

**DEPARTMENT OF DEFENSE  
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU)  
PROGRAM ACTIVITIES**

REPORT CONTROL SYMBOL

A. REPORT DATE *(Month - Year)*

B. TO

C. FROM

**INSTRUCTIONS**

For trends, problems, and new initiatives, describe any significant changes in level of HBCU participation in specific programs. Also include any special action and/or initiatives taken to assist these entities or to resolve problems. *(If more space is required, attach additional pages.)*

**AWARDS TO HBCU** *(Cumulative for Awards Under and Over \$25,000)*

**1. TOTAL AMOUNT OF FUNDS AVAILABLE FOR HIGHER EDUCATION INSTITUTIONS (HEI)**  
*(Include all budget categories expressed in total dollars).*

2. CATEGORY OF AWARDS	DOLLAR AWARDS TO HEI		DOLLAR AWARDS TO HBCU		AWARDS TO HBCU AS A PERCENT OF TOTAL	
	Contracts (1)	Grants (2)	Contracts (3)	Grants (4)	Contracts (5)	Grants (6)
a. RDT&E <i>(Includes all grants)</i>						
b. TRAINING						
c. FACILITIES						
d. EQUIPMENT						
e. FELLOWSHIPS						
f. TRAINEESHIPS						
g. RECRUITMENT						
h. INTERAGENCY PERSONNEL AGREEMENTS						
i. STUDENT TUITION						
j. STUDENT FELLOWSHIPS						
k. OTHER STUDENT AID						
l. PROGRAM EVALUATION						
m. ROTC						
n. STUDIES						
o. OTHER <i>(Specify to include Technical Assistance and Outreach Efforts)</i>						
p. TOTAL AWARDS						

3. FOR EACH AWARD TO HBCU, DESCRIBE WHAT THE AWARD WAS FOR AND INDICATE WHICH HBCU WAS THE RECIPIENT.

4. TRENDS *(Indicate increases or decreases in program participation by HBCU.)*

5. PROBLEMS *(List each problem encountered and describe solution recommended or taken.)*

6. NEW INITIATIVES *(Describe projects or actions taken to increase program participation by HBCU.)*

7. SUBMITTER		
a. TYPED NAME <i>(Last, First, Middle Initial)</i>	c. SIGNATURE	d. DATE SIGNED
b. TITLE		

## GENERAL INSTRUCTIONS FOR DD FORM 2519

**Item 1. Total Funds Available for HEI.** Include funds available from all budget categories listed by buying activity.

**Item 2. Category of Awards**

- a. RDT&E. Total contracts and grants issued for performance of specific research, development, test and evaluation projects.
- b. Training. Awards to institutions for special training on and off campus.
- c-d. Facilities and Equipment. Direct or indirect cost resulting from acquisition and repair of equipment, and construction or alteration of structures. Estimated costs are acceptable for loaned facilities and equipment.
- e-f. Fellowships and Traineeships. Awards to faculty members or institutions for cooperative education programs, internships, visiting professors, summer faculty research and any other faculty training program.
- g. Recruitment. Administrative cost to the Government for any effort to recruit faculty members or students from institutions for employment within the Government.
- h. IPA (Interagency Personnel Agreements.) Include Government personnel assigned to work at institutions and faculty members from the institutions assigned to work within the Government under formal agreements between the Government and the institutions.

i-k. Student Tuition, Fellowships and Other Aid. Awards to institutions on behalf of students (e.g. tuition, room and board).

l. Program Evaluation. Actions taken to assess the effectiveness of programs and activities at the institutions and within the Government.

m. ROTC (Reserve Officer Training Corps). Awards to institutions for conducting the program. Do not include salaries of assigned military personnel, but do include salaries in 2h.

n. Studies. Awards to institutions for specific DoD funded projects classified as studies, but not funded with RDT&E funds.

o. Other. Include such efforts as technical assistance and outreach activities to institutions performed by contract, grant, or in-house.

p. Total Awards. Self explanatory

**Item 3.** Self-explanatory.

**Item 4. Trends.** Report increases or decreases in DoD program participation by HEI and HBCU.

**Item 5. Problems.** List each problem and describe action taken or to be taken for correction.

**Item 6. New Initiatives.** Describe each new project or action taken to increase participation by HBCU in DoD funded programs.

**Report Intervals**

The intervals for reporting HEI and HBCU activities will be quarterly for each fiscal year. Completed reports are to be received by the Departmental Director, Small and Disadvantaged Business Utilization on or before the third working day of January, April, July, and October. Consolidated Departmental Reports are to be received by the DoD Director, Small and Disadvantaged Business Utilization, Room 2A340, The Pentagon, Washington, DC 20301-3061, by the fifth working day of the foregoing month.