

BOARD OF REGENTS SUPPORT FUND

GRADUATE FELLOWS PROGRAM

Guidelines for the Submission of Proposals

FY 2013-14 Competition for Awards to Begin in FY 2015-16

Request for Proposals Number 2013-09

Proposal Submission Deadline: Thursday, November 14, 2013, 4:30 p.m.

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

REQUEST FOR PROPOSALS, NUMBER 2013-09

IMPORTANT NOTICES

1. **Inquiries about the RFP**

In accordance with R.S. 39:1503, written and oral inquiries about this request for proposals (RFP) will be accepted until 4:30 p.m., October 15, 2013, or until 4:30 p.m. of the first working day following this date. Inquiries may be submitted via e-mail directly to the program manager. 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.

2. **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 than October 15 to be considered prior to the issuance of the next RFP.

3. **Board of Regents' Commitment to Reform-Based Undergraduate Education and Teacher Preparation**

At its May 22, 1997, meeting, the Board of Regents reaffirmed its commitment to the reform of undergraduate education and teacher preparation and encouraged all Support Fund program applicants to consider these priorities as they develop proposals. Further, Board staff will make all external reviewers aware of the Board's commitment to undergraduate reform and teacher preparation. Reviewers will be instructed that, when all else is equal, preference should be given to those proposals which emphasize, in a meaningful manner, reform-based undergraduate education and teacher preparation.

4. **Availability of the RFP on the Internet**

This RFP is available at <http://web.laregents.org/downloads/rfps-policies-forms/>.

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**BOARD OF REGENTS SUPPORT FUND GRADUATE FELLOWS PROGRAM
REQUEST FOR PROPOSALS**

I. GENERAL INFORMATION

A. 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 (hereinafter referred to as the Trust Fund) and the Louisiana Education Quality Support Fund (now known as the Board of Regents Support Fund and hereinafter referred to as the Support Fund). The Trust Fund was established with approximately \$550 million received from settlement of disputed oil and gas revenues generated in the so-called 8(g) stipulation of the Federal Outer Continental Shelf Lands Act. Twenty-five percent of the interest earned from the investment of money in the Trust Fund, as well as 25% of 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% of the interest earned and 75% of the recurring oil and gas revenues are placed in the Support Fund for appropriation by the Legislature.

B. PURPOSES OF THE BOARD OF REGENTS SUPPORT FUND

On an annual basis, money in the Support Fund is divided equally between the Board of Elementary and Secondary Education (BESE) and the Board of Regents (hereinafter referred to as the Board) for higher education. According to Article VII of the Constitution, the funds available for higher education from the Support Fund are to be utilized “. . . as that money is appropriated by the Legislature and allocated by the Board of Regents for any or all of the following higher educational purposes to enhance economic development:

- i. The carefully defined research efforts of public and private universities in Louisiana;
- ii. The endowment of chairs for eminent scholars;
- iii. The enhancement of the quality of academic, research or agricultural departments or units within a university; and
- iv. The recruitment of superior graduate students.”

The Article further stipulates that “The monies appropriated by the Legislature and disbursed from the Support Fund shall not... displace, replace, or supplant other appropriated funding for higher education.”

Reflecting these constitutional mandates, the Board of Regents Policy for Administration of Funds Received from the Board of Regents Support Fund (hereinafter referred to as the Board's Policy for Administration), adopted in October 1986, affirms that awards in all categories will be based on the following considerations:

1. the potential for the award to enhance the overall quality of higher education in Louisiana; and
2. the potential for the award to enhance the economic development of the State.

C. PUBLIC NATURE OF PROPOSALS SUBMITTED

Once a proposal is received in the Board's office, it becomes public record. Although the staff of its own accord will not disseminate proposals to individuals other than to reviewers, applicants should be aware that, if a copy of a proposal is requested (e.g., by a representative of the news media or a faculty member), whatever its status (e.g., funded or unfunded, prior to or after external review), a copy of the proposal must, by law, be provided.

D. GRADUATE FELLOWS PROGRAM ADMINISTRATOR; QUESTIONS ABOUT THIS RFP

Specific questions concerning this RFP and the requirements set forth herein should be directed to Ms. Carrie Robison, Graduate Fellows Program Manager (carrie.roider@la.gov or 225-342-4253). In accordance with R.S. 39:1503, written and oral inquiries about this request for proposals (RFP) will be accepted until 4:30 p.m., October 15, 2013. No inquiry, whether written or oral, will be accepted after that date. A complete list of questions and answers will be posted on the Board's website, <http://web.laregents.org>, as soon as possible after the deadline. Operating in this manner ensures that all interested parties receive the same information.

II. TYPES OF GRADUATE FELLOWS PROGRAMS

The Board of Regents Support Fund Graduate Fellows Program consists of two components: the Traditional Graduate Fellows Subprogram and the Graduate Fellowships for Teachers (GFT) Subprogram. Potential applicants should be aware that: (1) the requirements for proposals vary depending upon the subprogram; and (2) two sets of criteria have been established to evaluate these proposals. (See Appendix B for the criteria used to evaluate proposals submitted in each subprogram.)

III. PROGRAM ELIGIBILITY AND GUIDELINES

A. OBJECTIVES

The primary objectives in recruiting superior graduate students under the Support Fund Graduate Fellows Program are: (1) to elevate to higher levels of performance departments or units which have attained—or show clear promise of attaining—regional, national, or international standards of eminence commensurate with the degree offerings and/or functions of the submitting department or unit; and (2) to elevate to higher levels of performance departments or units which have promoted—or show clear promise of promoting—economic development in the State. To ensure that students may concentrate on completing degree requirements, recipients of Support Fund graduate fellowships may not be assigned duties or undertake work not required as part of their degree programs. Students should be remunerated at a level equivalent to their peers for work required by the degree program.

B. ELIGIBILITY CONSIDERATIONS

If a proposal does not meet the following eligibility requirements, it will be disqualified for noncompliance and will not be reviewed further.

1. Eligible Degrees

The Strategic Plan for Higher Education's Portion of the Louisiana Education Quality Support Fund, adopted by the Board in June of 1988 and updated in 1993, 1999 and 2006, stipulates that although priority is given to proposals for doctoral study, master's programs in areas critical to the economic development of the State are also deserving of support; one-year graduate fellowships for teachers are included among these master's-level programs. For public institutions, only those degree programs which have been approved by the Board of Regents are eligible to compete for BoRSF fellowship monies.

a. Traditional Graduate Fellows Program

Doctoral degree shall be defined as the terminal degree beyond the master's degree. Proposals to recruit students for first professional degrees (i.e., M.D., J.D., D.V.M., and O.D.) are not eligible for Support Fund Graduate Fellows support.

b. Graduate Fellowships for Teachers (GFT) Program

Twenty percent (20%) of the annual allocation for the Graduate Fellows Program is set

aside for high-quality proposals for in-service teachers seeking master's degrees. The following stipulations apply to the GFT Program: (a) only proposals for master's-level teacher stipends in disciplinary areas important to Louisiana's economic development shall be eligible to apply for funding under the GFT Program, and the burden of proof shall be on the applicant to demonstrate that the targeted disciplines are critical to Louisiana's economic development; (b) the specific disciplines in which the proposed Support Fund fellowship recipients would be teaching shall be an important evaluation criterion relative to economic development in the State; (c) all proposals shall be competitively reviewed, and funding decisions will be based on recommendations of out-of-state experts; (d) only those individuals who can complete the program in one academic year (i.e., one fall, one spring, and one summer semester) plus one additional summer term, if necessary, shall be eligible for fellowships; (e) individuals to whom institutions award fellowships under the GFT Program must sign an affidavit committing themselves to teach at least one semester in Louisiana for every semester they receive the Support Fund fellowship; and (f) teachers shall be targeted at elementary and secondary levels. College-level teachers shall not be eligible for fellowships through the GFT Program.

2. Eligible Disciplines

Eligible disciplines and the years in which each is eligible to participate are set forth below.* Disciplines eligible in FY 2013-14 are listed in **GROUPS I and III.**

GROUP I - ELIGIBLE EVERY YEAR

Biological Sciences
Chemistry
Computer and Information Sciences
Earth/Environmental Sciences
Engineering A and B
Health/Medical Sciences**
Physics/Astronomy

GROUP II - ELIGIBLE IN FYs 2012-13, 2014-15, 2016-17

Agriculture
Business
Education, including Literacy
Mathematics

GROUP III - ELIGIBLE IN FYs 2013-14, 2015-16, 2017-18

Arts
Humanities
Social Sciences

* See Appendix D for a listing of those sub-disciplines included in these larger groupings.

** Effective with Board action of June 22, 1995, the LSU Health Sciences Centers in New Orleans and Shreveport and the Tulane University Health Sciences Center are each permitted to submit a maximum of three proposals in "Health and Medical Sciences" when it is an eligible discipline. "Health and Medical Sciences" was made eligible each year in the 1999 BoRSF Strategic Plan.

Please note: If the orientation of a department is such that it might be eligible to submit proposals in two distinct disciplines (e.g., economics, a subfield of social sciences and business) which are eligible in alternate years (e.g., as in the previous instance, social sciences and business), the department must

select one discipline and submit proposals only in those years in which the chosen discipline is eligible. Similarly, interdisciplinary programs with two or more participating departments must select the most appropriate discipline and submit proposals only in years in which the selected discipline is eligible.

NOTE RELATIVE TO ELIGIBLE DISCIPLINES IN THE GFT PROGRAM: At its meeting of December 10, 1993, the Board of Regents took the following action: **For the next two years (i.e., proposals solicited during FYs 1994-95 and 1995-96), the Board shall restrict applications in the Support Fund Graduate Fellowships for Teachers Program to the fields of mathematics and the sciences. After that period, the staff, in conjunction with the Support Fund Planning Committee, shall reexamine the issues and present recommendations to the Board.** Applications in the GFT Program shall continue to be restricted to the fields of mathematics and sciences. All other guidelines and policies relative to the eligibility of disciplines remain the same.

3. Eligible Recipients of Fellowships

Recipients of fellowships under the Traditional and Graduate Fellowships for Teachers Programs must be U.S. citizens or resident aliens holding permanent visa status. In addition, any student receiving a Support Fund fellowship shall not have been enrolled in the degree program for which the fellowship is designated prior to the semester in which his/her fellowship award begins. These fellowships are designated for recruitment purposes, and should not be used to support students already enrolled in affected programs. See Section III.B.1.b for additional eligibility requirements for recipients of fellowships under the GFT Program.

C. LIMITATION ON NUMBER OF PROPOSALS THAT MAY BE SUBMITTED PER CAMPUS

Eligible institutions may submit one proposal in the Traditional Graduate Fellows Program for each of the eligible disciplines listed under Section III.B.2 of this RFP and one proposal each in mathematics and sciences in the Graduate Fellowships for Teachers Program, with the following exception: LSU Health Sciences Center in New Orleans, LSU Health Sciences Center in Shreveport, and Tulane University Health Sciences Center shall each be permitted to submit a maximum of three proposals under "Health and Medical Sciences." A proposal may include multiple sub-disciplines (e.g., an engineering proposal may include mechanical, civil, chemical, environmental, and other engineering components) provided these sub-disciplines are integrated into one coherent proposal.

D. FUNDS AVAILABLE

The Board will make the final determination relative to the amount of money to be available for the Graduate Fellows Program for awards that begin in fall of 2015 when it adopts the FY 2014-15 Plan and Budget in January 2014. Twenty percent (20%) of the total Support Fund allocation for the Graduate Fellows Program will be set aside for the GFT Program.

E. COST SHARING AND INDIRECT COSTS

The Board of Regents requires full tuition be provided for all Support Fund fellowship recipients and encourages other cost sharing on the part of the submitting institution. Possible cost sharing includes waiving fees, providing funds for lab supplies or conference travel, and/or paying expenses related to proposed recruitment activities. Indirect costs may not be requested from the Board, though they may be provided as institutional match.

Potential applicants and university officials should note that institutional cost-sharing commitments are not taken lightly, either by the panels of out-of-state experts who evaluate proposals and develop funding recommendations, or by the Board, which makes final funding decisions. If the proposal is recommended

for funding, the submitting university may be required to honor the commitments made in the original proposal; thus the institution should make only commitments it can realistically meet.

F. INSTITUTIONAL SCREENING COMMITTEE

The Board's Policy for Administration requires that proposals be screened by a campus committee to ensure that: (1) no conflict of interest exists (as defined by 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.

Institutional approval of the proposal and submission through LOGAN are considered a guarantee that no conflict of interest exists and that the proposal: (1) has been reviewed and approved for submission to the Board by all appropriate institutional officials who regularly are required to review proposals submitted for external review, including the submitting organization's authorized fiscal officer; (2) has met the objectives, eligibility requirements, and all other appropriate criteria as set forth in this RFP (e.g., the department or unit is eligible to submit a proposal in that year); and (3) is in the format required by the Board.

G. ASSESSMENT OF PROPOSALS BY OUT-OF-STATE EXPERTS

All proposals that meet the eligibility requirements and guidelines established for the Program will be reviewed by out-of-state experts for merit. Considerable care will be taken to ensure that these reviewers are: (1) experts in their fields and (2) impartial evaluators. Proposals will be rated based on the extent to which they meet specified criteria and ranked according to their scores. (See Rating Forms in Appendix B.) Proposals that receive average ratings in the range of 70-100 will be eligible to compete for Graduate Fellowship funds. Only in exceptional and unforeseen circumstances will the Board fund proposals which receive an average rating of 69 or less.

H. FINAL SELECTION OF PROPOSALS TO BE FUNDED

Based upon recommendations from out-of-state experts, the Board determines which proposals will be funded.

I. DEBRIEFING

Assessments completed by consultants for each proposal reviewed will be included in the consultants' report released in April of the competition year. This is the only debriefing information available for Traditional Graduate Fellows and Graduate Fellowships for Teachers proposals.

J. TIMETABLE

Timely implementation of this program requires solicitation of proposals in the current fiscal year (FY 2013-14) to enable those institutions with successful applications to recruit students during academic year (AY) 2014-15. Funding will be provided for students for the first time in AY 2015-16, contingent upon Board and Legislative action. The following schedule for submission, assessment, and approval of Graduate Fellows proposals will apply. If any of these dates fall on a Saturday, Sunday, or holiday, the deadline will be extended until 4:30 p.m. of the next working weekday:

October 15, 2013	Last day that potential applicants may ask questions about the RFP
November 14, 2013, 4:30 p.m. Central	Deadline for receipt of proposals submitted via LOGAN
November 2013 - March 2014	Proposals reviewed by out-of-state experts
April 2014	Reports and recommendations of out-of-state experts posted on the Sponsored Programs website
April 2014	Final action by the Board
AY 2014-15	One-year recruitment period
May 2015	Contracts negotiated and executed

K. PROJECT ACTIVATION AND COMPLETION DATES; PROJECT EXTENSIONS

The project activation date is August 1, 2015; the project termination date will depend upon the level of fellowship support recommended for funding. Termination dates are based on the award type of the longest duration as recommended by the review panel, as follows:

Graduate Fellowships for Teachers	August 31, 2017
Two-year Master’s program	July 31, 2018
Three-year Master’s program	July 31, 2019
Four-year Doctoral program	July 31, 2020

GF and GFT contract terms include an additional year beyond the maximum fellowship duration. This is an allowance for issues related to student recruitment and retention, to provide additional time to identify an appropriate fellowship recipient or to allow a recipient to take a limited leave of absence without penalty.

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 Education Quality 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 no additional costs are incurred.”

Given the requirement of the program to recruit graduate fellowship recipients in a timely manner and successfully retain those students, extensions to Graduate Fellows and Graduate Fellowships for Teachers projects are limited to one (1) year. Regardless of any contract extensions, under no circumstances may a fellowship recipient be awarded more than the full amount of support provided to a single fellowship slot.

Remaining unused funds or fellowship slots may not be redirected to increase a fellowship recipient's duration of support or annual stipend.

L. POST-AWARD EVALUATION OF FUNDED PROJECTS AND REPORTS REQUIRED

The Board's Policy for Administration states that "The Board of Regents will require that institutions receiving money under the Support Fund report periodically on the utilization of that money. All programs supported by the Fund will be reviewed at least annually. Data and information collected for review will vary depending upon the type of activity involved, but all information necessary to assess the effectiveness of each project will be gathered. As appropriate, the services of out-of-state consultants may be utilized in the evaluation process."

Successful projects will be required to comply with reporting requirements established by the Board. During the contract term, the project director is required to submit several types of reports, including a one-time recruitment report; annual progress and financial status reports; biannual, cumulative status reports indicating the current status of students recruited; a final project and cumulative status report; and a final expenditures report. Reporting formats are provided by the Board.

M. SPECIFICS OF BoRSF FELLOWSHIPS

1. Maximum Length of Appointment and Enrollment Status of Fellowship Recipients

- a. Traditional Graduate Fellows Program:
 1. Doctoral Fellows – The maximum length of the award will be four (4) years.
 2. Master's Fellows – The maximum length of the award will be two (2) years or, in the case of a terminal Master's degree (e.g., M.F.A.), three (3) years.
- b. GFT Program (Master's Fellows only) – The maximum length of the award will be one (1) year plus one (1) additional summer semester.

Recipients of fellowships under the Traditional Graduate Fellows Program must be full-time students and graduates of accredited institutions of higher education. Recipients of fellowships under the GFT Program must fit the criteria detailed in section III.B.1.b of this RFP. All projects begin on August 1 of the first award year.

2. Suggested Standards for Superior Academic Ability

In the evaluation of proposals, considerable weight will be given to the standards by which the institution measures superior academic ability. Which measures will be used and what weight will be assigned to them is left to the judgment of the campus, program, or department, and not set by the Board of Regents. The campuses must, however, gather multiple measures of a student's ability in order to justify the awarding of GF fellowships. Absent other factors, the institution must set minimum grade point averages and scores on the Graduate Record Examination (GRE) or other appropriate standardized admissions tests. The institution must explain clearly the circumstances under which it would permit exceptions to its established admissions policy. The following standards are suggestions:

- a. Grade Point Average (GPA) - The minimum acceptable GPA for both undergraduate and graduate work might be 3.5 on a 4.0 grading scale.
- b. Graduate Record Examination (GRE) - There is no minimum GRE score set by the Board of Regents for fellowship recipients. Composite scores should not be cited in the proposal.
- c. Writing sample and/or statement of purpose - Depending on the qualifications and skills necessary for success in a field of study, programs might request brief essays, research papers, and/or statements of purpose from applicants. Programs may also solicit a statement from the prospective fellow concerning his/her research interests.

- d. Letters of Recommendation - Programs may request letters of recommendation from individuals who know about the prospective fellow's academic history and/or potential.
- e. Interviews and/or Campus Visit - Admissions officers and faculty may choose to interview students, either on campus or off.

As deemed appropriate, the institution may impose other standards and requirements to ensure that only superior students are recruited.

IV. PROCEDURE AND DEADLINE FOR SUBMISSION OF PROPOSALS

Graduate Fellows proposals must be submitted electronically via the Louisiana Online Grants Administration Network (LOGAN), which may be accessed at <http://web.laregents.org> by clicking “LOGAN” on the menu at the top of the page. 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 copy.

V. PROPOSAL REQUIREMENTS AND FORMAT

The format and requirements for proposal submission must be followed closely. Proposals not adhering to requirements will not be considered for funding in the year of submission and the applicant will be notified that the proposal has been deemed noncompliant.

NOTE: The applicant is responsible for ensuring that the proposal is complete and correct upon submission to the Board, and no changes may be made to any proposal after the submission deadline. Disqualification of a proposal and/or any reviewer misunderstandings that occur because proposal contents (including all required forms) are incomplete, out of order, or contain incorrect information are solely the responsibility of the applicant.

A. GENERAL REQUIREMENTS AND STIPULATIONS

Proposed projects must be of sufficient duration (see section III.M.1 for maximum lengths of appointment) and must request sufficient funds to enable newly recruited students to complete their degree programs within the normally allowed time period. Proposals may not be written in such a manner that further proposals must be approved for funding to ensure continued payment of a fellowship already awarded. In addition, proposals must permit the expenditure of all funds during the period of the contract. Funds may not be requested for expenditure after the conclusion of the contract period.

1. Number of Copies – All proposals are submitted electronically. Paper originals and/or copies are not required and will not be accepted.
2. Addenda Submitted Separate from the Proposal – Proposals submitted to the Board must be complete upon submission. No addenda (e.g., letters of support) will be accepted before or after receipt of the proposal or separate from the LOGAN submission. A proposal sent to the Board of Regents through LOGAN may be released upon request of the submitting institution if additional changes are needed, provided such request is made before the deadline for receipt. A released proposal must be resubmitted through LOGAN prior to the deadline to be eligible for funding consideration.

3. General Format Stipulations – All narrative sections of the proposal must be presented in a PDF document with pages numbered, 1-inch margins at the top, bottom and on each side, and in type no smaller than 12 point. Data requested in the forms (see Appendix A) must be provided for all proposals. Proposals must be submitted via LOGAN.

B. SPECIFIC REQUIREMENTS AND FORMAT

Each proposal must include the following information:

1. Data Tables and Charts – GF data tables are available in LOGAN.
2. Narrative – The narrative should be comprehensive, providing requested information for all departments/units for which support is requested. All narrative sections should be presented in the following sequence and compiled as a single PDF document to be uploaded to LOGAN. The total proposal narrative, which excludes forms, budget pages and appendices, should not exceed twenty (20) pages in length.

a. Program Overview, History and Future Direction (7 pages maximum)

- i. Overview of Department/Unit: Briefly describe the department/unit, including numbers of faculty active in research, amount of external funding generated, student population, time to degree, and other relevant information.
- ii. Departmental Opportunities: Provide specific indices of existing excellence and evidence to support claims for future progress. All GF proposals should address the following questions: What is the submitting department's/unit's greatest opportunity for achieving or maintaining regional, national, and/or international standards of excellence? What is the department's/unit's greatest opportunity to contribute to the economic development of Louisiana? GFT proposals should include analysis of the needs of K-12 schools and teachers targeted by the requested fellowships.
- iii. Departmental Action: How has the department/unit taken action on opportunities over the last five years? How have existing resources been used to propel the department/unit toward eminence? What specific challenges has the department/unit faced? Support each case with concrete data and/or examples. Include accreditation information only when applicable and current. For GFT proposals, indicate departmental and program participation in school reform and teacher training efforts and specify any measurable impact of previous awards on the quality of education in the fellows' schools and districts.
- iv. Purpose of Support Fund Graduate Fellowships: What is the proposed purpose of these fellowships? Where do Support Fund fellowships fit into the described departmental/unit opportunities to achieve regional, national, and/or international eminence in terms of both research and education? How does BoRSF support link to plans for diversifying or broadening both pools of applicants and student populations? For GFT proposals, indicate the potential impact of these awards on the Master's-level program and on science and/or mathematics education at the fellows' schools. Provide quantitative and anecdotal evidence, if possible.

b. Work Plan (12 pages maximum)

- i. Degree Program: Describe the degree program(s) for which fellowships are requested. Include information on curriculum, basic program components, and program objectives.
- ii. Student Recruitment: Provide information on student recruitment experiences and future plans. In particular, describe:
 - a. Recruitment history related to and future plans for attracting a high-quality applicant pool among U.S. citizens and permanent residents. For GFT proposals, describe plans for and experience in recruiting and enrolling in-service teachers.
 - b. Recruitment history related to and future plans for attracting high-quality underrepresented minority students.
- iii. Standards for Fellowship Recipient Selection: Describe and justify academic and other standards by which students will be selected to receive Board of Regents awards. If GRE scores are included as a selection standard, indicate which score—verbal, analytical, or quantitative—is considered primary in evaluation of applicants. ETS has indicated that the use of composite scores is inappropriate; thus composite scores should not under any circumstances be provided in the proposal.
- iv. Mentoring and Student Tracking: Describe programs for mentoring and tracking progress of graduate students in the department/unit both before and after an advisor is selected. Include in this section information about student retention problems and successes, and relate these to future plans of action.
- v. Involvement of STEM Fellows in K-12 Education: Students who receive Support Fund fellowships in sciences, mathematics, and/or engineering are required to participate in at least one event each semester they hold the fellowship, in which they work with an elementary and/or secondary school or a local school association to enhance interest of elementary and/or secondary students in science, engineering and/or mathematics. (See Appendix C for the Board's rationale.) All departments or units submitting proposals in science, engineering, and/or mathematics disciplines must include a plan by which the department(s) will involve Support Fund fellowship recipients in these types of activities.

- c. Stipend Request (1 page maximum):** Identify and provide a rationale for the stipend level proposed for these fellowships. Include a schedule by which students will be paid, and indicate whether students will be required as part of their fellowship responsibilities to enroll for the nine-month academic year or a twelve-month course of study.

3. Proposed Budget

- a. Detailed budgets and justifications must be submitted for each year of the proposed project, using electronic forms supplied by the Board through LOGAN. A general description of institutional and/or other matching support also must be included, if appropriate.

- b. Only under exceptional circumstances and with substantial justification will the Board authorize expenditure of Support Fund money in the Graduate Fellows Program for purposes other than stipends. Indirect costs, costs for recruitment activities, travel, fee waivers, supplementary stipends, and other expenses related to recruitment and retention of fellowship recipients may be included as part of institutional cost sharing.
 - c. Support Fund money may not be used to support regular, ongoing operating costs of existing or proposed programs, entities, or projects. As indicated in Section I.B of this RFP, Article VII, Section 10.1 of the Louisiana Constitution stipulates that “The monies appropriated by the Legislature and disbursed from the Support Fund shall not...displace, replace, or supplant other appropriated funding for higher education...” Applicants must make a case in their proposals for why what they are proposing does not violate this stipulation. Support Fund Program staff will make the final panel of out-of-state evaluators aware of this Constitutional prohibition, as well as the current economic climate for higher education in Louisiana. The panel will then be asked to develop recommendations relative to whether providing Support Fund monies for specific proposals under serious consideration would violate this constitutional stipulation.
 - d. Institutions are required to provide a full tuition waiver for each fellowship requested. Other institutional matching commitments are encouraged.
4. Appendix (separate PDF attachment)

Attach only essential material supplementary to and referenced in the body of the proposal. The appendix may include catalog entries for graduate courses of study, expanded faculty information, past or proposed recruitment materials, letters of support, and other materials immediately relevant to the aim and intent of the proposal. Note that a brief biosketch or abbreviated curriculum vitae for each key faculty participant is preferable to a full CV. Elements of the appendix should be clearly delineated and numbered as they relate to sections of the proposal narrative. When possible, provide URLs for access of materials.

APPENDIX A

PROPOSAL SUBMISSION FORMS

Forms for submission of Graduate Fellowships proposals are available on LOGAN and in an MS Word document at <http://web.laregents.org/downloads/rfps-policies-forms/>

APPENDIX B

SAMPLE PROPOSAL RATING FORMS

Traditional Graduate Fellows Proposal Rating Form

Graduate Fellowships for Teachers Program Proposal Rating Form

**BOARD OF REGENTS SUPPORT FUND
TRADITIONAL GRADUATE FELLOWS PROGRAM - FY 2013-14**

RATING FORM

Proposal Number: _____

Institution/Dept: _____

Each consultant will rate each proposal based on the weighted scale in categories I-IV.

I. Quality Considerations (40 points)

_____ of 25 pts.

1.1 Will the anticipated academic contribution of the targeted graduate students be likely to elevate to higher levels of performance departments or units which have attained--or show clear promise of attaining--regional, national, or international standards of eminence commensurate with degree offerings and/or functions?

_____ of 15 pts.

1.2 Will the standards that have been established by the department or unit ensure that targeted students are of superior academic ability?

II. Economic Development Considerations (20 points)

_____ of 10 pts.

2.1 Will the anticipated academic contribution of the targeted graduate students be likely to elevate to higher levels of performance departments or units which have promoted--or show clear promise of promoting--economic development in the State?

_____ of 10 pts.

2.2 Will the targeted students' educational and research interests and activities have the potential to advance the economic development of the State?

III. Feasibility Considerations (30 points)

_____ of 9 pts.

3.1 Has the department or unit's past and current record of graduate recruitment been a successful one? If the department or unit's track record has been less than successful, does the plan for improvement hold significant promise for success?

_____ of 6 pts.

3.2 Does the department or unit have a program for recruitment of minorities and women in those fields at Louisiana institutions of higher education in which there has been historical under-representation? If so, does it appear to have the potential to be effective?

_____ of 5 pts.

3.3 Is the strategy for recruitment adequate and feasible?

_____of 4 pts.

3.4 Are the selection procedures and criteria well thought out and fair?

_____of 3 pts.

3.5 Are the standards that have been set to determine satisfactory progress adequate?

_____of 3 pts.

3.6 Is the plan for tracking student progress adequate and feasible?

IV. Budgetary Considerations (10 points)

_____of 5 pts.

4.1 Are the amounts of the stipends to be awarded reasonable, yet adequate to recruit truly superior students?

_____of 5 pts.

4.2 Is the institution offering to share costs in an appropriate and significant manner?

_____RATING TOTAL

V. Bases of Rating

Summarize briefly the notable features of each proposal which influenced most decisively the ratings given. Views of the entire committee relative to each proposal will be summarized in the general report.

GENERAL RANKING: _____

Ratings of individual consultants will be averaged to derive a single score for each proposal. Proposals will then be ranked based on this score. The ranking of proposals will be included in review panel's general report.

(Rev. 5/2013)

**BOARD OF REGENTS SUPPORT FUND
GRADUATE FELLOWSHIPS FOR TEACHERS PROGRAM - FY 2013-14**

RATING FORM

Proposal Number: _____

Institution/Dept: _____

ELIGIBILITY CONSIDERATIONS:

Yes No

___ ___ Only individuals who can complete the program in one year have been targeted.

___ ___ Only teachers at the secondary and below levels have been targeted for potential participation in this program.

___ ___ The applicant institution will require potential participants to sign affidavits committing themselves to teach at least one semester in Louisiana for each semester they receive a BoRSF graduate fellowship.

Each consultant will rate each proposal based on the weighted scale in categories I-IV.

I. Quality Considerations (35 points)

_____ of 23 pts. 1.1 Will the anticipated academic contribution of the targeted graduate students be likely to elevate to higher levels of performance departments or units which have attained--or show clear promise of attaining--regional, national, or international standards of eminence commensurate with degree offerings and/or functions?

_____ of 12 pts. 1.2 Will the standards that have been established by the department or unit ensure that targeted students are of superior academic ability?

II. Economic Development Considerations (35 points)

_____ of 15 pts. 2.1 Will the anticipated academic contribution of the targeted graduate students be likely to elevate to higher levels of performance departments or units which have promoted--or show clear promise of promoting--economic development in the State?

_____ of 20 pts. 2.2 Will the targeted students' educational interests and activities have the potential to advance the economic development of the State? Has the applicant institution presented a persuasive argument that the specific discipline in which the proposed fellowship recipient would be teaching is important to the State's economic development?

III. Feasibility Considerations (20 points)

_____ of 5 pts. 3.1 Has the department or unit's past and current record of graduate recruitment been a successful one? If the department or unit's track record has been less than successful, does the plan for improvement hold significant promise for success?

_____ of 5 pts. 3.2 Does the department or unit have a program for recruitment of minorities and women in those fields at Louisiana institutions of higher education in which there has been historical under-representation? If so, does it appear to have the potential to be effective?

_____ of 5 pts. 3.3 Does the strategy for recruitment appear to be adequate and feasible?

_____ of 5 pts. 3.4 Are the selection procedures and criteria well thought out and fair?

IV. Budgetary Considerations (10 points)

_____ of 5 pts. 4.1 Are the amounts of the stipends to be awarded reasonable, yet adequate to recruit truly superior students?

_____ of 5 pts. 4.2 Is the institution offering to share costs in an appropriate and significant manner?

_____ RATING TOTAL

V. Bases of Rating

Summarize briefly the notable features of each proposal which influenced most decisively the ratings given. Views of the entire committee relative to each proposal will be summarized in the general report.

GENERAL RANKING: _____

Ratings of individual consultants will be averaged to derive a single score for each proposal. Proposals will then be ranked based on this score. The ranking of proposals will be included in review panel's general report.

APPENDIX C

**PLAN TO INVOLVE SUPPORT FUND GRADUATE FELLOWSHIP RECIPIENTS IN
MATHEMATICS, SCIENCE AND ENGINEERING IN PROMOTING INTEREST OF K-12
STUDENTS IN CAREERS IN THOSE DISCIPLINES**

**PLAN TO INVOLVE BOARD OF REGENTS SUPPORT FUND GRADUATE FELLOWSHIP
RECIPIENTS IN MATHEMATICS, SCIENCE, AND ENGINEERING
IN PROMOTING THE INTEREST OF K-12 STUDENTS IN CAREERS
IN THOSE DISCIPLINES**

In the past several years, studies have shown that the largest growth in employment occurs in sectors utilizing advanced and/or new technology. To attract industry to Louisiana, a sizeable labor pool that is technologically literate (i.e., well-schooled in mathematics, the sciences, and/or engineering) is needed. Efforts to increase the scientific and technological literacy of Louisiana's labor force should include a focus on the minority population of our State. In Louisiana, as elsewhere in the nation, minorities participate at a lesser rate in the science and engineering fields than in any other professional and/or occupational endeavor. Since Louisiana's minority population represents 30% of the potential work force, it is particularly important to foster policies that stress minority participation.

Some steps have already been taken to attempt to address the issue of increasing the interest of K-12 students in careers in mathematics, science, and engineering. For example, Louisiana EPSCoR operates the Speaking of Science program to link strong research groups to elementary and secondary schools. Additionally, the Louisiana Systemic Initiatives Program (LaSIP) and the Louisiana Gaining Early Awareness and Readiness for Undergraduate Programs (LA GEAR UP) initiative support projects designed to upgrade/enhance mathematics and science education in the K-12 age groups.

As one more step toward enhancing the science/engineering "pipeline" in Louisiana, recipients of Board of Regents Support Fund Graduate Fellows awards in the sciences, mathematics, and engineering that began in academic year 1993-94 – and all recipients of Support Fund Graduate Fellows awards in science, mathematics, and engineering thereafter – are required to participate in at least one event during each semester in which he/she holds a Support Fund Graduate Fellows award. A Support Fund Graduate Fellow might demonstrate a particular scientific concept to a class, give a talk about going into a science or mathematics field at a local secondary school, assist and/or advise a science teacher who is attempting to design a science/mathematics experience for students, give a talk on the importance of engineering at an in-service workshop for elementary/secondary school teachers, participate in judging a science fair, etc. Entities such as LaSIP, LA GEAR UP and Louisiana EPSCoR may assist institutions, participating departments and fellowship recipients locate appropriate opportunities. Applicants must, however, include in their proposals a plan with specific examples, to accomplish this goal.

APPENDIX D

TAXONOMY OF DISCIPLINES

TAXONOMY OF DISCIPLINES
USED IN THE BOARD OF REGENTS SUPPORT FUND PROGRAMS

NATURAL SCIENCES - BIOLOGICAL
-BIOLOGICAL (CONTINUED)

Agriculture

- 0101 Agricultural Economics
- 0102 Agricultural Production
- 0103 Agricultural Sciences
- 0104 Agronomy
- 0105 Animal Sciences
- 0106 Fishery Sciences
- 0107 Food Sciences
- 0108 Forestry and Related Sciences
- 0109 Horticulture
- 0110 Resource Management
- 0111 Parks and Recreation Management
- 0112 Plant Sciences
(Except Agronomy, see 0104)
- 0113 Renewable Natural Resources
- 0114 Soil Sciences
- 0115 Wildlife Management
- 0199 Agriculture - Other

Biological Sciences

- 0201 Anatomy
- 0202 Biochemistry/Biophysics
- 0203 Biology
- 0204 Biometry
- 0205 Botany
- 0206 Cell and Molecular Biology
- 0207 Ecology
- 0208 Embryology
- 0209 Entomology and Parasitology
- 0210 Genetics
- 0211 Marine Biology
- 0212 Microbiology
- 0213 Neurosciences
- 0214 Nutrition
- 0215 Pathology
- 0216 Pharmacology
- 0217 Physiology
- 0218 Radiobiology
- 0219 Toxicology
- 0220 Zoology
- 0299 Biological Sciences - Other

NATURAL SCIENCES - COMPUTATIONAL

Computer and Information Sciences

- 0401 Computer Programming
- 0402 Computer Sciences
- 0403 Data Processing
- 0404 Information Sciences
- 0405 Microcomputer Applications
- 0406 Systems Analysis
- 0499 Computer Sciences - Other

NATURAL SCIENCES

Health and Medical Sciences

- 0601 Allied Health
- 0602 Audiology and Speech Pathology
- 0603 Chiropractic
- 0604 Dental Sciences
- 0605 Environmental Health
- 0606 Epidemiology
- 0607 Health Science Administration
- 0608 Immunology
- 0609 Medical Sciences
- 0610 Nursing
- 0611 Optometry
- 0612 Osteopathic Medicine
- 0613 Pharmaceutical Sciences
- 0614 Podiatry
- 0615 Pre-Medicine
- 0616 Public Health
- 0617 Veterinary Science
- 0699 Health and Medical Sciences - Other

NATURAL SCIENCES - PHYSICAL

Chemistry

- 0301 Chemistry, General
- 0302 Analytical Chemistry
- 0303 Inorganic Chemistry
- 0304 Organic Chemistry
- 0305 Pharmaceutical Chemistry
- 0306 Physical Chemistry
- 0399 Chemistry - Other

Physics and Astronomy

- 0801 Astronomy
- 0802 Astrophysics
- 0803 Atomic/Molecular Physics
- 0804 Nuclear Physics
- 0805 Optics
- 0806 Planetary Science
- 0807 Solid State Physics
- 0899 Physics and Astronomy - Other

ENGINEERING - A (CONTINUED)

Engineering - Electrical and Electronics

- 1201 Computer Engineering
- 1202 Communications Engineering
- 1203 Electrical Engineering
- 1204 Electronics Engineering
- 1299 Electrical and Electronics
Engineering - Other

Mathematical Sciences

- 0701 Actuarial Sciences
- 0702 Applied Mathematics
- 0703 Mathematics
- 0704 Probability and Statistics
- 0799 Mathematical Sciences - Other

NATURAL SCIENCES - EARTH/ENVIRONMENTAL

Earth, Atmospheric, and Marine Sciences

- 0501 Atmospheric Sciences
- 0502 Environmental Sciences
- 0503 Geochemistry
- 0504 Geology
- 0505 Geophysics and Seismology
- 0506 Paleontology
- 0507 Meteorology
- 0508 Oceanography
- 0599 Earth, Atmospheric, and
Marine Sciences - Other
- 4403 Environmental Design
- 4405 Landscape Architecture

ENGINEERING - A

Engineering - Chemical

- 1001 Chemical Engineering
- 1002 Pulp and Paper Production
- 1003 Wood Science
- 1099 Chemical Engineering - Other

Engineering - Civil

- 1101 Architectural Engineering
- 1102 Civil Engineering
- 1103 Environmental/Sanitary Engr.
- 1199 Civil Engineering - Other

ENGINEERING - B

Engineering - Industrial

- 1301 Industrial Engineering
- 1302 Operations Research
- 1399 Industrial Engineering - Other

Engineering - Materials

- 1401 Ceramic Engineering
- 1402 Materials Engineering
- 1403 Materials Science
- 1404 Metallurgical Engineering
- 1499 Materials Engineering - Other

Engineering - Mechanical

- 1501 Engineering Mechanics
- 1502 Mechanical Engineering
- 1599 Mechanical Engineering - Other

Engineering - Other

- 1601 Aerospace Engineering
- 1602 Agricultural Engineering
- 1603 Biomedical Engineering
- 1604 Engineering Physics
- 1605 Engineering Science
- 1606 Geological Engineering
- 1607 Mining Engineering
- 1608 Naval Architecture and
Marine Engineering
- 1609 Nuclear Engineering
- 1610 Ocean Engineering
- 1611 Petroleum Engineering
- 1612 Systems Engineering
- 1613 Textile Engineering
- 1699 Engineering - Other

SOCIAL SCIENCES

Anthropology and Archaeology

- 1701 Anthropology
- 1702 Archaeology

Communication

Economics

- 1801 Economics
- 1802 Econometrics

Law (5102)

Political Science

- 1901 International Relations
- 1902 Political Science and Government
- 1903 Public Policy Studies
- 1999 Political Science - Other

Psychology

- 2001 Clinical Psychology
- 2003 Community Psychology
- 2004 Comparative Psychology
- 2005 Counseling Psychology
- 2006 Developmental Psychology
- 2007 Experimental Psychology
- 2008 Industrial and Organizational Psychology
- 2009 Personality Psychology
- 2010 Physiological Psychology
- 2011 Psycholinguistics
- 2012 Psychometrics
- 2013 Psychopharmacology
- 2014 Quantitative Psychology
- 2015 Social Psychology
- 2099 Psychology - Other

Sociology and Social Work

- 2101 Demography
- 2102 Sociology
- 5001 Social Work

Social Sciences - Other

- 2201 Area Studies
- 2202 Criminal Justice/Criminology
- 2203 Geography
- 2204 Public Affairs and 4801 Public Administration
- 2205 Urban Studies and 4406 Urban Design
- 2299 Social Sciences - Other
- 4401 Architecture
- 4402 City and Regional Planning
- 4404 Interior Design
- 5101 Interdisciplinary Programs

SOCIAL SCIENCES (CONTINUED)

Communications

- 4501 Advertising
- 4502 Communications Research
- 4503 Journalism and Mass

- 4504 Public Relations
- 4505 Radio, TV and Film
- 4506 Speech Communication
- 4599 Communications - Other

Home Economics

- 4601 Consumer Economics
- 4602 Family Relations
- 4699 Home Economics - Other

Library and Archival Sciences

- 4701 Library Science
- 4702 Archival Science
- 2002 Cognitive Psychology

ARTS

Arts - History, Theory, and Criticism

- 2301 Art History and Criticism
- 2302 Music History, Musicology, and Theory
- 2399 Arts - History, Theory, and Criticism - Other

Arts - Performance and Studio

- 2401 Art
- 2402 Dance
- 2403 Drama/Theatre Arts
- 2404 Music
- 2405 Design (including Industrial)
- 2406 Fine Arts
- 2499 Arts - Performance and Studio - Other

Arts - Other

- 2999A Arts - Other
- 5101A Interdisciplinary Programs

HUMANITIES

English Language and Literature

- 2501 English Language and Literature
- 2502 American Language and Literature
- 2503 Creative Writing
- 2599 English Language and Literature - Other

HUMANITIES (CONTINUED)

2601 Asiatic Languages
2602 Foreign Literature
2603 French
2604 Germanic Languages
2605 Italian
2606 Russian
2607 Semitic Languages
2608 Spanish
2699 Foreign Languages - Other

History

2701 American History
2702 European History
2703 History of Science
2799 History - Other

Philosophy

2801 All Philosophy Fields

Humanities - Other

2901 Classics
2902 Comparative Language and
Literature
2903 Linguistics
2904 Religious Studies; 4901 Religion;
and 4902 Theology
2999H Humanities - Other
5101H Interdisciplinary Programs

EDUCATION

Education - Administration

3001 Educational Administration
3002 Educational Supervision

Education - Curriculum and Instruction

3101 Curriculum and Instruction

Education - Early Childhood

3201 Early Childhood Education

Education - Elementary

3301 Elementary Education
3302 Elementary-level Teaching
Fields

EDUCATION (CONTINUED)

Foreign Language and Literature

Education - Evaluation and Research

3401 Educational Statistics and
Research
3402 Educational Testing Evaluation
and Measurement
3403 Educational Psychology
3404 Elementary and Secondary
Research
3405 Higher Education Research

Education - Higher

3501 Educational Policy
3502 Higher Education

Education - Secondary

3601 Secondary Education
3602 Secondary Level Teaching
Fields

Education - Special

3701 Education of the Gifted
3702 Education of the Handicapped
3703 Education of Special Learning
Disabilities
3704 Remedial Education
3799 Other Special Education
Fields

Education - Student Counseling and Personnel Services

3801 Personnel Services
3802 Student Counseling

Education - Other

3901 Adult and Continuing Education
3902 Bilingual/Crosscultural Education
3903 Educational Media
3904 Junior High/Middle School
Education
3905 Pre-Elementary Education
3906 Social Foundations
3907 Teaching English as a Second
Language/Foreign Language
3999 Other Education Fields

BUSINESS

Accounting

- 4001 Accounting
- 4002 Taxation

Banking and Finance

- 4101 Commercial Banking
- 4102 Finance
- 4103 Investments and Securities

Business, Administration and Management

- 4201 Business Administration and
Management
- 4202 Human Resource Development
- 4203 Institutional Management
- 4204 Labor/Industrial Relations
- 4205 Management Science
- 4206 Organizational Behavior
- 4207 Personnel Management
- 4299 Business Management - Other

Business - Other

- 4301 Business Economics
- 4302 International Business Management
- 4303 Management Information Systems
- 4304 Marketing and Distribution
- 4305 Marketing Management and Research
- 4399 Business Fields - Other

(2013)