



PROGRAM BUDGET MEETING 2025-2026



Acronym: Gaining Early Awareness and Readiness for Undergraduate Programs

Structure: a competitive grant program funded by the U.S. Dept. of Education.

Mission: to increase the number of low-income students who are prepared to **enter** and **succeed** in postsecondary education programs.



\$24.5 Million

SEVEN YEARS

1 of 4 State Grants Funded

WV Higher Education Policy Commission
Fiscal Agent

Service Region
11 Counties Served
50 Schools

College Partners
Glenville State University | Marshall University | SWVCTC

West Virginia GEAR UP
Service Areas and Schools
 2021-22 Academic Year



SOUTHERN REGION - served by Southern West Virginia Community and Technical College

BOONE: Madison Middle School; Scott High School; Sherman Junior High School; Sherman High School; Van Junior/Senior High School

LOGAN: Chapmanville Middle School; Chapmanville Regional High School; Logan Middle School; Logan High School; Man Middle School; Man High School

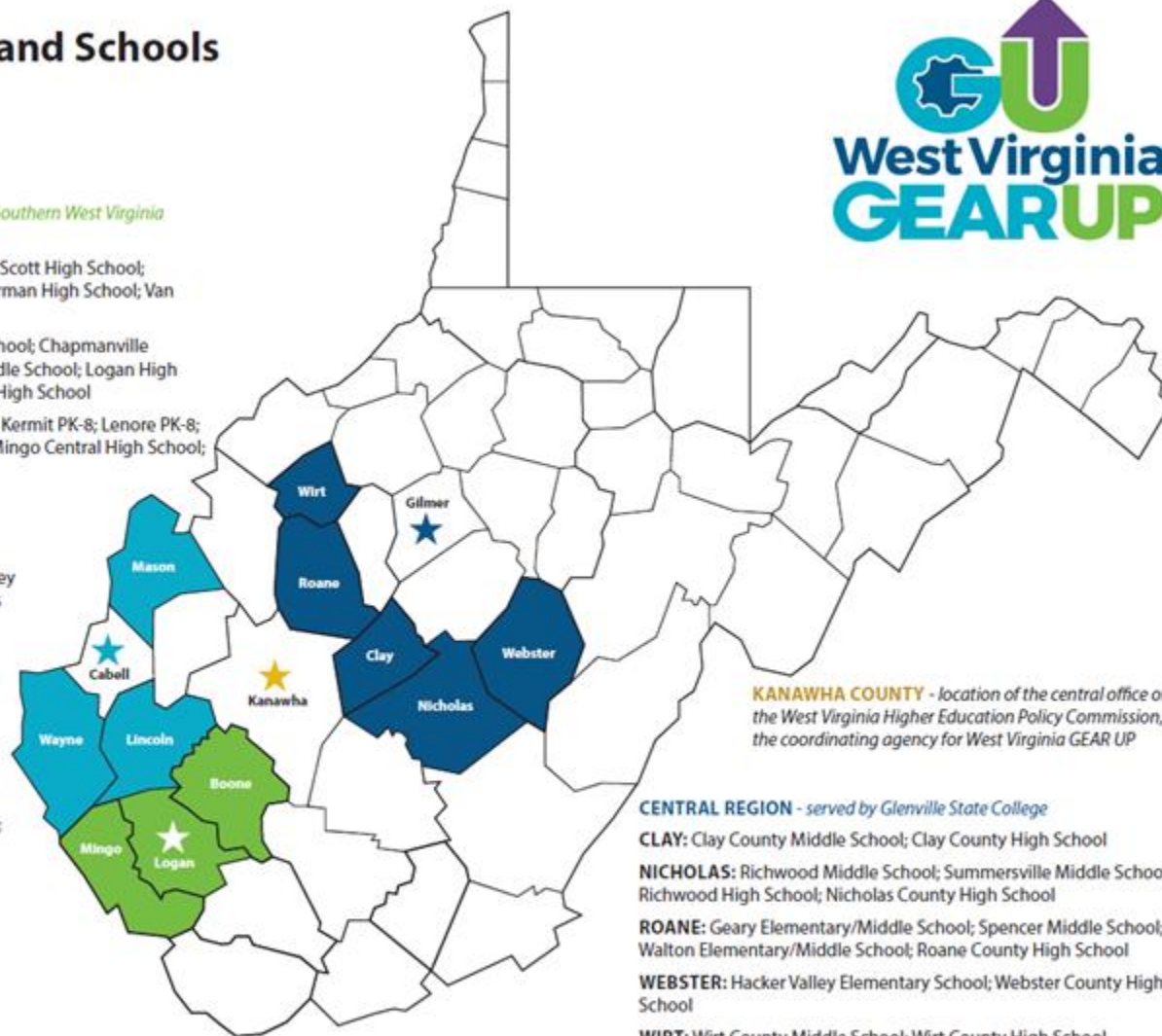
MINGO: Burch PK-8; Gilbert PK-8; Kermit PK-8; Lenore PK-8; Matewan PK-8; Williamson PK-8; Mingo Central High School; Tug Valley High School

SOUTHWESTERN REGION - Marshall University

LINCOLN: Duval PK-8; Guyan Valley Middle School; Hamlin PK-8; Harts PK-8; Lincoln County High School

MASON: Hannan High School; Point Pleasant Junior/Senior High School; Wahama High School

WAYNE: Buffalo Middle School; Ceredo-Kenova Middle School; Crum PK-8; Fort Gay PK-8; Vinson Middle School; Wayne Middle School; Spring Valley High School; Tolsia High School; Wayne High School



KANAWHA COUNTY - location of the central office of the West Virginia Higher Education Policy Commission, the coordinating agency for West Virginia GEAR UP

CENTRAL REGION - served by Glenville State College

CLAY: Clay County Middle School; Clay County High School

NICHOLAS: Richwood Middle School; Summersville Middle School; Richwood High School; Nicholas County High School

ROANE: Geary Elementary/Middle School; Spencer Middle School; Walton Elementary/Middle School; Roane County High School

WEBSTER: Hacker Valley Elementary School; Webster County High School

WIRT: Wirt County Middle School; Wirt County High School

WWW.WVGEARUP.ORG

LOCAL STAFF

Site Coordinators

Each partner school will have a dedicated project staff member, known as a site coordinator (SC). SCs are LEA employees contracted by GEAR UP to work above-and-beyond normal school hours to implement building-level programs and activities.

SCs are supported and managed by College Access and Success Program Directors (HEPC staff) to ensure effective program implementation.

County Coordinators

Each county has identified one county coordinator. This district staff member will dedicate 5 to 10% of their time (as match) to support the work in GEAR UP schools.



HYBRID MODEL

TWO COHORTS

Class of 2027 and 2028

PRIORITY GROUP

Each year's senior class

FIRST-YEAR OF POSTSECONDARY

Each year beginning in year 2

STATEWIDE SERVICES

Ongoing

WV GEAR UP GRANT GOALS

GOAL 1:

Increase the academic performance and preparation for postsecondary education for GEAR UP students.

GOAL 2:

Increase the rate of high school graduation and participation in postsecondary education for GEAR UP students.

GOAL 3:

Increase educational expectations and knowledge of postsecondary options, preparation and financing among GEAR UP students and their families.

GOAL 4:

Increase students' and educators' hope and expectations for students' future postsecondary plans.



FISCAL ADMINISTRATION

Workplan is approved by the USDOE Federal Program Officer

Funds may only be used to implement approved workplan for specific grade level, GEAR UP students/families only

Supplanting is unallowable

Funds invoiced monthly on a reimbursement basis

Expenditures must follow federal regulations and uniform guidance

WV GEAR UP WORKPLAN

GRANT YEAR 5: October 1, 2025 – September 30, 2026



SURVEY, RESEARCH & DATA

Student and Parent Surveys

Surveying 10th, 11th, and 12th Grade Students

Surveying 10th, 11th, and 12th Grade Parents

December 2025 - February 2026

Target: 80% Student | 50% Parent

HERO Interviews and Student Focus Groups

March – April 2026

Target: Cohort Students

School Personnel Surveys

Surveying 9th – 12th Grade Educators and Staff

April - May 2026

Target: 60% Response Rate



EVENT REGISTRATION

Required for all workplan activities. Regional PD's must approve all non-recurring events by email.

Event registration should be submitted two weeks in advance.



DATA COLLECTION

Activity Backup Documentation

All GEAR UP events and activities must be supported by backup documentation.

Due by the 15th of the following month to the regional program director for entry and validation.



REQUIRED ADMINISTRATIVE MEETINGS

WV GEAR UP Grant Program Meetings

September 11, 2025 (Year 4 Workplan)

November 6, 2025 | January 8, 2026 (VIRTUAL) | March 10, 2026

May 7, 2026 | July 2026 (Date TBD) | September 2026 (Date TBD)

WV Student Success Summit

July 2026 | Team of 6

Year 6 Budget Planning Meeting

August 2026

Grant Administration Meetings

TBD



NATIONAL GEAR UP WEEK

Celebrate National GEAR UP Week

September 22-26, 2025 (Year 4 Workplan)



CLASSROOM ENHANCEMENTS

Technology Enhancements: 10th and 11th Grade Cohorts

Ordered by October 15th, Installed by December 1







Cumulative Classroom Enhancement Tracking Reports Due January 31, 2026



ADDITIONAL GRANT ACTIVITIES/SERVICES

Pending approval, additional activities, or services meeting GEAR UP goals and objectives may be provided during the academic year.










Requires WV GEAR UP administrative approval/coordination.

WV GEAR UP WORKPLAN: CLASS OF 2027 & 2028 COHORTS - 10TH/11TH GRADE	MINIMUM REQUIRED ACTIVITIES	 SITE LEVEL COORDINATION	 CENTRAL OFFICE COORDINATION	 HOSPITALITY	 MATERIALS AND SUPPLIES	 COMPLETION DEADLINE	 COMMENTS AND WORKPLAN CLARIFICATION
	Welcome to GEAR UP Day	<div></div>		<div></div>	<div></div>	September 2025	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2025-26 academic year 10th and 11th grade students. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
	Student Voice Forum	<div></div>	<div></div>	<div></div>	<div></div>	Nov. 18-19, 2025	WV GEAR UP's central office team will coordinate the 2025 Student Voice Forum held in Charleston, WV at the Charleston Coliseum and Convention Center (lunch provided). Site Coordinators as asked to register to bring 10th and 11th grade students on one of the two available days. Schools will budget for buses and substitutes from their county grant budget.
	Mentor Summit		<div></div>	<div></div>	<div></div>	October 1, 2025	Student Success Society sponsors will attend the 2025 Mentor Summit in Charleston, WV. Mileage reimbursement and/or funding for a substitute teacher, while sponsors are out of the building, will be available through the GEAR UP county grant agreement. Sponsors will receive training and program details that will enable them to begin working with their SSS members beginning in October through May of the academic year.
	College Application and Exploration Week	<div></div>	<div></div>	<div></div>	<div></div>	Oct. 27 - Oct 31, 2025	Cohort activities MUST include computer lab time for students to explore colleges and careers, and college planning resources. Site coordinators must register their school as a participant in CAEW. Toolkits full of CAEW resources will be provided to staff. Site coordinators are encouraged to scale this event as part of a school-wide effort involving educators and other staff.
	Family Action Network	<div></div>	<div></div>		<div></div>	Ongoing	The WV GEAR UP grant includes the creation of the Family Action Network team to build capacity for the mission of GEAR UP. The WV GEAR UP central office will coordinate the FANs leadership initiatives. This effort will coincide with the parent engagement component of the grant.
	Higher Education Readiness Officers	<div></div>	<div></div>		<div></div>	Ongoing	Implement and oversee school-level HEROs student leadership group. Implement HERO workplan/challenges. A minimum of 8 meetings with HERO students throughout the academic year is required. Additional details to be shared during GEAR UP staff meetings.
	Student Success Society	<div></div>	<div></div>		<div></div>	Ongoing	WV GEAR UP will continue to implement the Student Success Society. Student Success Society members are identified and paired with a group mentor. Site coordinators will coordinate the participation among SSS members and identify SSS sponsors. SSS sponsors will attend the Mentor Summit in October 2025. Regional program directors will coordinate SSS sponsor contracts.
	WV GEAR UP/Postsecondary Readiness Awareness Project	<div></div>			<div></div>	May 15, 2026	In collaboration with the WV GEAR UP central office, site coordinators will lead a GEAR UP/postsecondary awareness campaign allowing the distribution of important information/materials to be provided to staff school-wide. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
	Career Academy	<div></div>	<div></div>	<div></div>	<div></div>	April 29, 2026	The WV GEAR UP central office will coordinate the GEAR UP Career Academy which will take place in Charleston, WV at the Charleston Coliseum and Convention Center. Schools will be responsible for bringing buses of students to the event, securing permission forms. Food will be provided by the central office, but school budgets will cover transportation costs.
	1 In-State College Campus Visit 1 Career and Technical Center Visit Target: 50% Cohort Students	<div></div>		<div></div>	<div></div>	April 1, 2026	One in-person college visit for 10th/11th grade students at a WV college or university. One in-person career and technical center site visit for 10th/11th grade students. Site coordinators are highly encouraged to strategically target students so that a minimum of 50% of all GU cohort students attend at least one visit. Regional WV GEAR UP Days on college campuses in conjunction with the three partner institutions may be planned through the regional program director.
	GEAR UP U Summer Academy	<div></div>	<div></div>	<div></div>	<div></div>	June 23-27, 2026	Hosted by the Central Regional Program Director at Glenville State University. The GEAR UP U Application process will launch during the staff meeting in January 2026. The GUU application deadline will be announced at that time. Additional information regarding the number of participants per school, the registration/enrollment process, transportation, and much more will be provided.
Academic Enrichment: See Below							
Program-Wide SAT Boot Camp Project	<div></div>	<div></div>			<div></div>	TBD	Coordinated and funded by the central GEAR UP office, two SAT Test Prep Boot Camp will be scheduled at each GEAR UP high school. Additional academic enrichment funds (county budgets) may be used for other SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).
Other Academic Enrichment	<div></div>	<div></div>			<div></div>	Ongoing	Academic enrichment funds may be used for additional academic support for the 10th/11th cohorts. WV GEAR UP central office will continue to provide 24/7 online tutoring access through Brainfuse. A minimum target of 10% of GEAR UP cohort 1 and 2 students must receive academic enrichment support. The central office will coordinate package choices for schools to streamline and enhance academic enrichment selection.

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$13/head for school-level events.

WV GEAR UP WORKPLAN: CLASS OF 2026 PRIORITY GROUP

MINIMUM REQUIRED ACTIVITIES		 SITE LEVEL COORDINATION	 CENTRAL OFFICE COORDINATION	 HOSPITALITY	 MATERIALS AND SUPPLIES	 COMPLETION DEADLINE	 COMMENTS AND WORKPLAN CLARIFICATION
Welcome to GEAR UP Day		●		●	●	September 2025	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2025-26 academic year for 12th-grade students new to the GEAR UP program. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
CFWV Txt 4 Success Opt-In (Target 75% of Senior Class)		●			●	October 2025	WV GEAR UP and College for WV provides college access and success counseling via text message. Provide all priority students and parents the opportunity to sign up for text messages through an organized in-school event/activity where students have access to a computer. Each school's goal is a minimum of 75% of senior class enrollment. Activity is a component of the 21st Century Scholars initiative.
College Application and Exploration Week Target: 75% Seniors		●	●	●	●	Oct. 27 - Oct. 31, 2025	Priority group activities MUST include computer lab time for students to submit college applications. Site coordinators must register their school as a participant in CAEW and are encouraged to scale this event as part of a school-wide effort involving other staff. All students are encouraged to participate and a minimum of 75% of seniors are required to submit at least 2 college or career/technical applications.
In-State College Campus Visits In-State Career and Technical Center Visits Target: 75% Seniors		●		●	●	December 15, 2025	Site coordinators will plan a minimum of one in-person college visit and one career and technical center. Priority group site coordinators are highly encouraged to couple this trip with other activities such as a job-site visit when possible. Additional college visits will be considered as funds allow. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays. Target: A minimum of 75% of seniors.
WV FAFSA Day		●	●	●	●	Spring 2026	West Virginia FAFSA Day stands as a collaborative effort spearheaded by the West Virginia Higher Education Policy Commission, the West Virginia Community and Technical College System, College for West Virginia (CFWV), West Virginia GEAR UP, and West Virginia TRIO Association. Site coordinators will support WV FAFSA Day within their GEAR UP schools and community to bring awareness to the importance of completing the FAFSA.
2 FAFSA Completion Workshops Target 65%		●		●	●	December 15, 2025 April 15, 2026	Host a minimum of two separate FAFSA completion workshops designed to help students and parents complete the Free Application for Federal Student Aid. Efforts should be made to meet a GEAR UP goal of 65% FAFSA completions. Events may NOT take place prior to the opening of the FAFSA application. Activity is a component of the 21st Century Scholars initiative.
State Financial Aid and Scholarship Workshop		●		●	●	March 1, 2026	Coordinate a state financial aid and scholarship workshop designed to help students and parents apply for the PROMISE Scholarship, WV Invests Grant and other grants and scholarships. Events may NOT take place prior to October 1, 2025. Activity is a component of the 21st Century Scholars initiative.
Transition and College Readiness Family Event		●		●	●	May 15, 2026	Site coordinators will host one event focusing on educating students and parents about the successful transition from high school to postsecondary. The event must be associated with an activity that addresses the transition to college and first-year experience topic to help prepare priority students for matriculation.
College Decision Day		●	●	●	●	June 1, 2026	Site coordinators will host one College Decision Day event focused on honoring students who plan to pursue postsecondary education and training. The event must provide transition and college readiness materials to families. Site coordinators must register for the College Decision Day event as it is part of a statewide initiative. Site coordinators are strongly encouraged to invite GEAR UP parents and other students to witness the event.
Academic Enrichment: See Below							
Dual Credit Courses		●				September 2025 - May 2026	Beginning in fall 2023, (under recent legislation) GEAR UP seniors may be eligible for the funding of dual credit courses identified through institutional partners for certain pathways. In the event that a course is not covered under the program's provision and a course is listed on the 2024-25 General Studies and Course Equivalency Transfer Agreement, GU funds may be used to cover the course. Reporting of student enrollment in all dual credit courses will be need to be tracked for reporting purposes.
Program-wide SAT Test Prep Boot Camp/Other Academic Enrichment		●	●		●	TBD	Coordinated and funded by the central GEAR UP office, two SAT Test Prep Boot Camps will be scheduled at each GEAR UP high school. Additional academic enrichment funds (county budgets) may be used for other SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$13/head for school-level events.

Year 5 Grant Agreements

All GEAR UP grant agreements have an end date of September 24, 2026. Final invoices are due 45 days after that date with backup documentation.

Unspent funding is reallocated to support GEAR UP students during year 6.

County match documentation due October 2026.

Year 5 Grant Agreements

Service Dates

September 25, 2025 – September 24, 2026

Invoicing

Monthly invoicing is due by the 15th of the following month with backup documentation of expenditures.

Regional program directors will send copies to site coordinators to spot check invoices sent for processing.

BUDGET ALLOCATIONS:

Notes:

Enrollment Numbers: provided by Jennifer Grossman based on WVDE Zoom data in July 2025.
Indirect cost-rates for 2025-26 provided by WV Department of Education in July 2025.

Academic Enrichment Notes:

10th and 11th Grades: Participate in GEAR UP sponsored SAT test prep bootcamps.
For 10th, 11th, and 12th Grades: Use of funds permitted for allowable services outline in the workplan.
These include SAT/ACT test prep, AP exam fees, Dual Enrollment expenses, tutors or tutoring software, and credit recovery. As a reminder, funds cannot be supplanted.

Classroom Enhancements Notes:

We are organizing a new approach to the purchase of technology/classroom enhancements this year. Schools are encouraged to select from pre-built packages and WV GEAR UP will make a bulk order. You may still choose your own technology items, and the same process as previous years will apply.

Please note: The detailed budget broken out by line items will be included in the grant agreement. The materials and supplies line item includes general supplies, and hospitality/food.

BUDGET ALLOCATIONS: Combined Cohorts – 10 & 11th Grades

Budget Notes:

Tier 1: Less than 200 combined cohort students
Tier 2: 201-400 combined cohort students
Tier 3: More than 400 combined cohort students

Classroom Enhancements/Technology:

Tier 1: \$10,000
Tier 2: \$20,000
Tier 3: \$25,000

General Materials and Supplies:

Tier 1: \$2,000
Tier 2: \$3,000
Tier 3: \$3,500

Hospitality: Food for approved workplan events

Tier 1: \$2,500
Tier 2: \$3,500
Tier 3: \$4,500

Academic Enrichment:

Dual Enrollment/AP Exams/SAT Test Prep

Tier 1: \$2,000
Tier 2: \$3,000
Tier 3: \$3,500

Subs (Salary and Fringe):

Subs for SC Meetings/Events

Tier 1: \$2,000
Tier 2: \$3,000
Tier 3: \$3,500

Travel:

For Student Success Summit Team (4): \$4,000

Travel for Meetings and Student Events:

Tier 1: \$2,000
Tier 2: \$3,000
Tier 3: \$3,500

BUDGET ALLOCATIONS: Priority – 12th Grade

Budget Notes:

Tier 1: Less than 100
Tier 2: 101-150
Tier 3: More than 150

General Materials and Supplies:

Tier 1: \$750
Tier 2: \$1,000
Tier 3: \$1,500

Hospitality:

Tier 1: \$2,000
Tier 2: \$2,500
Tier 3: \$3,500

School Culture Counseling
Office Enhancement: \$3,000

Academic Enrichment:

Dual Enrollment/AP Exams/SAT Test Prep

Tier 1: \$1,500
Tier 2: \$2,000
Tier 3: \$3,000

Subs (Salary and Fringe):

Subs for SC Meetings/Events

Tier 1: \$1,500
Tier 2: \$1,750
Tier 3: \$2,000

Travel:

For Student Success Summit Team (2): \$2,000

Travel for Meetings and Student Events:

Tier 1: \$1,000
Tier 2: \$1,500
Tier 3: \$2,000

Academic Enrichment

Priority 12th Grade:

- Dual Enrollment (not funded by Dual Enrollment Legislative Initiative)
- GEAR UP Library (books for Dual Enrollment or test prep)
- AP Testing
- SAT/ACT Support
- Credit Recovery
- Other projects **upon approval** (ECA, etc.)

Both Cohort Groups - 10th and 11th Grades:

- Participation in GEAR UP sponsored SAT test prep bootcamps
- Goal: Improve SAT scores (particularly in Math and Science areas)
- Allowable services according to workplan: AP, Dual Enrollment, SAT/ACT test prep, Credit Recovery
- Brainfuse: 24/7 Online Tutoring
- Implementation/usage of GEAR UP purchased technology bundles

NEXT STEPS

Work with school administrators/teams to determine classroom enhancement package choices.

Work with school administrators/teams to determine your academic enrichment decisions.

County Coordinators submit a final county-wide technology sheet to their Regional Program Director one week after the meeting, no later than August 15th.

If you need a few extra days, please communicate with your regional Program Director. All academic enrichment and classroom enhancements/technology sheets must be received by August 22nd at the latest in order for grant agreements and FY5 GEAR UP budgets to be ready for the start of the new fiscal year on September 25th.

SUBGRANTS SIGNING DATE

Grant agreements will be emailed by September 8th to secure respective Superintendent's signature. Once returned, agreements will be signed by the HEPC.

An executed copy of the agreement, along with a copy of the monthly invoice template to be used by counties to request reimbursement will be returned to the county.

TECHNOLOGY PURCHASES

Orders Placed: October 15th

Installation and Usage: December 1st

Technology/Classroom Enhancement Tracking:

(For schools that choose the pre-packaged bundles, you will not need to order or inventory)

Tags provided at the September GEAR UP meeting

Cumulative Classroom Enhancement Tracking Sheet Due by January 15th

POLICIES AND PROCEDURES

WEST VIRGINIA GEAR UP POLICIES AND PROCEDURES GUIDE

1018 Kanawha Boulevard East
Suite 700
Charleston, WV 25301
(304) 558-0655
www.wvgearup.org



(3) alternatives available; and (4) the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed, and other options are available.

Student Activity Costs: generally allowable, with exceptions
Costs incurred for intramural activities, student publications, student clubs, and other student activities, are allowable, unless specifically provided for in the grant agreement.

Supplies: allowable
Costs incurred for supplies to carry out the grant are allowable. Supplies have a per-unit cost of less than \$5,000.

Travel Costs: allowable
Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Travel outside of the United States requires prior approval.

NOTE: Just because a cost is interpreted as being allowable under the OMB cost principles, it is not guaranteed that you will be able to make that expenditure. The West Virginia Higher Education Policy Commission is the primary entity that determines if an allowable cost is acceptable. This may happen when, for example, a cost identified as allowable under the circular may be disallowed in program regulations or statute or fail to pass the USDOE's judgment that it is justified, allowable, or reasonable.

County Budget Policy and Procedures

Each fiscal year, WV GEAR UP Federal grant funding will be allocated by the WV GEAR UP Administrative Office to each of the 11 eligible counties. Funds will be officially awarded through a grant agreement to each county. Allocations are contingent until funding for the next fiscal year is approved and the Grant Agreement is executed with the counties. Funding categories will be allocated based upon priorities set by the WV GEAR UP Administrative Office to ensure academic enrichment activities occur as well as social and outreach programs are accomplished.

Schools and counties will have flexibility in budgeting for the grant activities as long as they accomplish the expected activities that will be outlined in their statement of work in the annual grant agreement. Classroom enhancements must be itemized on the budget form along with an estimated price and quantity.

Each Site Coordinator must collaborate with the school principal in developing the fiscal year budget and anticipated activities. Once approved by the school principal, the school budget must be submitted to the County Coordinator and Treasurer to review and approve. The County Coordinator and Treasurer will ensure that all school budgets agree to the grant allocation prior to submitting to the WV GEAR UP Administrative Office.

Indirect cost is allowable. The approved budget at both the school(s) and county level will be in effect for the duration of the grant unless a budget revision is required. Budget revisions require prior approval and are in effect for each school. The impact of the revisions will roll up to the county level budget and grant. Budget revision prior approvals are necessary for each of the following items:

Cumulative school transfers to budget category line-item totals that exceed 10% of the total grant for the school. Funds cannot be transferred from the academic enrichment line. Budget category line items include salary, fringe benefits, travel, materials and supplies, and consultants/contracts.

Proposed classroom enhancements exceeding \$1,000 but less than \$4,999 (see Classroom Enhancement Fiscal Policy) that was not included in the original budget.

Common GEAR UP Costs

The following list may help you determine whether your program expenses are allowable or not. It includes costs that are commonly incurred in GEAR UP or are the subject of frequent questions or discussions about their permissibility.

Alcoholic Beverages: allowable

Commencement and Convocation Costs: allowable
For education institutions, costs associated with commencement and convocations are disallowed, but costs associated with GEAR UP activities that take place during commencement events may be allowable under student activity costs if approved as part of your grant agreement.

Communication Costs: allowable
Costs incurred for telephone services, local and long-distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like are allowable. However, you will need to check if these expenses are captured in your indirect costs.

Compensation (Salaries, Wages and Fringe Benefits): allowable
Personnel costs such as salaries, wages and fringe benefits are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements.

Fringe benefits costs should be in line with institutional policies regarding annual leave, sick leave, military leave, and employer contributions or expenses for social security, employee insurance, workmen's compensation insurance, and tuition or remission of tuition for individual employees.

Consultants and Contracts: allowable
EDGAR states that costs associated with consultants are allowable if there is a need in the project for the services and the grantee cannot meet that need by using an employee rather than a consultant.

Providing Donations and Contributions: allowable
Contributions or donations (including cash, property, and services) are allowable costs.

This should be distinguished from the match. GEAR UP may receive donations, contributions or services under the GEAR UP match guidelines.



Next

Email Follow Up

Regional Program Directors will follow up by email with a recap.

Submit Classroom Enhancement Purchase Selections

After budget meeting, county coordinators will submit their package selections to RPD by August 15th.

Grant Agreements Drafted

Joanne Rutherford will email grant agreements to Superintendents for signature.

Executed Agreements

Executed agreements emailed.

Central Office Contacts

Jason (J.R.) Luyster, Senior Director of Student Affairs

Division of Student Affairs • West Virginia Higher Education Policy Commission
(304) 558-0655 • jason.luyster@wvhepc.edu

Mallory Carpenter, Assistant Director of WV GEAR UP

Division of Student Affairs • West Virginia Higher Education Policy Commission
(304) 558-0655 • mallory.carpenter@wvhepc.edu

Joanne Rutherford, Coordinator of Fiscal and Administrative Services

Division of Student Affairs • West Virginia Higher Education Policy Commission
(304) 558-0655 • joanne.rutherford@wvhepc.edu

Regional Office Contacts

Central Region:

Chelsea Stickelman, College Access and Success Program Director

Based at Glenville State University

chelsea.stickelman@wvhepc.edu

Southern Region:

Janine Coutu, College Access and Success Program Director

Southern West Virginia Community and Technical College

janine.coutu@wvhepc.edu

Southwestern Region:

Mackenzie Brunson, College Access and Success Program Director

Based at Marshall University

mackenzie.brunson@wvhepc.edu



PROGRAM BUDGET MEETING 2025-2026