

**Bowman-Brockman**  
**Timeline, Roles and Responsibilities**  
**Revised 3/20/25**

**Timeline/Deadlines:**

- a. Advertise Program - Fliers and interest meeting in September, Jr Meeting
- b. Applications - Open until mid October
- c. Review - late October
- d. Announcements - late October
- e. Second Round applications - Open until Mid May for Rising seniors only.
- f. Ordering - All orders must be received by April.
- g. Final Report - The final report is due at the end of April
- h. Spending - No monies may carry over from one academic year to another.

**Faculty Sponsor:**

- a. Proposal Approval - review the student proposal and approve prior to submission. Review for safety, space, budget, and feasibility.
- c. Guidance - Provide students overall guidance.
- d. Safety - Monitor student choice of materials and procedures for safety.
- e. Space - Coordinate student use of space and equipment in the Dept/Discipline.
- f. Budget - Track spending. Receive packages and save packing slips.
- g. Purchasing - Approve orders needed by students for their projects. (Students and Families may NOT make purchases for Bowman-Brockman. Work with the Purchasing Specialist in Morganton. to place and receive orders using the Jira system. See [Bowman Brockman Purchasing Procedures](#) for more information on how to make purchases.
- h. Liaison - serve as the liaison between the students and the Dean of Science for all submissions, purchase requests and revisions.
- i. Location - Sponsors based in Morganton must indicate shipping location.

**Student:**

- a. Eligibility - Students enrolled in the Durham and Morganton campuses are eligible. Team members may include online students but all supplies and communications will be directed to the residential point person on the Team and all work must take place on campus as coordinated with the Sponsor.
- b. Financial Accountability – Student will submit a budget at the time of the proposal and keep a spreadsheet with a current balance and actual expenses. Spreadsheet will be available at all times upon request.
- c. Ordering – Student will submit their order for approval to Faculty Sponsor the items to be purchased from approved vendors. Students and families will **not** place the order. No items will be shipped to student residences.
- d. Final Report – Student will write a final report that includes a summary of spending, the status of the project, and a description of accomplishments. Report will be submitted to the President of the Foundation. Student should present at the Research Symposium in April. If you fail to turn in a report you are not eligible for recognition at the awards ceremony and are not eligible for funding the second year.
- e. Changes – If the student plans to change the nature of the project or the budget in a substantial way, the student must submit for approval a written request to their sponsor who will in turn submit it to

the Dean of Science.

- f. Academic Standing– The student will remain in good academic standing during the time they are working on Bowman-Brockman. You may lose your opportunity to work on Bowman Brockman if you are in academic difficulty.

**Bowman-Brockman Program Associate (Physics Lab Mgr):**

- a. Manage the Bowman-Brockman Foundation Acct
- b. Obtain a Fdn P card
- c. Sign off on P card purchases
- d. Purchase items requested
- e. Work with sponsors to receive items ordered.
- f. Notify sponsors to pick up items
- g. Obtain packing slips from sponsors.
- h. Track expenses for each B-B project
- i. Share balances with sponsors upon request.

**Reviewers:**

- a. Read applications
- b. Meet with reviewers to discuss
- c. Make recommendations for approval

**Timeline:**

Task	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
<b>Applications Open</b>	Oct 1, 2021		Sept 18, 2023	Sept 16, 2024	Always open	
<b>Announce at Jr. Mtg and email</b>		Sept 19, 2022	Sept 18, 2023	Sept 16, 2024	9/23/25 (spring 4/27/26)	
<b>Application Deadline</b>		Oct 19, 2022	Oct 20, 2023	Oct 18, 2024	10/17/25	
<b>Application Review</b>	Oct 20, 2021	Nov 18, 2022	Oct 25, 2023	Oct 22, 2024	10/28/25	
<b>Announcements</b>	Oct 30, 2021		Oct 31, 2023	<del>Oct 28, 2024</del> 11/8/24	10/31/25	
<b>Ad hoc applications</b>	Jan - Mar		Jan - Mar	Jan - Mar	Due 5/12/26 Announce - June	
<b>Order deadline</b>	Apr 4, 2022		Apr 8, 2024	Apr 4, 2025	4/6/26	
<b>Research Symposium</b>		Apr 24, 2023	Apr 22, 2024	Apr 28, 2025	4/27/26	

<b>Final Report</b>	Apr 25, 2022	April 17, 2023	April 15, 2024	Apr 11, 2025	4/15/26	
<b>Continuation for Rising Seniors</b>		May 15, 2023	May 13, 2024	May 12, 2025		

#### Email communications:

1. All student announcement

Hello Students

The [Bowman Brockman](#) fund was established by two alumni in the spirit of supporting student-initiated projects. If you have an idea, or a project that needs some funding, please check out this [website](#) to see what might be a good fit.

Please note that each project must have an NCSSM adult sponsor.

The Deadline for applications is **October 17th, 2022**.

Dr. Sheck

Reminders sent out one week and one day before the deadline.

#### 2a. Sponsor confirmation

Your name was submitted as a sponsor for Bowman-Brockman project funding.

Please confirm that you agreed to sponsor the following project.

thanks

Amy

Modeling Sarcoma Pathways To Future Insights	To develop a program that enables everyday citizens to predict their disease susceptibility based on protein levels (MDM2 and P21) by investigating the effects of GSK-1016790A and OPC-31260 on the p53 pathways in C. elegans.	Om Nair; Nair25o@ncssm.edu; 2025	adalynn.harris@ncssm.edu
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Please see below the responsibilities of a sponsor.

#### Faculty Sponsor:

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- e. Changes – If the student plans to change the nature of the project or the budget in a substantial way, the student must submit for approval a written request to their sponsor who will in turn submit it to the Dean of Science.
- f. Academic Standing – The student will remain in good academic standing during the time they are working on Bowman-Brockman. You may lose your opportunity to work on Bowman Brockman if you are in academic difficulty.

#### **2.b. Acceptances - Students**

Congratulations!

The Bowman-Brockman committee has granted you **\$2,248.00** for your project - '**Ethical Uses of AI via Virtual Reality.**'

As a requirement of this grant, you should understand that

1. The equipment purchased shall remain the property of NCSSM
2. Experimentation with students requires permission from the Office of Institutional Effectiveness prior to experimentation. You will have to submit your protocol for approval.

Your sponsor will help you with purchases and monitor for safety.

Please review your [responsibilities](#) as students.

You must submit a report on **April 17, 2024** and your spending should be complete by that time.

You are expected to give a presentation at the Research Symposium on **April 24, 2024**.

Congratulations and good luck with your project!

Dr Sheck

### 3. . Declines

Thank you for submitting a proposal for Bowman-Brockman funding.

The committee reviewed all proposals for safety and feasibility and determined that we cannot fund your project at this time.

We hope you will find ways to pursue your interests in your classes and extracurriculars at NCSSM.

Dr Sheck

### 2.c. Acceptances - Sponsors

Thank you for agreeing to sponsor a student-driven project supported by Bowman-Brockman foundation funds. Please note that your responsibilities include:

- 1) Purchasing - this year all purchasing requests will be routed thru a dedicated B-B Jira link. Orders will be submitted by you, the sponsor, and processed by the Purchasing Specialist in Morganton . See more detailed instructions [here](#).
- 2) Receiving - all packages will be shipped to your attention (not to the students!).
- 3) Safety - you are responsible for monitoring and maintaining the safety of the students as they conduct the project.
- 4) Arrangements for space - It is important to coordinate with your department and keep in mind that classes take priority for use of space.

In the spirit of the Bowman-Brockman donors, these projects are intended to be student-driven. That means that the sponsor is NOT responsible for moving the project forward or for creating timelines and deadlines.

I hope you enjoy supporting students in this endeavor and I thank you for your time.

Amy

### 2. Project Balance (ytd balance shared with sponsor in March)

**As promised, your BB balances for spending to date this academic year are shown below.**

### 3. Order deadline reminder

Hi All

Just a reminder that the deadline to submit your last order is **April 4th, 2025**.

Be sure to check to determine if you have any remaining funds.  
Dr Sheck

4. Research Symposium reminder

Hello Students

This is a reminder to register as presenter at the Research Symposium. You may give a talk or present a poster as a way to share your Bowman-Brockman project.

Dr Sheck

5. Final Report reminder

I hope you have had a productive time with your Bowman Brockman projects. I look forward to hearing about your progress. This is a reminder that the final report for your Bowman-Brockman project is due two weeks from today on **April 11h, 2025**. Your final report must include a summary of spending, the status of the project, and a description of accomplishments. The report will be submitted to the President of the Foundation, Barb Coury. If you fail to turn in a report you are not eligible for recognition at the awards ceremony and are not eligible for funding the second year.

Dr. Sheck

Revised 9/4/23 by:  
Amy Sheck, Dean of Science