

HHMI

HOWARD HUGHES MEDICAL INSTITUTE

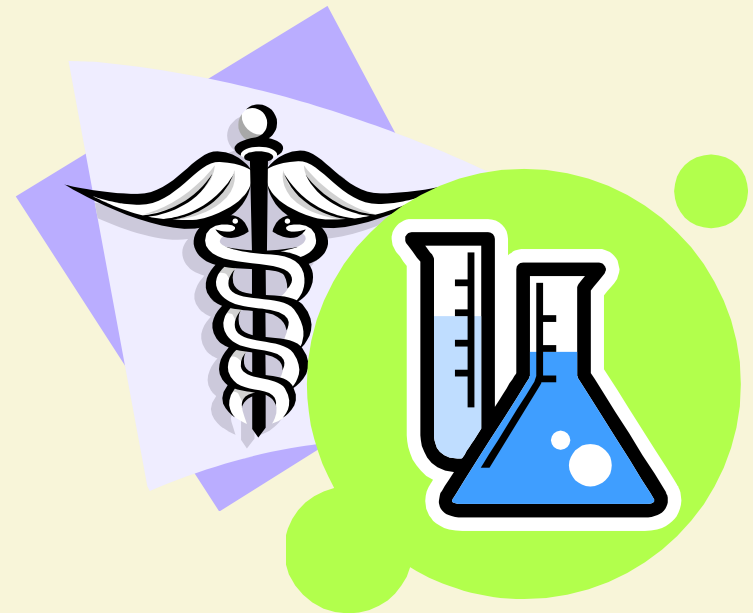
2010 Med into Grad Program Directors Meeting
“Looking Back and Moving Forward”

Anh-Chi Le, Ph.D., Program Officer

MIG INITIATIVE GOALS

Four years of HHMI support leads to:

- New collaborations between institutions
- Students with highly valued skill sets
- Institutionalized programs at MIG institutions
 - New collaborative efforts at institutions
 - Long-term support from departments, schools, and universities
 - Support from NIH



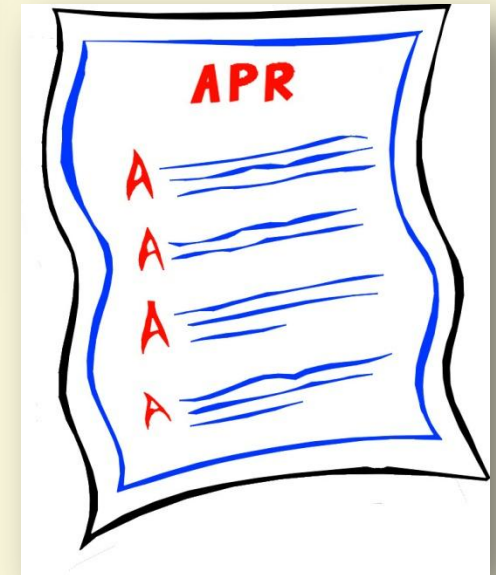
CONSISTENT & FREQUENT INTERACTIONS

- Site visits
- Online financial and progress reporting
- Evaluation
- Program directors meetings
- Peer clusters



ANNUAL REPORTING VIA GRANTSCENTRAL (www.hhmi.org/grantscentral)

- Online financial reports
- Online progress reports
 - *Institutional*
 - *Participating faculty*
 - *Students*
- First reports due: **June 30, 2011**



ANNUAL FINANCIAL REPORTS

- Enter expenditures on the same component and line items as the initial budget

Examples:

- Program Leadership
 - Curriculum and educational resources
 - Faculty
- Budget amendments
 - Info book: Cumulative budget subtotal for a specific budget component increases by more than 25%
 - Will require for less variances if proposed changes affect program focus
 - Appropriate if the terms and philosophy of the program are maintained

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Enter Financial Report Figures

Program:
Grant Nbr:
Grantee:
Term:
Reporting Period:
Report Due Date:

| | | |
|----------------------|-----------|-------------------|
| Net Payments: | Refunds: | Remaining Amount: |
| Total Budget Amount: | Spending: | |

Financial Report

Enter expenditure figures. Save to update totals and to subject financial report to policy issue check. If you are satisfied that your figures are complete and that you can address the policy issues, follow the instructions in the Policy Issues Check section.

| Component | Line Item | Cumulative Budget | Cumulative Spending | Period Budget | Period Spending | Line Item Details |
|--------------------------------------|--|-------------------|---------------------|---------------|-----------------|-----------------------------------|
| Program leadership | PD salary and benefits | | | | | |
| | Co-PD salary and benefits | | | | | |
| | Professional personnel salary and benefits | | | | | |
| | Faculty Travel | | | | | |
| | Other | | | | | |
| | Other | | | | | Line Item Details |
| | COMPONENT TOTAL | | | | | |
| Curriculum and educational resources | Expand/update educational facilities | | | | | |
| | Computers | | | | | |
| | Conferences/Symposia | | | | | |
| | Workshops/boot camps | | | | | |
| | Equipment | | | | | |
| | Retreats | | | | | |
| | Website | | | | | |
| | Supplies | | | | | |
| | Other | | | | | |
| | Other | | | | | |
| | Other | | | | | Line Item Details |
| | COMPONENT TOTAL | | | | | |
| Faculty | Faculty Salaries/Benefits | | | | | |
| | Release time | | | | | |
| | Other | | | | | |
| | Other | | | | | Line Item Details |

ANNUAL PROGRESS REPORTS (APR)

- Questions parallel program development areas from application
 - ex. Curriculum and educational resource development
- Additional questions relating to initiative goals
- Formative evaluation
 - Challenges and solutions
 - Successful strategies
- Educational materials and supplemental information

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Annual Progress Report (APR) Menu

Name: _____ Report Due Date: _____
Initiative: _____ Program: _____
Institutional name: _____ Reporting Period: _____
ID Number: _____ Award Year: _____

GENERAL INSTRUCTIONS ■ Listed below are items for which you are requested to submit data relevant to HHMI supported activities. ■ To enter or view data for a particular question, click on the corresponding icon; the data entry screen will then be displayed. ■ In each subsection, as you enter or edit the data and text, we recommend that you frequently save the information (the save button is located at the bottom of each page). ■ For the "Program Management and "Program Impact" pages, if a question does not apply, please enter, "Not Applicable". ■ *In order for your information to be saved, you must select the save button at the bottom of the page.* ■ You may indicate that a page is complete by checking the box just above the save button; however, if it appears that data is missing, HHMI staff may request more information. ■ After you have completed your Annual Progress Report (APR) you may view and print the entire report. ■ Print a copy of the complete report for your records. ■ In addition, for your APR to be accepted and approved by HHMI you must submit the APR. ■ To submit, go to the "Status Report and Submission" page and follow the instructions. ■ Click 'Help' to answer questions or to contact HHMI for policy or technical issues.

| | Long Description |
|---|---|
| + | Aggregate Student Data |
| - | Aggregate Faculty Data |
| - | Participating Faculty |
| - | Participating Students |
| - | Program Management |
| - | Program Impact - Curricula and Learning |
| - | Program Impact - Faculty and Students |
| - | Program Impact - Institutional |
| - | Program Measures and Success |
| - | Products/Resources |

[Status Report and Submission](#)
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[View Prior Year APRs](#)
[Back to APR Home](#)

Status Icon Legend

- Entry Not Yet Begun
- + Entry Begun
- ✓ Entry Complete

SITE VISITS

- Two site visits per institution
- First site visit:
 - Update on program and discuss evaluation
 - Meet leadership team, deans, and participating faculty
 - Receive student feedback
- Second site visit:
 - “MIG in action”
 - Ex. Lectures, seminars, student presentations, etc.
 - Progress with institutionalization
- You set the agenda