

**BOARD OF REGENTS SUPPORT FUND
GRADUATE FELLOWS PROGRAM**

TRADITIONAL GRADUATE FELLOWS SUBPROGRAM

Guidelines for the Submission of Proposals

FY 2015-16 Competition for Awards to Begin in FY 2017-18

Request for Proposals Number 2015-09

Proposal Submission Deadline: Monday, November 16, 2015,

4:30 p.m. Central Time

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

REQUEST FOR PROPOSALS, NUMBER 2015-09

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, 2015, 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 <https://web.laregents.org/downloads/rfps-policies-forms/>.

TABLE OF CONTENTS	<u>Page</u>
I. General Information	1
A. Basis of Authority	1
B. Purposes of the Board of Regents Support Fund	1
C. Public Nature of Proposals Submitted	1
D. Graduate Fellows Program Administrator; Questions About This RFP	1
II. Types of Graduate Fellows Programs	2
III. Program Eligibility and Guidelines	2
A. Objectives	2
B. Eligibility Considerations	2
C. Limitations on Number of Proposals That May Be Submitted Per Campus	3
D. Funds Available	4
E. Cost Sharing and Indirect Costs	4
F. Institutional Screening Committee	4
G. Assessment of Proposals by Out-of-State Experts	4
H. Final Selection of Proposals to be Funded	4
I. Debriefing	4
J. Timetable	5
K. Project Activation and Completion Dates; Project Extensions	5
L. Post-Award Evaluation of Funded Projects and Reports Required	6
M. Specifics of BoRSF Fellowships	6
IV. Procedure and Deadline for Submission of Proposals	7
V. Proposal Requirements and Format	7
A. General Requirements and Stipulations	7
B. Specific Requirements and Format	8
Appendix A: Proposal Submission Forms	
Appendix B: Sample Proposal Rating Form	
Appendix C: Plan to Involve BoRSF Graduate Fellowship Recipients in STEM Disciplines in Promoting the Interest of K-12 Students in Careers in those Disciplines	
Appendix D: Taxonomy of Disciplines	

**BOARD OF REGENTS SUPPORT FUND GRADUATE FELLOWS PROGRAM
TRADITIONAL GRADUATE FELLOWS SUBPROGRAM
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 for higher education 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, 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. 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, 2015. 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, <https://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 three components: the Traditional Graduate Fellows subprogram; the BoR/SREB Graduate Fellowships to Promote Diversity subprogram; and the Endowed Superior Graduate Student Scholarships subprogram. Potential applicants should be aware that: (1) the requirements for proposals vary depending upon the subprogram; (2) three sets of criteria have been established to evaluate these proposals; and (3) each subprogram operates under a separate RFP, available on the Sponsored Programs website. See Appendix B for the criteria used to evaluate proposals submitted in the Traditional GF 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 unless approved by the Deputy Commissioner for Sponsored Programs on behalf of the Board of Regents. Students must 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

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

2. Eligible Disciplines

Eligible disciplines and the years in which each is eligible to participate are set forth below.* Disciplines eligible in FY 2015-16 are listed in **GROUPS I and III.**

GROUP I - ELIGIBLE EVERY YEAR

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

GROUP II - ELIGIBLE IN FYs 2016-17, 2018-19

Business
Education, including Literacy

GROUP III - ELIGIBLE IN FYs 2015-16, 2017-18, 2019-20

Arts
Humanities

- * 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.

Please note: If the orientation of a degree program or concentration is such that it might be eligible to submit proposals in two distinct disciplines which are eligible in alternate years (e.g., literacy, a subfield of education and humanities), the program or concentration 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 programs must select the most appropriate discipline and submit proposals only in years in which the selected discipline is eligible. If a department’s degree offerings include distinct concentrations in multiple eligible disciplines, that department may submit a separate proposal for each eligible discipline. Such submissions must include only the degree concentration(s) appropriate to the submission discipline selected and shall be subject to limitations on numbers of proposals submitted per campus (see Section III.C).

3. Eligible Recipients of Fellowships

Recipients of fellowships under the Traditional GF subprogram 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 may not be used to support students already enrolled in affected programs.

4. Individuals Eligible to Serve as Principal Investigators

Any individual employed by an eligible Louisiana institution of higher education may serve as principal or co-principal investigator for a Graduate Fellowships award. 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.

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

Eligible institutions may submit one proposal in the Traditional Graduate Fellows subprogram for each of the eligible disciplines listed under Section III.B.2 of this RFP, 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 2017 when it adopts the FY 2016-17 Plan and Budget in fall/winter 2015.

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

Prior to submission to the Board, proposals should 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 relevant subprogram 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 Form in Appendix B.) Proposals that receive average ratings in the range of 70-100 will be eligible to compete for Traditional Graduate Fellowship funds. Only in exceptional and unforeseen circumstances will the Board fund a proposal which receives 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 proposals.

J. TIMETABLE

Timely implementation of this subprogram requires solicitation of proposals in the current fiscal year (FY 2015-16) to enable those institutions with successful applications to recruit students during academic year (AY) 2016-17. Funding will be provided for students for the first time in AY 2017-18, 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 falls on a Saturday, Sunday, or holiday, the deadline will be extended until 4:30 p.m. of the next working weekday:

October 15, 2015	Last day that potential applicants may ask questions about the RFP
November 16, 2015, 4:30 p.m. Central	Deadline for receipt of proposals submitted via LOGAN
November 2015 - March 2016	Proposals reviewed by out-of-state experts
April 2016	Reports and recommendations of out-of-state experts posted on the Sponsored Programs website
April 2016	Final action by the Board
AY 2016-17	One-year recruitment period
May 2017	Contracts negotiated and executed
August 1, 2017	Contracts begin

K. PROJECT ACTIVATION AND COMPLETION DATES; PROJECT EXTENSIONS

The project activation date is August 1, 2017; 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 approved by the Board, as follows:

Two-year Master’s program	July 31, 2020
Three-year Master’s program	July 31, 2021
Four-year Doctoral program	July 31, 2022

GF 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 enable 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. 39:1514, which 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 subprogram to recruit graduate fellowship recipients in a timely manner and successfully retain those students, extensions to Traditional Graduate Fellows 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

Board of Regents Sponsored Programs policies stipulate that all BoRSF competitive programs shall require, at a minimum, annual project and expenditures reports during the life of the grant and final project and expenditures reports at contract termination. The content and due dates for these reports shall be developed by Sponsored Programs staff and outlined in each grant contract.

Successful projects will be required to comply with reporting requirements established by the Board. During the contract term, the project director shall 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. Doctoral Fellows – The maximum length of the award will be four (4) years.
- b. 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.

Recipients of fellowships under the Traditional Graduate Fellows subprogram must be full-time students and graduates of accredited institutions of higher education. 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 another appropriate standardized admissions test. The institution must explain clearly the circumstances under which it would permit exceptions to its established standards for student selection. 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

Traditional Graduate Fellows proposals must be submitted electronically via the Louisiana Online Grants Administration Network (LOGAN) by 4:30 p.m. Central time on Monday, November 16, 2015. LOGAN may be accessed at <https://web.laregents.org> by clicking “LOGAN” on the menu at the top of the page. Note that the proposal submission process includes two steps: submission by the PI to the campus, and campus approval with submission to the Board or Regents; a proposal cannot be accepted by the Board until both steps are completed. 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. 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 submission module is programmed to close at the deadline cited in this RFP.

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. All data requested in the forms (see Appendix A) must be provided. Proposals must be submitted via LOGAN.

B. SPECIFIC REQUIREMENTS AND FORMAT

Each proposal must include the following information:

1. Data Tables – GF data tables are available in LOGAN.
2. Narrative – The narrative should be concise, while providing requested information for all departments/units for which support is sought. 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. Any data both cited in the narrative and included in the data tables should be consistent.

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?
- 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.
- 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 broader plans for diversifying or broadening both pools of applicants and student populations?

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; and
 - 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 narrative and/or data tables.
 - 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 Traditional Graduate Fellows subprogram for purposes other than student 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 full tuition support 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. 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. Note that there are size limits for files uploaded in LOGAN.

APPENDIX A

PROPOSAL SUBMISSION FORMS

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

APPENDIX B

SAMPLE PROPOSAL RATING FORM

**BOARD OF REGENTS SUPPORT FUND
TRADITIONAL GRADUATE FELLOWS SUBPROGRAM - FY 2015-16**

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. 7/2015)

APPENDIX C

**PLAN TO INVOLVE SUPPORT FUND GRADUATE FELLOWSHIP RECIPIENTS IN STEM
DISCIPLINES IN PROMOTING THE INTEREST OF K-12 STUDENTS IN CAREERS IN
THOSE DISCIPLINES**

**PLAN TO INVOLVE BOARD OF REGENTS SUPPORT FUND GRADUATE FELLOWSHIP
RECIPIENTS IN STEM DISCIPLINES 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

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 -BIOLOGICAL (CONTINUED)

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

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

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 - A (CONTINUED)

Engineering - Electrical and Electronics

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

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
- 2002 Cognitive 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

SOCIAL SCIENCES (CONTINUED)

Communications

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

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)

Foreign Language and Literature

- 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)

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