

Mathematical Association of America (MAA)

REGISTRO DE CONTRATOS

TOMO 24 PAGINA 65

CONTRATO NUM. 2015-000356

July 9, 2014

Professor Erwin Suazo
University of Puerto Rico, Mayaguez
Mayaguez, PR 00681

Dear Prof. Suazo,

With this Memorandum of Understanding, the National Science Foundation-Regional Undergraduate Mathematics Conferences (NSF-RUMC) Grant Committee, through the MAA, confirms its intention to provide support for your conference at University of Puerto Rico, Mayaguez on March 27, 9:00 am - 4:45pm.. It is assumed that you will perform the role of Conference Project Director for this conference. Your funding from the NSF-RUMC program is \$2100. Relevant documents are attached. Please sign and return this document to the MAA no later than thirty (30) days from the date of this letter, or thirty (30) days before the beginning of your conference, whichever is earlier.

Your program is part of the **MAA Regional** Undergraduate Mathematics Conference Program, funded by the National Science Foundation Grant DMS-0846477 (CFDA No. 47.049). The success of the NSF-RUMC program depends on experienced and enthusiastic faculty who share the view that an important component of the education of undergraduate mathematics majors is the development of the type of communications skills that these Undergraduate Mathematics Conferences provide. It is understood that any NSF-RUMC supported conference will include, as a major component, the opportunity for undergraduate students at all levels to discuss their independent work in any area associated with mathematics, its applications, its history, or its education.

Conference Project Director are responsible for implementing all aspects of their proposed program in accordance with all applicable provisions of the administrative requirements and cost principles in 2 CFR-215, 2 CFR-220, 2 CFR-230, and NSF GC-1 to the latest update, included here by reference, providing adequate documentation of expenditures, as detailed in the above federal guidelines, facilitating the evaluation process for participants, and submitting a conference report. These expectations are described below in more detail, as well as in the accompanying NSF-RUMC Director's Handbook, where you will find copies of the relevant forms.

Acknowledgement of the contribution of the MAA and the NSF: Conference Project Director must acknowledge in any advertising, on all program handouts, and on the local program website that the program has funding through the MAA NSF-RUMC (NSF Grant DMS-0846477).

Advertising for the Program: If you choose, the MAA can post an announcement for your conference on the MAA RUMC webpage. We can also send an announcement of your conference to MAA Liaisons in your region. To take advantage of these options, you will need to supply the URL for the conference's website so we can add the link to the description on the

MAA RUMC site. Please also provide a link from your site to the MAA RUMC site www.maa.org/rumc. Your website, as well as any other advertising material you generate, must acknowledge that the program is an MAA NSF-RUMC sponsored activity, funded by NSF Grant DMS-0846477.

Program funding and reimbursement of expenses: 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 will be paid directly by the MAA upon receipt of an invoice itemizing the expenses. The MAA will only reimburse expenses up to the amount of the approved budget. Report any unreimbursed expenses as cost sharing; these should be documented in the same manner as expenses for payment or reimbursement. **Typically we reimburse institutions directly for all approved conference-related costs upon receipt of an invoice itemizing the RUMC expenses.** Alternatively, you can forward us bills from your conference vendors (caterers, etc.) for direct payment from your grant. As an exception, we can also reimburse individual students or speakers for their out-of-pocket travel expenses, but we strongly recommend you to issue any payments to individuals internally and then summarize their costs in your institutional invoice to the MAA.

Reimbursement for Expenses: All requests for reimbursement or payment of expenses are to be submitted as an institutional invoice to the MAA. The invoice should mention the MAA RUMC grant and a reference to your conference; it should be authorized for payment by the Conference Program Director, and then sent to the MAA Programs and Services Department (e-mailing the invoice as a PDF file to odixon@maa.org is preferable). If you want MAA to issue payments directly to vendors or individuals, please contact the MAA Programs and services staff for further details about such payments. All requests for reimbursement must be received by the MAA within forty-five days of the conclusion of the conference. Any requests for an extension must be made within thirty days of the conclusion of the conference.

Communication with participants: The Conference Program Director is responsible for notifying all likely conference participants to provide them with relevant conference information. This is typically handled through email. The Conference Program Director should also inform participants of the logistical arrangements for the conference including travel arrangements, local transportation, housing, and meal plans.

Local arrangements: The Conference Program Director is responsible for making all local arrangements for the conference. To assist with the logistical arrangements, the MAA has prepared a planning guide, which can be found in the Program Director's Handbook. The Conference Program Director should attend to all logistical needs of the conference including, but not limited to: identifying members of the campus and local community to be involved with the conference, and in what capacity; identifying important regional resources (people, places, etc) that will contribute to the success of the conference; reserving appropriate meeting space; making arrangements for food, lodging, and local transportation; and ensuring that all costs are within the approved budget. We recommend that you recruit some of your students to help during the conference (to handle registration, pass out materials, make sure catering has arrived on time, make photocopies as needed, etc).

Evaluation activities: The Conference Program Director will conduct an evaluation of the conference. RUMC Director's Handbook has a sample questionnaire that can be used to for evaluation purposes and for collecting participants' demographic data. It should be completed by each conference participant at the conclusion of the conference. These questionnaires should be reviewed by the Conference Program Director and summarized for the MAA On-site Report.

Reports: All reimbursement requests and the electronic On-site Report should be submitted to the MAA within forty-five days of the conclusion of the conference.

On behalf of the NSF-RUMC Grant Committee, we are pleased that you have proposed this conference and will make every effort to ensure that your conference is a successful one. If you have questions, especially about your budget or the reimbursement process, or want to discuss details, e-mail or call the MAA Facilitator, Olga Dixon, at odixon@maa.org, or (202) 387-5200. Questions can also be directed to Michael Dorff, RUMC Program Director, at mdorff@math.byu.edu.

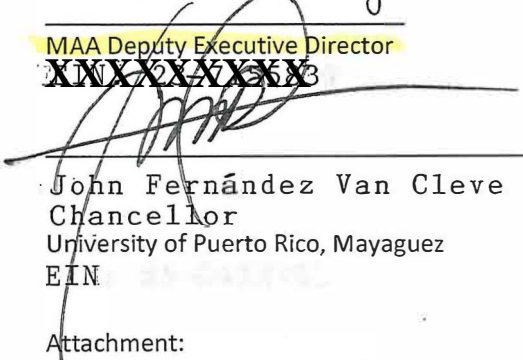
This communication constitutes a Memorandum of Understanding between University of Puerto Rico, Mayaguez and the MAA for NSF grant DMS-0846477. Please sign and date below and return an electronic or a hard copy to:

Olga Dixon
odixon@maa.org
The Mathematical Association of America
1529 Eighteenth Street NW
Washington, DC 20036



MAA Deputy Executive Director

~~XXXXXXXXXX~~


John Fernández Van Cleve
Chancellor
University of Puerto Rico, Mayaguez
EIN

Attachment:
Program Director's Handbook

July 9, 2014

February 6, 2015
Date

Period of Performance: February 6, 2015 until April 15, 2015.