BOARD OF REGENTS SUPPORT FUND
ENHANCEMENT PROGRAM

GUIDELINES FOR THE SUBMISSION OF PROPOSALS TO THE
ENHANCEMENT SUBPROGRAM FOR TWO-YEAR INSTITUTIONS

(This RFP excludes the Traditional and Undergraduate Enhancement Subprograms.)

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PROPOSALS DUE:
October 24, 2014
4:30 p.m. Central

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FISCAL YEAR 2014-15
Request for Proposals Number 2014-07

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

Revised 6/2014

REQUEST FOR PROPOSALS NUMBER 2014-07

<u>IMPORTANT NOTICES</u>

1. **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. Central, **October 15, 2014**. Inquiries about the Enhancement Program for Two-Year Institutions RFP should be directed to Ms. Noreen Lackett, Enhancement Program Manager, at (225) 342-4253 or 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.

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, 2014 to be considered prior to the issuance of the next RFP.

3. **Traditional and Undergraduate Enhancement Subprograms**
   Regulations governing proposal submission for FY 2014-15 under the Traditional and Undergraduate Enhancement Subprograms are promulgated in a separate RFP.

4. **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, this RFP is available on the Internet at https://web.laregents.org under the Downloads tab.

5. **Proposal Submission Deadlines**
   Electronic proposal submissions are due on October 24, 2014 by 4:30 p.m. Central. If this date falls on a holiday or weekend, proposals are due by 4:30 p.m. Central on the following working weekday.

   All Enhancement Program proposals must be submitted through the Louisiana Online Grant Automation Network (LOGAN). This RFP excludes directions for submitting the proposal electronically. The applicant should print a copy of the submitted proposal for his/her own records. For help with electronic submission, e-mail support@laregents.org.

6. **Guidance for Prospective Applicants via Telephone, E-mail and/or Teleconference**
   The Board's Enhancement Program Managers are available to speak personally with potential applicants to the program—in groups or individually—through telephone and/or audio- or video-conferences, to explain program guidelines and advise on project development. To arrange a meeting, campus Sponsored Program or Grants officers should contact Ms. Noreen Lackett at 225-342-4253 or noreen.lackett@la.gov as early as possible in the fiscal year.

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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 Board of Regents Support Fund (hereinafter sometimes 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) section of the Federal Outer Continental Shelf Lands Act. Twenty-five percent of the interest earned from 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, Support Fund money 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 to 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:

1. the carefully defined research efforts of public and private universities in Louisiana;
2. the endowment of chairs for eminent scholars;
3. the enhancement of the quality of academic, research, or agricultural departments or units within a university; and,
4. 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, Board of Regents' policies affirm 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. 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 faculty member or representative of the news media), a copy of the proposal, by law, must be provided.

D. ENHANCEMENT PROGRAM ADMINISTRATORS; 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, 225-342-4253 or noreen.lackett@la.gov. In compliance with R.S. 39:1503, questions will be accepted and answered until October 15, 2014. As soon as possible after that date, all questions asked about this RFP and all answers provided in response to these questions will be transcribed and posted on the Sponsored Programs website, https://web.laregents.org. To ensure that all parties receive the same information, no inquiries, whether oral or written, will be accepted after the deadline.

II. TYPES OF ENHANCEMENT SUBPROGRAMS

The Enhancement Program consists of five components: the Endowed Professorships Subprogram; the Endowed Undergraduate Scholarships for First-Generation College Students Subprogram; the Enhancement Subprogram for Two-Year Institutions; the Traditional Enhancement Subprogram (including multidisciplinary); and the Undergraduate Enhancement Subprogram. Applicants should be aware that: (1) the requirements for these subprograms vary; and (2) several sets of criteria have been established to evaluate these proposals. The Endowed Professorships, Endowed Undergraduate Scholarships, Traditional and Undergraduate Enhancement Subprograms are explained in detail in other documents available at https://web.laregents.org.

THIS RFP CONTAINS INFORMATION RELEVANT TO THE ENHANCEMENT SUBPROGRAM FOR TWO-YEAR INSTITUTIONS ONLY.

III. BACKGROUND REGARDING DEVELOPMENT OF THE ENHANCEMENT SUBPROGRAM 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 2002-03 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. The Board of Regents Support Fund Planning Committee, the Support Fund Advisory Committee, and the Board of Regents concur that the Enhancement Subprogram for Two-Year Institutions continues to be needed.

Two-Year Enhancement Subprogram Funding History

Year	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	$63,831
2010-2011	17	$1,072,017	$63,060
2011-2012	16	$1,071,445	$66,965
2012-2013	8	$ 741,106	$65,600
2013-2014	12	$ 690,400	$57,533

IV. ENHANCEMENT SUBPROGRAM FOR TWO-YEAR INSTITUTIONS

A. GOALS OF PROGRAM
This Enhancement Subprogram is designed to meet academic and support needs of community colleges: (1) to improve student achievement; (2) to enhance the quality of academic and academic support services; and (3) to improve workforce and career development services and opportunities. The program's goal is to provide eligible colleges an opportunity to develop proposals that will:
- Strengthen the infrastructure of Louisiana's two-year institutions;
- Enhance 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.

B. 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.

1. **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, transfer to baccalaureate degree-offering institutions, and/or attainment of a career opportunity.

   Possible Initiatives:
   a) Implement plans to increase enrollment in high growth areas of employment and advanced educational opportunities
   b) Implement strategies to enroll first-generation students, individuals with disabilities, under-represented minorities, and members of other under-represented populations
   c) Implement innovative approaches to improve placement testing and student course selection
   d) Implement innovative approaches to improve the delivery of instruction
   e) Implement student success measures that will improve student program completion
   f) Implement strategies to improve the transfer rate of students to baccalaureate degree-awarding institutions – these may include articulation and transfer agreements
   g) Implement strategies to improve student academic and career counseling

2. **Curricular Revisions and Workforce Development**
   Develop projects that will improve curricula for the purposes of student learning, skill development, and meeting workforce demands.

   Possible Initiatives:
   a) Develop partnerships with technical colleges to improve academic pathways for certificate and diploma students into associate degree-awarding programs
   b) Explore, develop, and implement new programs using emerging technologies
   c) Enhance library, laboratory, and information technology resources that support teaching and learning
   d) 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
   e) Enhance general education programs

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

   Possible Initiatives:
   a) Form partnerships to provide a seamless pipeline of instruction that would include dual enrollment courses for both academically oriented and technically oriented students
   b) Form partnerships with businesses and industries to enhance career development and training programs

    c) Form partnerships with entities that would provide additional resources (cash, equipment, training space, or other tangible assets) to enhance career development and training programs

    d) Form partnerships with four-year institutions to enhance transfer options

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

    <u>Possible Initiatives:</u>
    a) Incorporate use of technology into academic and student support areas of the college
    b) Implement new or enhanced electronic technologies for instruction and learning
    c) Acquire technology equipment that would enhance active learning in the classroom and/or laboratory

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

    <u>Possible Initiatives:</u>
    a) Implement professional development programs that will renew and enhance the skills essential for student achievement and success
    b) Provide opportunities for faculty and staff to upgrade skills in the use of technology related to their areas of expertise and assignment

C. ELIGIBILITY CONSIDERATIONS

1. **Eligible Campuses**
The following institutions are eligible to compete in the Enhancement Program for Two-Year Institutions in FY 2014-15:
- Baton Rouge Community College
- Bossier Parish Community College
- Central Louisiana Technical Community College
- Delgado Community College
- L. E. Fletcher Technical Community College
- Louisiana Community & Technical College System
- Louisiana Delta Community College
- Louisiana State University-Eunice
- Northshore Technical Community College
- Elaine P. 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. The lead must be one of the institutions listed above.

2. **Principal Investigator**. Only faculty, administrators, or other professional staff employed by the eligible two-year institution or the LCTCS office may act as a principal or co-principal investigator. Principal investigators who are delinquent in submitting contractually required reports for prior or existing Board of Regents Support Fund and/or Federal awards managed by the Board of Regents Sponsored Programs Section are precluded from submitting a proposal in response to this RFP until the required report(s) has been received and accepted by the Board.

3. **Eligible Activities.** All activities that enhance academic achievement, career development and employment are eligible areas for proposal development.

4. **Eligibility of Two-Year Institutions to Submit Proposals to the Traditional and Undergraduate Enhancement Subprograms.** Eligible institutions listed in Section IV.C.1 above are strongly encouraged to submit proposals to the Traditional and Undergraduate Enhancement Subprograms as well as to the Enhancement Subprogram for Two-Year Institutions. However, the same (or a very similar) proposal may not be submitted for funding consideration in more than one competitive Enhancement Subprogram (Undergraduate Enhancement, Traditional Enhancement, and Enhancement for Two-Year Institutions) during the same competitive cycle. In the event that duplicate or very similar proposals are submitted to multiple Enhancement Subprograms in the same cycle, all affected proposals may be disqualified.

D. **DURATION**
No proposal may seek more than one (1) year of support through the Enhancement Subprogram for Two-Year Institutions.

E. **NUMBER OF PROPOSALS A TWO-YEAR INSTITUTION MAY SUBMIT**
There is no limit on the number of proposals an eligible institution may submit.

F. **MONETARY LIMITATIONS**
The FY 2014-15 Support Fund Plan and Budget allocates $1,100,000 for new Enhancement Subprogram for Two-Year Institutions projects. The Support Fund in recent years has received less income than projections indicated; thus the actual amount available for new awards may be reduced.

Applicants to the Enhancement Subprogram for Two-Year Institutions may request no less than $5,000 and no more than $150,000 per proposal. Applicants should be aware, however, that the average award in the FY 2013-14 competition was $57,533 (see Section III for previous years' awards). Large awards are not typical and, in the current budget environment, may be difficult to fund. Applicants should analyze proposed budgets carefully and request only items necessary to achieve project goals.

G. **COST SHARING AND MATCHING COMMITMENTS**
Potential applicants and college officials should note that any institutional cost-sharing commitments are binding. The Board strongly encourages colleges to make only those commitments that they can realistically meet. Discounts on equipment purchases are not eligible for inclusion as 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 campus's Sponsored Programs or other designated office, and certifies 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, required on the budget page 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 requested.

H. INSTITUTIONAL SCREENING COMMITTEE

Proposals should be carefully screened by a campus committee 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.

Submission of the proposal by the campus is 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 and system 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 college is eligible to submit a proposal in that year); and (3) is in the format required by the Board.

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

All awards (to enhance departments and units) will be subject to external review by an appropriate panel(s) of experts. Accordingly, the Board will select and engage the services of out-of-state experts familiar with the needs and foci of two-year campuses.

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

J. FINAL SELECTION OF PROPOSALS TO BE FUNDED

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

K. DEBRIEFING

A copy of the composite rating form completed by consultants for each proposal will be provided in the complete consultants' report (available online at https://web.laregents.org under the Downloads tab) in April each year. This is the only debriefing that will be available for Enhancement Program proposals.

L. TIMETABLE

Contingent upon Board and Legislative action, the following schedule for submission, assessment, and approval of awards will apply for FY 2014-15. **If deadline dates fall on a Saturday, Sunday, or holiday, the deadlines will be extended until 4:30 p.m. Central of the next working weekday.**

July 2014	Request for proposals issued
October 15, 2014	Last day that applicants may ask questions about this RFP
October 24, 2014, 4:30 p.m. Central	Deadline for receipt of Two-Year Institution Enhancement proposals through LOGAN
November 2014 – March 2015	Proposals reviewed by out-of-state experts
April 2015	Reports and recommendations of out-of-state experts published
April 2015	Final action by the Board
May and June 2015	Contracts negotiated and executed

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

The Board of Regents requires that institutions receiving monies from the Support Fund report periodically on the utilization of those monies. 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 experts may be utilized in the evaluation process.

Periodically, the Board will conduct a comprehensive assessment of the effectiveness of each funded project as part of a general review of academic programs in the relevant disciplines. At a minimum, annual and final progress and financial status reports will be required of the principal investigator.

V. PROCEDURES AND DEADLINE FOR SUBMISSION OF PROPOSALS

All proposals submitted to the Board must be complete upon submission and received electronically through LOGAN. Modules for submitting Enhancement Program proposals will be available on LOGAN, accessed at https://web.laregents.org by clicking "LOGAN" on the menu at the top of the page. **Paper originals or copies will not be accepted.**

COMPLETION AND SUBMISSION OF MATERIALS ON OR BEFORE CITED DEADLINES: Submission deadlines are absolute; all campus work on the proposal, including final approval and submission to the Board of Regents by the designated campus office, must be completed on or before the deadline date and time. The online proposal submission system is programmed to close at the deadline cited in this RFP.

After the applicant submits the completed proposal to his/her campus' Sponsored Programs, Institutional Advancement, Grants, or other designated office, confirmation of receipt of the electronic proposal will be e-mailed to the applicant and the campus. **A second e-mail will be sent as soon as possible after the submission deadline indicating whether the proposal has been submitted in compliance with RFP instructions or disqualified for lack of compliance.**

> **NOTE: Applicants are 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.**

**Electronic proposals must be approved by the institution's
Sponsored Programs/Institutional Advancement/Grants
or other designated office and
submitted to the Board of Regents via LOGAN by 4:30 p.m. Central, October 24, 2014.**

VI. PROPOSAL REQUIREMENTS AND FORMAT

GENERAL FORMAT STIPULATIONS: All narrative sections of the proposal must be presented in a single PDF document with pages numbered, 1-inch margins at the top, bottom and on each side, and in type no smaller than 12 point. Forms must be completed and proposals submitted via LOGAN.

The following requirements and format for Two-Year Institution Enhancement Subprogram proposals must be followed closely. Proposals that do not adhere to these guidelines may be disqualified for noncompliance. Each proposal must include the following information:

A. <u>**COVER PAGE**</u>: Each item on the cover page must be completed. If the proposal is a continuation request, the additional information requested must be provided.

B. <u>**PROJECT SUMMARY**</u>: The project summary, limited to 2,500 characters (including spaces), should be a concise description of the project, containing a clear statement of goals and objectives and an outline of the project indicating how the project will operate. The project summary should be informative to other individuals in the same field and should explain how the project meets the goals of the Enhancement Subprogram for Two-Year Institutions (see Sections IV.A and B).

C. <u>**NARRATIVE SECTION**</u>: The narrative may not exceed ten (10) pages. Biographical sketches, budgets, and budget narratives/justifications are not considered part of the narrative. The narrative should be succinct and avoid repetition. Information applicable in multiple places may be referenced by title of section. Should a section not apply to the project, the heading should be included and marked as "not applicable." Reviewers will assign points based on the quality and specificity of each section. The maximum number of points that can be assigned to each section is noted on the following pages. Proposals that do not conform to the prescribed outline may be disqualified.

For multi-institutional proposals, explain as appropriate in each of the following sections the multiple-campus agreement relative to shared funding, resources, and arrangements by which the various institutions will share the benefits of the proposed project. Documentation must be provided describing the exact nature of the agreement between/among the institutions involved.

1. **Demographic Data (0 pts., but a required component)**
   Complete the following information for your campus on the form provided in LOGAN.

   Name of institution: _____

   Location: city/parish _____   **Service area:** _____

   Population of service area: _____

   Number of students (headcount – Fall 2014 enrollment): _____

   FTE (Fall 2014 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 2014 headcount enrollment)**

   Number of full-time faculty: _____   **Number of part-time faculty:** _____

   Number of certificate   **Number of diploma**
   programs offered: _____   **programs offered:** _____

   Number of associate degree programs offered: _____

2. **Description of Project Need (10 pts.)**
   Describe the need for the intended project. 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(s) in the workforce will this project fill? How would the target population benefit from implementation of this project? Provide data and other information that support the need for the project. (Do not provide a solution in this section.)

3. **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 goals have been achieved? Identify outcome goals/objectives and the process goals/objectives separately. Describe in detail how the applicant will measure the success of the goals and objectives in the evaluation section of the proposal.

4. **Design of Proposed Project (25 pts.)**
   Provide a detailed description of project activities that align with project need. Describe how the activities relate to project goals and objectives and how each objective will be achieved through planned activities.

   Develop a timeline that includes the activity start and end dates, projected outcomes, persons responsible, and the targeted population – with the individuals who will benefit from the project – and the number of individuals participating in and benefiting from planned activities.

5. **Impact of the Project (25 pts.)**
   Describe what impact/outcomes the project will have (if any) on (a) academic affairs/ instruction (teaching and learning); (b) student affairs/student life and areas such as admissions, testing, and counseling; (c) workforce development and economic development; and/or (d) the service area (businesses, area citizens, public services, and/or other related areas of the community).
   a) If the project's impact/outcomes will be limited to a specific area, indicate the area.
   b) Describe what immediate, short-term, and long-term impacts/outcomes the project may have. Be specific.

6. **Faculty and Staff Expertise (3 pts.)**
   Identify the individuals who will conduct and administer the project, define their roles, and provide their qualifications for undertaking the specific responsibilities assigned to them. Special attention should be given to the principal investigator, since accomplishment of the project depends on this person's knowledge of the discipline, the curriculum, and the equipment.

   Briefly describe arrangements for any special training of existing personnel and/or for acquisition of needed additional support personnel. These arrangements should reflect the fact that Support Fund monies may <u>not</u> be used to pay faculty from the submitting campus to provide or participate in training on equipment furnished by Support Fund grants, or any other form of training. **Training should be a part of the institutional match**. In the case of inter-institutional projects, training should be a part of the institutional matching funds provided by the consortium of universities.

   Name the principal investigator/coordinator and complete a biographical sketch listing qualifications related to the project. If a coordinator is to be hired, provide a detailed job description and qualifications sought for the position. (See also Section VI.I.) List the names of other key personnel who will play an important role in achieving the goals and objectives of the intended project. Provide a brief biographical sketch with related qualifications for each key person named in the project.

7. **Professional Development (5 pts.)**
Describe any professional development activities for staff, faculty, and/or administrators that may be associated with the project. If professional development is the primary activity of the project, connect the training to each aspect of the proposal (needs, objectives, activities and evaluation) in the Design of Proposed Project (Section VI.C.4) of the narrative.

8. **Additional Funding Sources and Evidence of Collaboration (5 pts.)**
Confirm all resources from collaborating partners by a 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 campus personnel will provide (e.g., The Director of Institutional Research will provide data, store data generated by the project and assist with internal monitoring and project evaluation).

9. **Project Evaluation (10 pts.)**
Describe the process to be used to evaluate project outcomes. Describe who will conduct the evaluations. Provide an evaluation plan for each goal and objective. Describe ongoing formative evaluations for continuous improvement and 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.

10. **Project Dissemination (2 pts.)**
Describe a dissemination plan for project results and the form in which dissemination will be offered. List all recipients of project 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.

D.   PREVIOUS BoR SUPPORT FUND AWARDS
If either the prospective principal investigator or co-principal investigator has received support from any Support Fund program during the previous five (5) years, the proposal must describe the earlier project(s) and outcomes in sufficient detail to permit a reviewer to reach an informed conclusion regarding the value of the results achieved. The following information must be included in this summary statement: (1) principal investigator's name, type of award, amount of award, and period of support; (2) title of the project; (3) a summary of the results of the completed work; and (4) an explanation of the manner in which the current proposal is related to the previous award.

E.   BUDGET AND BUDGET NARRATIVE/JUSTIFICATION (10 pts.) (Also see Section IV.G of this RFP relative to cost sharing and matching commitments.)
1. An itemized budget must be submitted in the appropriate form in LOGAN. A corresponding budget narrative will be uploaded separately (there is no form for the narrative). This narrative/justification should fully explain every item for which the expenditure of Support Funds is requested and institutional/private match monies are committed. All funds for which a commitment from an external source has been pledged and which are cited in the narrative section of the proposal <u>must</u> be listed on the budget page and explained in the budget narrative. Matching funds should be specified as "in-cash" or "in-kind."
2. Use State contract prices for equipment purchases where applicable.
3. If having funds available after the proposed Support Fund award terminates is essential to the long-term success or feasibility of the project (e.g., equipment purchased with Support Fund money requires a continuing source of funds for operation and maintenance after a Support Fund award has terminated), the applicant must also provide a "Future Funding Plan" in the budget justification.

F. **DISALLOWED EXPENSES AND OTHER FINANCIAL RESTRICTIONS**

Support Fund monies cannot be used for ongoing operational costs of existing or proposed programs, entities, or projects. As indicated in Section I.B of this RFP, "Purposes of the Board of Regents Support Fund," 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 that what they are proposing does not violate this stipulation. Applicants should also note that Support Fund Program staff will make panels of out-of-state evaluators aware of this prohibition, as well as the current economic climate for higher education in Louisiana. Panels will then be asked to develop recommendations relative to whether providing Support Fund money for specific proposals under serious consideration would violate this Constitutional stipulation. **Indirect cost may not be requested from the Support Fund Enhancement Programs, but may be provided as institutional match.**

Also, only with substantial justification and under exceptional circumstances will the Board allocate Enhancement Program funds for maintenance of equipment, whether existing or purchased through the Support Fund. Long-term maintenance contracts for equipment cannot be requested from Support Funds. These expenses should be provided as match.

Applicants should also be aware that the scope of the program does not permit: (1) construction of facilities; (2) routine renovation or upgrading; (3) paying faculty from the submitting campus to train other faculty at the same campus, or faculty at other campuses who are a part of an multi-institutional project; (4) purchase of standard motorized vehicles such as cars, vans, boats, etc.; or (5) purchase of standard office furniture or routine office equipment (e.g., copiers, desk chairs). Support Fund money may be requested to furnish specialized equipment and vehicles for educational and research purposes and essential to the success of a particular project (e.g., remote tables for computer work stations or unmanned aerial research vehicles for data collection). The proposal must detail and fully justify the specific educational and/or research uses of the requested equipment as related to project goals, objectives and activities.

Equipment and supplies purchased with Support Fund monies may not be given to grant participants (faculty, students, teachers, etc.) as personal property during or after the grant period. **Support Fund money may not be requested for equipment or other expenditures, such as faculty stipends, additional compensation, or overload pay, for K-12 teachers or Louisiana Technical College partners.** These individuals are eligible for funds through the BESE portion of the Support Fund, so may not receive BoRSF monies. (**See also Section VI.G below.**)

The scope of the Enhancement Program does not normally permit funds to be used for entertainment costs, with the exception of meals for consultants or other professionals brought to the State as part of a funded project. Only under exceptional circumstances and with compelling justification may Support Funds be used for receptions, group meals for faculty and students, refreshments, performers, and other entertainment. All meal charges must comply with State rates as set forth by the Louisiana State Travel Office.

Support may not be requested for shortfalls or deficits in budgets, scholarships or tuition, augmentation of salaries of individuals pursuing regularly assigned duties, or unspecified contingencies. Funds may not be requested for anticipated centers/institutes that require Board approval prior to their establishment and that have not been approved prior to submission of the proposal.

Discounts received for equipment purchases may not be counted as part of the institutional match.

NOTE ON MEMBERSHIP DUES: Only under exceptional circumstances may Support Fund dollars be used to support <u>institutional</u> memberships to business, technical, and/or professional organizations. <u>Individual faculty</u> memberships to any of the above are disallowed.

G. **FUNDS FOR PRINCIPAL INVESTIGATORS AND SUPPORT PERSONNEL**
   Except in compelling and unusual circumstances, BoRSF funds may not be requested for faculty or staff support. If the principal investigator feels strongly that such expenditures are warranted, partial salary support may be requested **as release time** in proportion to the amount of time each affected employee is expected to contribute to the project, and may not exceed 25% of academic-year salary plus two months of summer support. Support may be provided **only as release time or summer salary** and in no event may charges to the Support Fund exceed the percentage share of base salary pledged to the project**. Faculty and staff may not receive stipends, overload pay or additional compensation for work performed outside of regular duties or work hours, and may not be paid on a contract basis as consultants to a funded project.**

   If salary support of any kind is requested, the applicant must certify that: (a) Support Fund monies will not supplant State funds; and (b) full-time faculty and staff will not, under any circumstances, receive in excess of 100% of their regular salaries through Support Funds. In addition, the budget narrative must provide detailed explanations of the type of salary requested, regular salary level, and percentage of effort committed for each individual requesting support. Institutions may provide salary support and additional compensation through in-cash or in-kind match.

   While requests may be made to fund a full- or part-time faculty or staff position (for up to two years), such requests require substantial justification and a firm commitment from the submitting institution to continue the position for at least one year after the award period ends. The applicant should specify a duration that the position will be needed to fulfill the long-term goals of the campus, department/unit and/or project. Staff positions created to implement an award must serve a longer-term need met by hiring new individual(s), even on a limited basis, and may not be requested solely to support the grant.

H. **LEVERAGED FUNDS AND COST SHARING**
   Cost sharing and matching funds are not mandatory, but the Board encourages sharing costs for proposed projects through leveraging funds with other funding sources. Matching and leveraged funds listed in the proposal are required to honor that commitment. Make reference only to matching and leveraged funds that are certain to be available during the grant implementation period. Submission of the proposal by the campus certifies that the fiscal agent is aware of the commitment and attests to the availability of the described and intended contribution and that this commitment is consistent with all guidelines, regulations, and statutes.

I. **BIOGRAPHICAL SKETCH**
   Provide information necessary for reviewers to evaluate the capabilities and experience of key personnel. The Biographical Sketch form must be completed for the principal investigator and all senior personnel. With respect to publications, biographical sketches should only include relevant books, peer-reviewed publications, and manuscripts formally accepted for publication. Works in progress and/or submitted for publication should not be included.

J. **CURRENT AND PENDING SUPPORT**
   Complete the Support Fund form for the principal investigator and all co-principal investigators. This form is not required for technicians and visiting scholars.

K. **OTHER INFORMATION—LIMIT OF 10 PAGES (0 pts.)**
   1. Bibliography and Cited References
   2. Biographical sketches/résumés/CVs of personnel--limited to 1 page per individual (see also Section VI.I above)

    3. Job descriptions and qualifications of consultants or other hires
    4. Letters of commitment/support from partners
    5. Quotes from equipment vendors

L. <u>PROJECT ACTIVATION DATE AND ANTICIPATED DATE OF COMPLETION</u>

The project activation date is June 1, 2015 and the termination date is June 30, 2016. 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."

Extensions to Enhancement awards are limited to a maximum of two (2) years.

BOARD OF REGENTS SUPPORT FUND
ENHANCEMENT SUBPROGRAM FOR TWO-YEAR INSTITUTIONS
RATING FORM, FY 2014-15

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: _____ Principal investigator: _____ _____

A. Proposal Narrative (Total of 90 points)

1. **Demographic Data (0 points, but a required component)**
   Has the applicant adequately described the demographic data about the campus that will benefit from the proposed project, and relevant institutional or departmental resources, if appropriate?

2. **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/division or unit?

3. **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 the applicant identify outcome goals/objectives and the process goals/objectives separately? Can they be completed within the timeframe detailed in the proposal?

4. **Design of Proposed Project (_____ of 25 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, and 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?

5. **Impact of the Project (_____ of 25 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 presented that student achievement will be favorably impacted by the project? Is the anticipated impact aligned with needs, key goals, objectives, and the proposed budget?

6. **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?

7. **Professional Development (_____ of 5 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?

8. **Additional Funding Sources and Evidence of Collaboration (_____ of 5 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 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 supporting documents convincing?

9. **Project Evaluation (_____ of 10 points)**

   Does the project have an evaluation plan? To what extent is the plan for 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?

10. **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?

B. **Budget Page and Budget Narrative (_____ of 10 points)**

   Is the proposed budget reasonable for the scope of work to be performed? Are personnel support costs, if any, stated and adequately explained? Are equipment and supply costs appropriate? Is the proposed budget adequately justified in the budget explanation/narrative? **Have any guidelines regarding disallowed budgetary items (stated in the RFP, pp. 10-11) been violated**?

<u>**REVIEWERS' BUDGET RECOMMENDATIONS**</u>

Requested Amount: $_____ Recommended Amount: $_____

Rev. 6/14