BOARD OF REGENTS SUPPORT FUND

ENHANCEMENT PROGRAM FOR TWO-YEAR INSTITUTIONS

GUIDELINES FOR THE SUBMISSION OF PROPOSALS
FISCAL YEAR 2010-11
Request for Proposals Number 2010-07

ELECTRONIC PROPOSAL SUBMISSION DATE:
November 18, 2010 – 4:30 p.m.
(No paper submission)

P.O. Box 3677
Baton Rouge, LA 70821-3677
Phone: 225-342-4253

Revised August 2010

REQUEST FOR PROPOSALS, NUMBER 2010-07

Important Notices

Inquiries about this RFP

In accordance with R.S. 39:1503, written and oral inquires about this request for proposals (RFP) will be accepted until 4:30 p.m., **October 18, 2010**. Inquiries about the Enhancement Program for Two-Year Institutions, RFP Number 10-07, should be directed to Ms. Noreen Lackett, Enhancement Program Manager, at 225-342-4253 or email noreen.lackett@la.gov. No inquiry will be accepted—whether written or oral—after that date. Operating in this manner ensures that all interested parties receive the same information. There is no deadline for questions about electronic submission through LOGAN.

Suggestions for Improvements in this RFP

The Board of Regents actively solicits constructive suggestions about ways in which this RFP can be improved. All such suggestions must be received no later October 15, 2010, to be considered prior to the issuance of the next RFP.

Availability of the RFP on the Internet

As part of the Board's ongoing effort to streamline RFPs and to ensure that this document is as widely disseminated as possible while eliminating paper copies that institutions must produce, this RFP is available on the Internet at **laregents.org** under the "RFPs, Policies, & Forms" link.

Electronic Proposal Submission Deadline -- November 18, 2010 - 4:30 p.m.

This is the third cycle in which all Enhancement Program proposals will be submitted through the Louisiana Online Grant Automation Network (LOGAN). The instructions for submitting proposals electronically will be available beginning October 1, 2010 at **laregents.org/support**. **There are no paper originals or copies required in the proposal submission process.**

For assistance with electronic submission of proposals, please e-mail karthik@la.gov after **October 1, 2010**.

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General Information

Basis of Authority. Article VII, Section 10.1, of the Louisiana Constitution established two funds in the State treasury: the Louisiana Education Quality Trust Fund (hereafter referred to as the Trust Fund) and the Louisiana Education Quality Support Fund (hereafter referred to as the Board of Regents Support Fund or Support Fund). The Trust Fund was established with approximately $540 million received through the Continental Shelf Lands Act. Twenty-five percent of the interest earned from investment money in the Trust Fund, as well as 25% of the recurring 8(*g*) oil and gas revenues, will continue to be returned to the Trust Fund, until it reaches a cap of $2 billion. Each fiscal year the remaining 75% percent of the interest earned and 75% of the recurring oil and gas revenue are placed in the Support Fund for appropriations by the Legislature.

Purposes of the Board of Regents Support Fund Enhancement Program for Two-Year Institutions

The Enhancement Program for Two-Year Institutions is designed to meet specific academic and academic support needs of participating community colleges, to:
1. Enhance and improve student achievement
2. Enhance the quality of academic and academic support services
3. Enhance workforce and career development services and opportunities

Public Nature of Proposals Submitted. Once a proposal is received in the Board's office, it becomes a public record. The Board's staff, of its own accord, will not disseminate proposals to individuals other than to external reviewers; however, applicants should be aware that if a request for a proposal is made by the public (e.g., a representative of the news media), a copy of the proposal, by law, must be provided.

Enhancement Program Administrator: Questions about this RFP. Specific questions concerning this RFP and the requirements set forth herein should be directed to Ms. Noreen Lackett, Enhancement Program Manager (noreen.lackett@la.gov), or another member of the Support Fund Enhancement Program staff at 225-342-4253. In compliance with R.S. 39:1503, questions will be accepted and answered until **October 18, 2010**. As soon as possible after that date, questions asked about this RFP and the answers provided in response to these questions will be transcribed and forwarded to all two-year institutions eligible under this RFP. To ensure that parties receive the same program information, no inquiries, whether oral or written will be accepted after the deadline date of **October 18, 2010**.

Background Regarding Development of the Enhancement Program for Two-Year Institutions

In December 2001 the Board of Regents approved the Plan and Budget for the expenditure of Support Fund monies in FY 2002-2003 to be sent to the Legislature for consideration. This Plan and Budget contained an item providing funds for a new program to be entitled the Pilot Enhancement Program for Two-Year Institutions. After seven cycles of funding, the Board of Regents Support Fund Planning Committee, the Support Fund Advisory Committee, and the Board of Regents concurred that an Enhancement program for two-year institutions continues to be needed.

Two-Year Enhancement Program Funding History

Year	No. of Proposals Funded	Amount Awarded	Average Award
2002-2003	19	$ 800,000	$42,105
2003-2004	26	$ 908,880	$34,957
2004-2005	27	$1,234,965	$45,739
2005-2006	17	$ 884,835	$52,049
2006-2007	22	$1,080,000	$49,091
2007-2008	16	$1,080,000	$67,500
2008-2009	20	$1,080,000	$54,000
2009-2010	11	$ 702,143*	$63,832

Enhancement Program for Two-Year Institutions

The ultimate goal of this program is to provide eligible institutions an opportunity to develop proposals that will:
- Strengthen the infrastructure of Louisiana's two-year institutions;
- Enhance the workforce and career training for Louisiana's citizens;
- Improve academic support services for the achievement and success of its students; and
- Strengthen transferability of two-year programs to four-year institutions.

Guiding Principles for Proposal Development

The Guiding Principles are aligned with the strategic goals and priorities of the Louisiana Community & Technical College System (LCTCS), and are intended as guides to assist in the strengthening and capacity-building of the State's two-year institutions. Proposals submitted under this RFP should address one or more of the following principles.

> **Student Access and Success**
> *Develop projects that will enhance education, training, and student services leading to increased access and success in certificate and/or associate degree studies, and/or in transfer to baccalaureate degree offering institutions, and/or attainment of a career opportunity.*

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*The sharp dip in funding from that of previous years was directly related to Revenue Estimating Committee (REC) projections that the Support Fund would receive only $22.5M for FY 2009-10 instead of the $32.1M estimated in the Plan and Budget for that fiscal year. The REC projections were first issued in December, 2009 and reaffirmed in April, 2010. Similar circumstances could occur in FY 2010-11.

Possible initiatives:
1. Implement plans to increase enrollment in high growth areas of employment and advanced educational opportunities
2. Implement strategies to enroll first-generation students, individuals with disabilities, under-represented minorities, and members of other under-represented populations
3. Implement innovative approaches improving placement testing and student course selection
4. Implement innovative approaches improving the delivery of instruction
5. Implement student success measures that will improve student program completion
6. Implement strategies to improve the transfer rate of students to baccalaureate degree awarding institutions – these may include articulation and transfer agreements
7. Implement strategies to improve student academic and career counseling

Curricular Revisions and Workforce Development
Develop projects that will improve curricula for the purpose of student learning and skill development and to meet workforce demands.

Possible initiatives:
1. Develop partnerships with technical colleges to improve academic pathways for certificate and diploma students into associate degree awarding programs
2. Explore, develop, and implement new programs using emerging technologies
3. Enhance library, laboratory, and information technology resources that support teaching and learning
4. Respond to industry/economic development needs, including critical shortage areas identified by the State's labor market, by providing appropriate and relevant career training curricular programs
5. Enhance general education programs

Partnerships
Develop projects that will implement mutually beneficial partnerships with other community colleges, technical colleges, secondary education, universities, business and industry, and economic development entities that leverage resources to expand educational opportunities for current and future students.

Possible Initiatives
1. Form partnerships to provide a seamless pipeline of instruction that would include dual enrollment courses for both academically oriented and technically oriented students
2. Form partnerships with businesses and industries to enhance career development and training programs
3. Form partnerships with entities that would provide additional resources (cash, equipment, training space, or other tangible assets) to enhance career development and training programs
4. Form partnerships with four-year institutions to enhance transfer options

Technology and Distance Learning
Develop projects that will make effective use of new and emerging technologies, including telecommunications, to improve teaching and learning.

Possible Initiatives
1. Incorporate use of technology into academic and student support areas of the college
2. Implement new or enhanced electronic technologies for instruction and learning
3. Acquire technology equipment that would enhance active learning in the classroom and/or laboratory

Professional Development
Develop projects that provide professional development opportunities for faculty, staff, and administrators.

Possible Initiatives
1. Implement professional development programs that will renew and enhance the skills essential for student achievement and success
2. Provide opportunities for faculty and staff to upgrade skills in the use of technology related to their areas of expertise and assignments

Eligibility

The following institutions are eligible to compete in the Enhancement Program for Two-Year Institutions in FY 2010-2011:
- Baton Rouge Community College
- Bossier Parish Community College
- Delgado Community College
- Fletcher Technical Community College
- Louisiana Community & Technical College System
- Louisiana Delta Community College
- Louisiana State University-Eunice
- Nunez Community College
- River Parishes Community College
- South Louisiana Community College
- Southern University-Shreveport
- SOWELA Technical Community College
- **Collaborations**. Other eligible colleges, Louisiana Technical College campuses, universities, businesses, and other entities may collaborate with one or more of the eligible institutions listed above.
- **Principal Investigator**. Only faculty, administrators, or other professional staff affiliated with the eligible two-year institution or the LCTCS office may act as a principal or co-principal investigator.
- **Eligible Activities.** All activities that enhance academic achievement, career development and employment are eligible areas for proposal development.
- **Continuation Proposals.** Proposals intended as two-year projects that were initially awarded in the previous year must complete a proposal for funding for the second year of the project. The proposal should be developed in the same manner as a one-year proposal and must indicate the contract award number on the cover page for submission of the continuation request.

- **Eligibility to Submit Proposals to the Traditional and Undergraduate Enhancement Programs.** Eligible two-year institutions are strongly encouraged to submit proposals to the Traditional Enhancement and the Undergraduate Enhancement programs as well as to the Enhancement Program for Two-Year Institutions. However, the same (or a very similar) proposal may not be submitted in the same year for funding consideration in more than one Enhancement program.

Award Amounts and Funding Period

Award amounts: Minimum amount to be requested: $5,000. Maximum award amount to be requested: $150,000

Award duration: Thirteen (13) months. June 1, 2011 – June 30, 2012

NOTE: No-cost extensions may be requested to complete project activities per Louisiana R.S. 1514. This statute specifies that contracts or amendments to existing contracts issued to institutions of higher education under the authority of the Board of Regents to award grants for educational purposes with funds available from the Louisiana Quality Education Support Fund, the Louisiana Fund, and the Health Excellence Fund may be entered into for periods of not more than six years. However, such contracts may be extended beyond the six-year limit up to an additional two-year period provided that no additional costs are incurred.

Limitation on Proposals Submitted

There is no limit on the number of proposals an institution may submit.

Leveraged Funds and Cost Sharing

An indirect cost rate of 25% will be permitted only on salaries, wages, and fringe benefits.

Potential applicants and university officials should note that any institutional cost-sharing commitments are binding. For this reason, the Board of Regents strongly encourages institutions of higher education to make only those commitments that they can realistically meet. Institutions should also be aware that discounts received on equipment purchases are not eligible for inclusion as part of an institutional match.

Applicants and their fiscal agents should be aware that cost sharing and matching commitments of any kind (e.g., private sector, federal, institutional) which are pledged in the proposal must be honored in full if the proposal is funded at the requested level. Depending upon consultants' recommendations, matching commitments may have to be honored in full even if the award level is reduced. Support Fund money will not be forwarded until appropriate written assurances of all matches and cost sharing promised in the proposal have been received, reviewed, and approved by the Board's staff. Institutional approval is granted by the electronic submission of the proposal to the Board through each institution's Office of Sponsored Programs, and is a certification to the Board that the fiscal agent is aware of the claimed commitment(s) and has determined said commitment(s) to be consistent with all applicable guidelines, regulations, and/or statutes. Similarly, the fiscal agent's signature, which is required on the budget page(s) of

funded projects, is a certification to the Board that commitments pledged in the proposal have been honored. All matching funds must meet the same tests of allowability as Support Fund money which is expended.

Unallowable Expenses and Financial Restrictions

Funds may not be used for existing operational expenses, including displacement, replacement, or supplanting of existing funding per Article VII, Section 10.1 of the Louisiana Constitution. The following are not eligible for funding:

- Maintenance of equipment
- Construction of facilities
- Renovations or upgrading of facilities
- Payments to faculty to train other faculty at the submitting institution or at collaborating partner institutions
- Purchase of motorized vehicles such as cars, vans, boats, etc.
- Purchase of standard furnishings and office equipment. Note: specialized equipment essential to the project's success is permitted
- Salary or stipends to faculty from any public school or LTC
- Refreshments or entertainment
- Offset of budget deficits
- Scholarships or tuition
- Release time for faculty. If an expenditure for release time is warranted and can be convincingly justified, partial salary support may be requested for no more than 25% of academic-year salary, plus two months of summer support for academic-year faculty only (but not for administrators). Salary support may be provided only as release time.

Other Budgetary Considerations

Discounts received for equipment purchases may not be used as a part of leveraged funds or institutional match.

All meal charges, if any, must comply with state rates as set forth by the State Travel Office.

Institutional Screening of Proposals

The Board's Policy for Administration requires that proposals be carefully screened before leaving the campus to ensure that (1) no conflict of interest exists (as defined in the "Code of Governmental Ethics," R. S. 1950, as amended, Title 42, Chapter 15); and (2) only the most meritorious proposals from each campus—which meet objectives and eligibility requirements as defined in this RFP—are submitted to the Board.

Multiple proposals from a single campus that request support for the same type of project, such as requests to purchase library materials for use by students from several disciplines, should not be submitted. Instead, such proposals should be compiled into one larger proposal.

Because institutional approval is granted by the submission of the proposal to the Board through each institution's Office of Sponsored Programs, signatures are not required and **it is not necessary to submit a paper original or copies**.

Assessment of Proposals by Out-of-State Experts

The Board's Policy for Administration stipulates that "all awards (Enhancement) will be subject to external review by an appropriate panel of experts." The panel will be comprised of persons with broad expertise in community college/two-year institutions. The review panel will individually assess and collectively rank proposals, then make funding recommendations to the Board.

Proposals will be rated on the extent to which they meet the specified criteria. (See rating form in the Appendix.) Only those proposals that receive average ratings in the range of 70-100 will be eligible to receive funds from the Enhancement Program for Two-Year Institutions. Only in exceptional and unforeseen circumstances will the Board fund proposals that receive an average rating of 69 or less.

Final Selection of Proposals to Be Funded

After receiving recommendations from the review panel, the Board decides which proposals will be funded. To date, the Board has **always** funded proposals in the rank order and at the level recommended by the review panel.

Debriefing

The composite rating form completed by consultants for each proposal reviewed will be posted online at laregents.org as part of the consultants' report to the Board of Regents in late March or early April. This is the only debriefing information that will be available for proposals submitted to the Enhancement Program.

Timetable

Contingent upon Board of Regents and Legislative action, the following schedule for submission, assessment, and approval of grants will apply for FY 2010-11. If a deadline falls on a Saturday, Sunday or holiday, the deadline will be extended to 4:30 p.m. of the next working weekday.

TIMETABLE

September 2010	Request for Proposals issued by the Board of Regents.
October 18, 2010	Last day potential applicants may ask questions about this RFP.
November 18, 2010	Deadline for receipt of Two-Year Institution Enhancement electronic proposals in the Board's offices by 4:30 p.m.
January through March 2011	Proposals reviewed by out-of-state experts.

April 2011	Reports and recommendations of out-of-state experts forwarded to institutions of higher education.
April 2011	Final action by the Board of Regents; institutions notified of awards.
May and June 2011	Contracts negotiated and executed.

Procedures and Deadlines for Electronic Submission of Proposals

The applicant is solely responsible for any reviewer misunderstandings that may occur because of missing information. All proposals submitted to the Board must be complete upon submission. The directions for submitting all Enhancement Program proposals electronically (PDF format) will be available at **laregents.org/support** after **October 1, 2010.** **It is not necessary to submit a paper original or copies**.

> **Printing**: Print the PDF version of the completed proposal from LOGAN for your records.

After the applicant submits the completed proposal to his/her campus' Sponsored Programs, Institutional Advancement, or Grants office via LOGAN, confirmation of receipt of the electronic proposal will be e-mailed to the applicant's and to the campus' e-mail addresses. As soon as possible after the submission date, the applicant and the campus may check laregents.org for a summary of all Enhancement Program proposals submitted and accepted by the deadline.

**Electronic proposals must be approved by the institution's Office of Sponsored Programs and submitted via LOGAN
by 4:30 p.m., November 18, 2010.**

Proposal Requirements and Format: Instructions and forms are available in LOGAN.

> **Cover Page.** Each item on the cover page must be completed. If the proposal is a continuation request, the additional information requested must be provided.

> **Project Summary.** The project summary, limited to 2,500 characters, should be a concise description of the project, containing a clear statement of goals and objectives and an outline of project activities. Explain how the project relates to the Guiding Principles.

> **Narrative Section.** The narrative should not exceed ten (10) pages. It should be succinct and not overly redundant. The narrative should conform to the outline below, including all major sections and applicable subsections. Proposals that do not conform to page limitations or the prescribed outline may be disqualified.

A. Demographic Data (0 points)

Complete this information for your campus on a form to be included in the proposal's narrative section.

Name of Institution:_____
Location: City/Parish_____ **Service Area:**_____
Population of service area:_____
Number of students (headcount- Fall 2010 enrollment) _____
FTE (Fall 2010 enrollment)_____ **% of Full time students:**_____
     White students_____ **%**   **African American students** _____**%**
     Hispanic students _____ **%**   **Other students** _____**%**
_____ **% of students receiving any type of federal and/or state financial assistance (based on Fall 2010 Headcount enrollment)**
Number of full time faculty:_____ **Number of part-time faculty:**_____
Number of certificate programs offered:_____ **Number of diploma programs offered:** ____
Number of Associate Degree Programs offered: _____

B.   Description of Project Need (10 pts.)

Describe the need for the intended project. Include data that supports the need.
What gaps in services, personnel, equipment make this project worthy of funding?
Who is the target population for the intended project? What is currently missing from the curriculum or institution? What is not being effectively accomplished? What need in the workforce will this project fill? How would the target population benefit from the implementation of this project? Provide any other information that supports the need for the project. (Do not provide a solution in this section.)

C.   Strategic Goals of the Project (5 pts.)

What are the strategic goals of the intended project?
What are the measurable objectives that will indicate that the goal(s) have been achieved?
Identify outcome goals/objectives and the process goals/objectives separately.
Describe in detail how you will measure the success of your goals and objectives in the evaluation section of your proposal.

D.   Proposal Narrative (75 pts.)

1.   Design of Proposed Project (30 pts.)

Provide a detailed description of the project activities that align with the project need. Describe how the activities relate to project goals and objectives and how each objective will be achieved through your planned activities.
Develop a timeline that includes the activity start and end dates, projected outcomes, persons responsible, and the targeted population – along with who will benefit from the

project and the number of individuals participating and benefiting from the planned activities.

2. Impact of the Project (30 pts.)

Describe what impact/outcomes the project will have (if any) on (1) Academic Affairs/ Instruction (teaching and learning); (2) Student Affairs/student life and areas such as admissions, testing, and counseling; (3) Workforce Development and Economic Development; and/or (4) the service area (businesses, area citizens, public services, and/or other related areas of the community).

If the project's impact/outcomes will be limited to a specific area, please indicate the area.

Describe what immediate, short term, and long term impact/outcomes the project may have. Be as specific as possible.

3. Faculty and Staff Expertise (3 pts.)

List the name of the Project Director/Coordinator and his/her biosketch listing qualifications that are related to the intended project. If a Project Director/Coordinator is to be hired, provide a detailed job description and qualifications sought for the position.

List the name of other key personnel who will play an important role in achieving the goals and objectives of the intended project. Provide a brief biosketch with related qualifications for each named key person in the project.

4. Professional Development (0 pts.)

Describe any professional development activities for staff, faculty, and/or administrators that may be associated with this intended project. If professional development is the primary activity of your project, connect the training to each aspect of the proposal (need, objectives, activities and evaluation) in the Design of the Project section of the narrative.

5. Additional Funding Sources and Evidence of Collaboration (0 pts.)

Please confirm all resources from collaborating partners by a signed letter describing the form of the commitment to the project. Additional resources may be in the form of cash or in-kind contributions.

Indicate the resources (time and expertise) that appropriate and authorized institutional personnel will provide resources to the project. Example: The Director of Institutional Research will provide data, store data generated by the project and assist with internal monitoring and evaluation of the project.

6. **Project Evaluation (10 pts.)**

Describe the process to be used to evaluate project outcomes. Describe who will conduct the evaluation(s) and when they will be conducted. Provide an evaluation for each goal and objective. Provide for ongoing formative evaluations for continuous improvement, and describe the final or summative evaluation process. Distinguish between process and outcomes evaluations. Outcome objectives must be measurable. Provide a schedule of when each evaluation will take place and when a final report will be completed.

7. **Project Dissemination (2 pts.)**

Describe a dissemination plan of project results. Describe the form in which dissemination will be offered. List all recipients of the dissemination results and provide the specific names of the programs or conferences at which results might be presented. In addition, provide dates or approximate dates for each dissemination activity.

E. **Budget Summary and Budget Narrative (10 pts.)**

Provide a Summary Budget on the Excel form provided in LOGAN. **Use whole numbers only** since the form will not accept cents or formatting numerals. In each of the three columns, the form will add the numbers up and insert the total on the form with the correct formatting.

Provide a textual Narrative Budget with line item explanations of how each budget item was derived and the purpose for each item listed. Include equipment quotes in Other Information (below).

F. **Other Information—limit to ten (10) pages (0 pts.)**

1. Bibliography and Cited References
2. Biographical sketches/resumes/CVs of key personnel--limited to 1 page per individual
3. Job descriptions and qualifications of consultants or other hires
4. Letters of commitment/support from partners
5. Quotes from equipment vendors

APPENDIX

BOARD OF REGENTS SUPPORT FUND
ENHANCEMENT PROGRAM FOR TWO-YEAR INSTITUTIONS

RATING FORM FOR TWO-YEAR ENHANCEMENT PROPOSALS, FY 2010-11

> **INSTRUCTIONS:** The completed evaluation form should represent the consensus of the expert members of the review panel and, as such, must reflect the final decisions of that panel. Review this form and the program guidelines prior to reading the proposal. The higher the score is, the more evident the proposal satisfies the criterion under consideration.

Proposal Number: _____   Project Director: _____

A. Demographic Data (0 points)
Has the applicant adequately described the demographic data for the campus that will benefit from the proposed project, and relevant institutional or departmental resources, if appropriate?

B. Description of Project Need (_____ of 10 points)
Has the applicant adequately described project needs and related them to the goals and measurable objectives? To what extent will the needs of the project, if funded, enhance the affected campus, entity, department or division?

C. Strategic Goals of the Project (_____ of 5 points)
What are the strategic goals of the intended project? Are the objectives clearly stated and measurable? What are the measurable objectives that will indicate that the goal(s) have been achieved? Did applicant identify outcome goals/objectives and the process goals/objectives separately. Can they be completed within the timeframe detailed in the proposal?

D. Proposal Narrative (Total of 75 points)
1. Design of Proposed Project (____ of 30 points)
To what extent will the project assist the applicant to strengthen the capacities of Louisiana's two-year campuses in order to improve their academic, workforce development, missions, programs, and enhance infrastructure? Is the proposal aligned with the Guiding Principles and focused on the development/improvement of the two-year institution and students' academic achievement? Are all activities designed to achieve goals and objectives? Are appropriate activities provided for each goal and objective?

2. Impact of the Project (_____ of 30 points)
To what extent will the proposed project enhance the ability of the institution to attract and/or retain students? Does the applicant consider critical shortage areas in the State? Is evidence that student achievement will be favorably impacted by the project presented? Is the anticipated impact aligned with needs, key goals, objectives, and the proposed budget??

3. Faculty and Staff Expertise (_____ of 3 points)
To what extent will the project enhance faculty and staff expertise? Are the faculty and support personnel appropriately qualified and trained to implement this project

4. Professional Development (0 points)

Does the applicant describe the need for any professional development activities? What is the primary purpose(s) of the activities? Are the professional development activities connected to the primary activities of the project? Is faculty/staff training tied to each aspect of the proposal (need, objectives, activities, evaluation)? If special training will be required for project participants, has an appropriate plan been developed? What is the anticipated impact of professional development?

5. Additional Funding Sources and Evidence of Collaboration (0 points)

To what extent will the project assist in establishing any new relationships or strengthen an existing relationship with one or more partners? Is the project likely to contribute to the economic or workforce development activities in Louisiana? Is there evidence of collaboration other than financial? To what extent will collaborative partners share the costs associated with this project? Do letters of support clearly specify financial and/or in-kind contributions of each partner? Are the support documents convincing?

6. Project Evaluation (_____ of 10 points)

Does the project have an evaluation plan? To what extent is the assessment of the outcomes of the proposed project sound, clearly identified, and measurable? Does the assessment plan align to the goals, objectives, and activities? Did the applicant describe in detail how he/she will measure the success of goals and objectives in the evaluation section? To what extent will the proposed project have a positive impact on the variety and quality of curricular offerings and instructional methods within the institution, division, or unit? Is this impact significant? Is it measurable?

7. Project Dissemination (_____ of 2 points)

Are the plans for dissemination of best practices clearly specified and attainable? Is the plan adequate to fully disseminate results of the project?

E. Budget Page and Budget Narrative (_____ of 10 points)

Is the proposed budget reasonable for the scope of work to be performed? Are personnel costs, if any, stated and adequately explained? Are equipment and supply costs appropriate? Is the proposed budget adequately justified in the budget narrative? Have any guidelines regarding disallowed budgetary items (stated in the RFP, p. 5) been violated?

REVIEWER NOTES:

BUDGETARY RECOMMENDATIONS

Requested Amount: $_____   Recommended Amount: $_____

I agree to maintain in confidence any information, documentation and material of any kind (hereinafter referred to as "Material") included in this proposal; I further agree not to disclose. divulge, publish, file patent application on, claim ownership of, exploit or make any other use whatsoever of said "material" without written permission of the project director. To the best of my knowledge, no conflict of interest is created as a result of my reviewing this proposal.

Reviewer's Name and Institution:_____ Date:_____