



Army Educational Outreach Program
GEMS Budget Guidelines



October 2018





GEMS Budget Guidelines

Existing GEMS Sites. A call for budget submissions will be distributed to existing GEMS sites through the CLCs (Command Level Coordinators) in the first quarter of the fiscal year. CAMs will distribute GEMS budget and program planning template by November 1 to CLCs and LPCs. Stipends for GEMS participants must be determined in accordance with the GEMS Stipend Policy. LPC should prepare and submit a program budget, *in which the cost per student does not exceed \$300-\$325*. Costs associated with the GEMS program include:

- Student Stipends (\$100 per one week of participation)
- Near Peer Mentors (refer to stipend policy for scale based on education/experience)
- Resource Teachers (refer to stipend policy for scale based on education/experience)
- Observing Teachers (based on teacher substitute rate)
- Equipment & Supply (participating labs with less than 50 students may request up to \$4,000 in equipment & supplies; 51 -100 students – up to \$6,000; 101-250 students – up to \$10,000; and every 100 students beyond 250 – may request up to an additional \$3,000 per 100 students. **Note: LPCs may adjust the requested amount for equipment & supplies but must take into account the overall target cost per student of \$300-\$325.**)
- Transportation (will require justification since part of the GEMS stipends provided to the students is to offset transportation, meals, and other MISC costs that would otherwise be a barrier for students to participate in the program)

For Consideration. Sites are encouraged to run their GEMS program within the parameters and uniqueness of their individual labs. However, thought should be given to the ratio of Near Peer Mentors and Teachers in relation to the number of expected Student Participants. The intention of the GEMS program, and AEOP as a whole, is to showcase the talents of the Army's S&Es, the important work DA is conducting, and the available paths and careers available in STEM fields within the Department of Defense. NPMs and Teachers can be on-hand for clarification and age appropriateness of labs but are not intended to replace the integral role S&Es play in formulating hands-on experiments for student participants.

The program budget/proposal must be submitted to the CLC by December 1 and to the CAM by December 15. Questions about the budget request should be directed to the CLC and elevated to the CAM if necessary.

CAMs will coordinate with CLCs to ensure GEMS budgets/proposals adhere with the budget guidelines and to collect justifications for exceptions if necessary. Upon GEMS budget approval, CAMs inform IPA about the stipend ceiling for each GEMS site. CAMs will initiate funds transfer



for approved equipment and supplies as soon as CLC/LPC provides MIPR information (i.e. DODAAC, Technical and Financial POC and their contact information). IPA will notify CAMs if a GEMS site requests stipend funds that exceed the amount proposed in their GEMS budget.

New GEMS Sites. CAMs, on behalf of AEOP, will distribute a Request for Proposals (RFP) to potential new GEMS sites through the CLCs in the first quarter of each fiscal year. Sites will receive a proposal and budget template that must be completed and submitted to the CAM to begin a GEMS program. Questions about RFP process can be directed to the CLC or CAM. New sites are required to include a signed statement from their laboratory director or commander indicating leadership support and understanding of the commitment of time and resources required for the program.