2,000.00
Presenter(s):	\$ 500.00 (per presenter)
Secretarial/Student:	\$ 1,000.00
IT Support:	\$ 500.00
Office Expenses and Materials	\$1,500 total
Printing/Copying:	\$ 100.00
Books:	\$ 400.00
Audiovisual Equipment Rental:	\$ 150.00
Room Rental:	\$ 250.00
Lab Fees:	\$ 100.00
Supplies:	\$ 300.00
Other:	\$ 0.00
Total	\$22,250.00

Sample Budget for an Online Program

	<u>Not to exceed</u>
Director(s) Travel Expenses	\$1,200.00 per person
Transportation:	\$ 500.00 (per director)
Lodging (when necessary)and meals:	\$ 700.00
Consulting Services	\$12,000.00 total
Program Director(s):	\$ 6,000.00 (total - for all directors)
Secretarial/Student:	\$ 2,000.00
IT Support:	\$ 3,000.00
Office Expenses and Materials	\$1,500 total
Software	\$ 1,000.00
Supplies	\$ 300.00
Total	\$13,500.00

Notes:

- The MAA will not pay indirect costs or fringe benefits.
- Budgets do not include funds for advertising, processing applications, travel support for participants or evaluation activities. These components will be managed by the MAA.
- All expenses will be paid either directly by the MAA or the institution will be reimbursed upon MAA receipt of proper documentation.

Appendix C: Timeline with Checklist for Program Directors

Done	Task
	8-12 months before program
	Write proposal and calculate budget
	Submit proposal and budget
	Identify program site and make initial contacts, arrangements
	5-8 months before program
	Receive notification from MAA confirming invitation to offer program
	Prepare promotional materials per guidelines
	Confirm dates and location of program
	Sign and return MoU confirming commitment to run program
	Make final arrangements with program site facilities for meeting and sleeping space
	Invite guest speakers, presenters
	Appoint/hire a local coordinator
	Inform MAA of groups, associations to target advertising
	Revise application, establish participant selection criteria
	3-5 months before program
	Complete program planning forms including travel information form and hotel accommodations form. Prepare maps, driving and parking instructions, information sheets on institution, region
	Contracts, deposits as needed for meeting, sleeping space
	Arrange for catering or dining services, making sure to include vegetarian options and other special dietary needs
	Customize invitation letters for participants using template provided by MAA
	6-8 weeks before program
	Provide pre-program assignments
	As needed, coordinate shuttle transportation between airport, campus, and/or lodging sites
	Make final participant selections, email invitations
	Request listserv
	Order any materials that may be necessary for program (software)
	Request audiovisual equipment through institution, meeting site
	Send email/letter to participants with logistical information, program details
	3-5 weeks before program
	Review participant list with MAA staff
	Submit preliminary rooming list to dorms, hotel
	2-4 weeks before program
	Finalize lists to hotel, counts for catering
	Draft reminder email to participants with final logistical details
	Coordinate activities of local coordinator, student assistants: signs, nametags, packets for participants with handouts, taking pictures during program, computer support,

	taking notes, audiovisual equipment set-up
	1-2 weeks before program
	Confirm hotel, transportation, meeting space, audiovisual, catering orders and counts
	Purchase any necessary onsite materials: overhead transparencies and markers, newsprint and markers
	Gather other supplies which may be needed during program: tape, scissors, pads, pens, pencils, post-it notes, push pins
	Confirm onsite support with student assistant or local coordinator
	Confirm presentations by guest speakers
	Set final agenda with co-coordinators
	Immediately before program (1-2 days)
	Final preparations for participant packets (copying)
	Final counts to catering, sleeping rooms
	During intensive component of program
	Arrange for coverage at registration table
	Make sure copy machine is available
	Make sure guest speakers are taken care of
	Troubleshoot issues as they arise (catering, sleeping rooms, transportation, AV)
	Hand out, then collect pre-program and post program evaluations
	Immediately after intensive component of program
	Return completed release and evaluation forms to Barbara Edwards
	Send thank you notes to guest speakers, others who helped (math dept. faculty, staff)
	Submit expense reimbursement forms
	Submit Report #1: Preparatory and Intensive Components
	Follow-up activities
	Update website
	Maintain communication with participants (e.g. via regular email); remind participants of their commitment to complete the work that was planned during the intensive component
	Approximately two months after intensive component, alert participants to your expectations as to how and when you expect them to communicate their progress to you and fellow participants
	Within six months of intensive component, provide report on follow-up activities to PREP evaluator and MAA office
	Identify one or two participants, or one or two teams of participants, to present posters at the JMM NSF poster session

Appendix D: Planning Guide for Program Directors

Program Information

What is the title of the program?

Who is the program director? Provide contact information.

Who is the local coordinator? Provide contact information.

What are the dates of the program?

What are the beginning and ending times for the program?

When are the participants expected to arrive and depart?

Where will the program be held? Provide address and contact information.

Where will the participants be housed? Provide address and contact information.

Travel Information

What is the closest airport to the program site?

What airlines fly into this airport?

What is the distance from the airport to the program site?

What ground travel options are available from the airport to the site? (shuttle, taxi, bus)

Does the hotel or university have a shuttle service for the airport?

What is the cost for this service?

What must a participant do to use the shuttle service?

After the program, what options are available for participants traveling to the airport?

Is there any other travel information that may be helpful to participants?

Maps and directions from the airport to the program site are very helpful. Please provide copies for the participants and the MAA staff.

Accommodations

Will participants be housed in a university dormitory or a hotel?

Please provide the name, contact information, and address of the housing.

What is the cut-off date for reservations or to submit a rooming list?

Are there arrangements for participants with disabilities or other special needs?

Will participants need to supply a credit card for incidentals? Note that room fees and tax should be charged to a master account.

When will the rooms be available?

What will participants need to do to check-in to their room?

What is the procedure for before or after hours check-in?

Will the room be private or shared?

If shared, how will rooms be assigned?

May participants request a smoking or a non-smoking room?

Will linens be provided (sheets, pillows, blankets, towels)?

Are there private bathrooms and/or showers?

Is the room air conditioned?

Is there internet access? Is there local and long distance phone service?

Will participants need to bring their own phone, alarm clock, fan?

Where may participants park? Is there a fee for parking?

Will they need a parking permit and how may this be obtained?

How far is the meeting space from the housing?

What transportation is available?

Please provide a map and directions from the housing to the meeting site.

Provide other information needed to making the lodging process run smoothly.

Meals

How can a participant arrange for their special dietary needs (vegetarian, kosher, etc)?

Meals will be provided beginning and ending with which meals?

What are the hours each meal is served?

Will meals be served at the campus dining facility or another location?

Please provide the name of the facility and directions from housing and meeting space.

Will participants be issued meal cards or meal tickets?

If the group will go out to dinner, has transportation been arranged?

If participants will be on their own for any meals, arrange for per diem checks to be issued from the MAA. Inform participants that the MAA will need their social security number and that they will receive a reimbursement check after the program.

If meals will be held in different locations, is there a list available with details?

During the meeting itself, will there be beverages and snacks available?

Is there other information about meals available for participants?

Meeting Space

Will the program take place in a university classroom or conference center?

How far from the housing is the meeting space?

Please provide directions and a map and include any parking instructions.

What time does the program begin and end each day?

When are the breaks?

Are there computer services including internet or email access available?

Will participants need to bring anything with them (laptop computer, text books, etc)?

Will there be reading or work assigned each night?

Pre-program assignments

Will there be a listserv for the program? Please request this through the MAA.

Will you have a web site for the program?

What materials will the participants be asked to read before the program?

Are the materials available on the web?

Will you need to order books to distribute to the participants?

Will you provide them with a reading packet?

What else should the participants prepare before the intensive component of the program (a presentation, a course syllabus, etc)

Please distribute an updated, detailed agenda to participants and the MAA staff.

Is there anything else participants should know or plan for in preparing for this program?

Other questions

May a participant bring a spouse or a child?

Will there be a cost associated with a guest and how will that be handled?

Appendix E: Report Form #1 - Preparatory and Intensive Components

Short Description of program: Dates, location, and leaders. If you had funding from sources other than PREP, please provide details. Describe any materials that served as core reference/curricula for your program. For published materials, please provide bibliographic data.

Attendance: Please let the MAA office know of any discrepancies between the registration data and actual attendance.

Preparatory component: Describe the preparatory activities that the participants were asked to complete. To what extent did participants engage in and complete the preparatory activities? How did the activities contribute to participants' readiness for the intensive component?

Success of intensive component: What plans or products were developed during the intensive component? How did participants' progress during the workshop match your expectations? Were there any surprises (good or bad) relative to the program that are relevant to report or that would affect your approach to planning a future event?

Plans for follow-up: What are your expectations for follow-up activities? What plans do you have to encourage/facilitate the follow-up activities over the next six months?

Please provide feedback to the MAA in terms of administering the program.

Appendix F: Report Form #2 - Follow-up Component

Overview: What were your principal goals for the follow-up component of your program? How many participants followed through with their commitments/development of plans begun during the preparatory and intensive components?

Website/materials: What new or updated information/materials did you provide to participants after the intensive component of the workshop?

Communication with participants: Describe the type and extent of communication you had with participants (both formal and informal) subsequent to the intensive component.

Participant sharing: To the extent possible, provide information on interaction between participants. This may include participants' joint work on completing projects started during the preparatory and intensive components, or presenting the results of their work at subsequent meetings or through online venues (e.g. a workshop wiki/blog).

Accomplishment of objectives: To what extent did participants' follow-up activities align with your goals/expectations? What are your observations about what does/does not work to create a valuable set of follow-up activities?

Looking ahead: While it is obviously not possible to know what participants' will do at the conclusion of the program, are there any general observations you have about the longer-term use that participants' will make of their experiences?

Appendix G: MAA Grant Expense Reporting Form

SAMPLE MAA GRANT EXPENSE REPORTING FORM

PAYABLE
 TO: John Smith DATE: June 1, 2010
 Address: (address) GRANT NAME: PREP
 GRANT NUMBER: 3-8-710-904
 SIGNATURE _____ SSN# 123-45-6789
 AUTHORIZATION SIGNATURE _____

***NOTE: A TIME AND ATTENDANCE FORM IS REQUIRED WHEN RECEIVING PAYMENT FOR PERSONNEL EXPENSES.**

PERSONNEL EXPENSES		Account	Task #
Professional Salaries: Dates of Service: _____ Total hours/ days worked: _____	\$	5110	_____
Support Salaries: Dates of Service: _____ Total hours/ days worked: _____	\$	5130	_____
Fringe Benefits: Types of Benefits: _____	\$	5320	_____
HONORARIA & STIPENDS			
Stipends – Date: _____	\$	6030	_____
TRAVEL EXPENSES			
Dates of Travel: <u>5/26-6/01/03</u> Purpose of Travel: <u>conduct program</u> Transportation: <u>mileage: 100 m @ .555/m</u> Hotel: <u>5 nights @ \$89/night</u> Subsistence: _____	\$555 \$445	7010	_____
PARTICIPANTS' SUPPORT COSTS			
Stipends – Dates of Participation: _____	\$	6000	_____
Travel for Participants: Dates of Travel: _____ Purpose of Travel: _____ Transportation: _____ Hotel: _____ Subsistence: _____ Other: _____	\$ \$ \$ \$	7760 7760 7770 7780	_____ _____ _____ _____
CONSULTING SERVICES	(per budget)		
Dates of Service: <u>5/24-6/01/07</u> Total Hours Worked: <u>60hrs @ \$50/hour</u>	\$3,000.00	6000	_____
OFFICE EXPENSES			
Telephone: _____ Postage: _____ Printing & Duplicating: _____ Supplies: _____	\$ \$ \$ 170 \$	6110 6120 6130 6510	_____ _____ _____ _____
OTHER EXPENSES			
_____ _____ _____	\$ \$ \$ \$	_____ _____ _____ _____	_____ _____ _____ _____

ALL RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES.

TOTAL EXPENSES \$ 4170

**EXPLANATION of SAMPLE
MAA GRANT EXPENSE REPORTING FORM**

Personnel Expenses: **\$0.00**

There should be no expenses listed here.

Honoraria & Stipends: **\$0.00**

There should be no expenses listed here.

Travel Expenses: **\$950**

Itemize travel expenses, hotel and meal expenses (where separate from participant costs) for all program directors, speakers, local coordinators, and support staff.

100 miles @ 0.555/m (driving) \$505 (John Smith)

5 nights @ \$89/night (hotel) \$445

Participant Support Costs:

Participant support costs are usually billed directly to MAA either by vendor/provider or institution.

Consulting Services: **\$3000**

List stipends for each director, speaker, local coordinator, and any other person paid to work on this project. A completed Grant Expense Reporting Form and a Grant Personnel Activity Form must be submitted for each individual listed.

John Smith \$3,000.00 program director (60 hours @ \$50/hour)

Office Expenses: **\$170**

List each expense and submit a Grant Expense Reporting Form for each vendor or individual to be reimbursed.

Copying: \$170 (articles, agendas, worksheets, notes)

Total Expenses: **\$4120**

**PLEASE NOTE THAT THE MAA GRANT EXPENSE REPORTING
FORM IS USED FOR PAYMENT/REIMBURSEMENT TO
INDIVIDUALS**

(For example, program organizers).

**AN INVOICE FROM HOST INSTITUTION OR OTHER SERVICE
PROVIDERS/VENDORS IS PREFERRED FOR OTHER
CONFERENCE EXPENSES.**

MAA GRANT EXPENSE REPORTING FORM

PAYABLE

TO: _____ DATE: _____
 Address: _____ GRANT NAME: PREP
 _____ GRANT NUMBER: 3-8-710-904

SIGNATURE _____ SSN# _____

AUTHORIZATION SIGNATURE _____

***NOTE: A TIME AND ATTENDANCE FORM IS REQUIRED WHEN RECEIVING PAYMENT FOR PERSONNEL EXPENSES.**

*PERSONNEL EXPENSES		Account	Task #
Professional Salaries: Dates of Service: _____ Total hours/ days worked: _____	\$	5110	_____
Support Salaries: Dates of Service: _____ Total hours/ days worked: _____	\$	5130	_____
HONORARIA & STIPENDS			
Stipends – Date: _____	\$	6030	_____
TRAVEL EXPENSES			
Dates of Travel: _____ Purpose of Travel: _____ Transportation: _____ Hotel: _____ Subsistence: _____	\$ \$ \$	7160	400
PARTICIPANTS' SUPPORT COSTS			
Stipends – Dates of Participation: _____	\$	6000	_____
Travel for Participants: Dates of Travel: _____ Purpose of Travel: _____ Transportation: _____ Hotel: _____ Subsistence: _____ Other: _____	\$ \$ \$ \$	7760 7760 7770 7780	520
CONSULTING SERVICES	(per budget)		
Dates of Service: _____ Total Hours Worked: _____	\$	6000	800
OFFICE EXPENSES			
Telephone: _____ Postage: _____ Printing & Duplicating: _____ Supplies: _____	\$ \$ \$ \$	6110 6120 6130 6510	600
OTHER EXPENSES			
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____

ALL RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES.

TOTAL EXPENSES \$ _____

Please return this form with all attachments to:
 MAA Programs and Services, 1529 18th Street NW, Washington, DC 20036

Appendix H: Policy Governing Reimbursement of Travel Expenses

THE MATHEMATICAL ASSOCIATION OF AMERICA Policy Governing Reimbursement of Travel Expenses

GENERAL

1. Reimbursement by MAA for travel expenses is intended as repayment for actual out-of-pocket expenses only.
2. Signatures: the traveler must sign this request; an approval signature and date is necessary for all grants.
3. No claim should be made to MAA for expenses for which reimbursement is received from other sources. In the case of a trip for which reimbursement is received from more than one source, expenses should be allocated in a reasonably proportional manner.
4. Original receipts are to be supplied for travel, lodging, and for any other single item for expenditure \$25.00 or more. For mileage reimbursements please attach a distance confirmation (i.e. Google Maps printout).
5. Persons requesting reimbursement are expected to observe prudent economy in choice of lodging, meals, and mode of travel. The following statements are intended to clarify and make more explicit this general policy.

TRAVEL

1. It is expected that anyone whose travel expenses are to be reimbursed by MAA will travel by the more direct route in terms of time and distance. Major deviations should be explained.
2. Airplane travel should be on a US flag carrier at coach (tourist, economy, and single class) rate. Travelers are urged to seek special discount rates wherever possible.
3. Short daytime trips by train should be by coach. For overnight trips, a roomette should be used.
4. Rental cars should be used only where the cost is less than that of public transportation or where public transportation is not available and the rental cost is less than that of the taxi. Travelers are urged to seek weekend or other discount rental rates.
5. Travel by private cars should be for relatively short trips only. Reimbursement is at the rate of \$.555 per mile and this is intended for automotive expenses excluding toll charges and parking fees.
6. Except in cases where special circumstances preclude travel by public carrier, reimbursement for trip over \$1,000 miles round trip by private car will be at the rate of minimum air fares available during reasonable travel hours at the time of the trip, plus an allowance for taxi or limousine to and from the airport.

LODGING EXPENSES

1. Reimbursement will be made for actual expenses for lodging and meals.
2. Reimbursement is authorized for hotel and meals at moderate local rates. As a general rule, these rates should be within federal per diem limit (current federal per diem rates are available at <http://www.gsa.gov/portal/category/21287>). Travelers are expected to seek the lowest rates available within reasonable limits of comfort and convenience. Personal charges such as phone, in-room movies, laundry should not be included.

MISCELLANEOUS EXPENSES

1. Reimbursement is authorized for necessary taxi and limousine expenses in connection with air or train travel. A modest amount of miscellaneous expenses such as tips to porters and business telephone calls is permitted. Tips to waiters should be included as part of the meal costs. Reimbursements will include expenses for materials needed in a presentation for a meeting such as copying and supplies. Unusual expenses should be explained. Receipts are needed for any expenditure \$25.00 or more.

TRAVEL INSURANCE

1. Travelers whose expenses are paid from MAA funds are covered by a group travel insurance policy.

