



## CATEGORIES

**RESEARCH AND DEVELOPMENT** - Collaborate with organizations serving historically under-served populations.

**Examples** (not all inclusive) - List the following types of activities, including their impact and outcome, conducted with minority-serving universities\* and organizations, historically under-served stakeholders (e.g., small grower, small farmer, etc.), and minority-serving community-based organizations.

- Capacity Building Grants, proposed and awarded
- Cooperative research projects (CRADA's, Trusts, SCA's, etc.)
- "Informal" collaborations
- Meetings
- Participation by ARS in reviews, etc., of minority-serving universities\* (list salary costs equivalent to time spent)
- Participation by representatives of minority-serving institutions in ARS program reviews, etc.
- Scientific and technical assistance provided via developing curricula, presenting seminars, teaching courses, training faculty/research staff, training students, writing proposals, etc. (list salary costs equivalent to time spent)
- Faculty/research staff from minority-serving universities\*
  - Hired in temporary positions as visiting professors/scientists (list salary costs)
  - Touring or visiting an ARS facility
  - Receiving work experience in an ARS facility while being an employee of a private organization, corporate sponsor, or minority-serving institution

**RECRUITMENT** - Outreach efforts with individuals with disabilities and individuals from diverse backgrounds to diversify the pool of candidates for vacancies.

**Examples** (not all inclusive) - List the following types of activities, as well as the impact and outcome of the activities.

- Establishment/maintenance of contacts with the following or conducting informational sessions with the following:
  - Advocacy organizations for disabled veterans, individuals with disabilities, minorities, older individuals, and women
  - University organizations for students with disabilities
  - Minority-serving universities\* and organizations
  - Minority-serving programs/organizations at universities
- Participation in career fairs (list booth costs and salary costs of ARS employees working the career fair) and professional society meetings related to
  - Individuals with disabilities, students with disabilities, and disabled veterans
  - Minority-serving universities\* and organizations
- Use of special hiring authorities to hire individuals with disabilities, students with disabilities, and disabled veterans
- Use of the Student Career Experience Program (SCEP)
- Students from minority-serving universities\*
  - Hired in temporary student positions (list salary costs)
  - Touring or visiting an ARS facility
  - Receiving work experience in an ARS facility while being an employee of a private organization, corporate sponsor, or minority-serving institution (list costs ARS paid through an agreement)
- Expansion of advertisement of vacancies; e.g., use of minority-serving publications

**EMPLOYEE DEVELOPMENT** - Provide employees with equal opportunities for training and career enhancement opportunities.

**Examples** (not all inclusive) - List the following types of activities, including the impact.

- Location training sessions, seminars, and special observance activities on topics related to civil rights, conflict resolution, diversity, team building, etc. List cost of training, if applicable.
- Assistive technology and reasonable accommodation measures taken to assist employees and applicants with disabilities. List costs, if applicable.
- Employees who are participating as mentors in mentoring programs, both formal and informal. List costs, if applicable.
- Employees in the following types of training programs. List the cost of tuition, room and board, equipment, books, etc., paid to training organizations or minority-serving universities\*
  - ARS Executive Professional Excellence and Knowledge (PEAK) Program
  - Aspiring Leader Program
  - Career Enhancement Program
  - Executive Potential Program
  - Executive Training
  - Management Development Courses
  - Mid-Level Leadership Training Program
  - New Leader Program
  - Student Career Experience Program (SCEP)
  - Supervisory Training

**PROCUREMENT AND PROPERTY** - Ensure equal opportunity for minorities, women-owned, veteran-owned, and small and disadvantaged businesses in contracting and technology transfer activities. Ensure facilities are accessible to, and usable by, individuals with disabilities. Include excess personal property donation in this category.

**Examples** (not all inclusive) - List the following types of activities, including the impact and outcome.

- Contracts awarded to and current efforts with minority, women-owned, veteran-owned, and small or disadvantaged businesses.
- Technology transfer activities with minority, women-owned, and small and disadvantaged businesses.
- Accessibility improvements, reasonable accommodations provided, and barrier reductions made to facilities to improve accessibility for individuals with physical disabilities. List cost of accessibility improvements.
- Excess personal property, such as computer equipment, laboratory equipment, library supplies, etc., donated to minority-serving universities\* (list original acquisition cost of donated items)

**ALL OTHER** - List the following types of noteworthy activities (not all inclusive) that may not be appropriate in the other categories, including the impact and outcome.

- Community outreach efforts, including demonstrations and tours
- School Outreach to enhance scientific education of students and potentially inspire young people to take a scientific career path. Examples include adopt-a-school, demonstrations, job shadowing, science fair judges, tours, and work with science teachers.

- \* Minority-serving universities refer to the following types of institutions:
- 1890 Land Grant Institutions and Tuskegee University  
Listed at <http://1890scholars.program.usda.gov/univ.html>
  - Hispanic Serving Institutions  
Listed at [www.hacu.net/hacu/Membership\\_in\\_HACU\\_EN.asp?SnID=474708842](http://www.hacu.net/hacu/Membership_in_HACU_EN.asp?SnID=474708842)
  - Historically Black Colleges and Universities  
Listed at [www.ed.gov/about/inits/list/whhbcu/edlite-list.html](http://www.ed.gov/about/inits/list/whhbcu/edlite-list.html)
  - Tribal Colleges  
Listed at [www.ed.gov/about/inits/list/whtc/edlite-tclist.html](http://www.ed.gov/about/inits/list/whtc/edlite-tclist.html)
  - USDA/1890 Centers of Excellence  
Listed at [www.ars.usda.gov/aboutus/docs.htm?docid=1478](http://www.ars.usda.gov/aboutus/docs.htm?docid=1478)
  - Any university with a predominant minority enrollment