



**LOUISIANA
BOARD OF REGENTS
eLearning Task Force**

eLearning Innovation Grants Program

Guidelines for the
Submission of
eLearning Proposals

**Proposals Due: March 1, 2019
4:30 p.m. Central**

FISCAL YEAR 2019-2020

P. O. Box 3677
Baton Rouge, Louisiana 70821-3677 (225) 342-4253
<https://web.laregents.org>

IMPORTANT NOTICES

1. Inquiries about this RFP

Written inquiries about this request for proposals (RFP) will be accepted until 4:30 p.m. Central, **January 28, 2019**. Inquiries about the eLearning Innovation Grants Program RFP, should be directed to Dr. Darlene Williams, darlene@nsula.edu.

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2. 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: <https://web.laregents.org> under the "Downloads" menu and "RFPs, Policies & Forms."

3. Proposal Submission Deadlines

Electronic proposal submissions are due on **March 1, 2019 by 4:30 p.m. central**.

4. Proposal Submission

All Program proposals will 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.



Request for Proposals

Louisiana Board of Regents
On behalf of its eLearning Task Force
1201 N. Third St., Suite 6-200
Baton Rouge, LA 70802
Phone: (225) 342-4253
Fax: (225) 342-9318 or 6926

I. Introduction and Purpose of the RFP

In 2011, The Board of Regents adopted its latest Master Plan for Higher Education in Louisiana. The primary goal of the plan is for Louisiana to reach the state SREB average in educational attainment of the adult population. To accomplish this, eLearning must be a primary strategy to help the state expand access to public higher education and to assist the state in its efforts to increase enrollments and credential production.

Recognizing the achievements of the state's workforce development efforts, institutions must be innovative in their training and delivery of coursework leading to portable credentials. To assist, the Board of Regents eLearning Task Force is actively soliciting eLearning Innovation Grants to support this effort.

II. Examples of Proposals:

- Promoting the professional development of Louisiana's workforce and broader statewide efforts to address adult learning challenges. The key to this objective is to empower workforce development as collaborative efforts between and among participating institutions.
- Evaluating the potential and educational effectiveness of emerging technologies to enhance student learning and develop plans to implement the use of these technologies in courses or programs.

III. Eligibility

- Public institutions of higher education in Louisiana are eligible to submit proposals.
- Proposals may have a collaborative component defined (collaboration could be internal, i.e. across different departments, schools or colleges at an institution; or

external with another public or private institution in, or outside the state, K-12 school or system, or other organization).

- Proposals must be of a single-year design and will be awarded for one year.
- Multiyear proposals and/or pilot proposals are eligible for funding. However, only the first year will be awarded through the eLearning Innovation Grants and compelling evidence of institutional or other sources of support for the remaining portion of the proposed project must be presented.
- Grant awards will not be made for hardware or for hiring personnel, although release time or other approaches for providing support for needed personnel are acceptable (including requests for technical assistance).
- Specific courses and/or programs developed within the eLearning Innovation Grants delivered electronically must be identified in the proposed project design.
- Funded Principal Investigators agree to participate in a Board of Regents eLearning Task Force sponsored webinar to disseminate project results.
- Institutions may not include indirect cost in the proposal.
- No institution may submit more than one application as a lead institution.
- Travel to professional conferences will not be funded.
- A priority will be placed on proposals that produce deliverables easily transferrable for use by other Louisiana public institutions. Please include in the proposal language regarding the expected value added by the results of the project.

IV. Anticipated Awards

The total of all grant awards will not exceed the total funding available and the Regents are not obligated to expend all of the dollars that have been set aside for this initiative. All awards are subject to the availability of funds.

1. Total Funding Available: \$70,000 (pending availability of funds)
2. Range of Possible Awards: Proposals may not exceed \$20,000.

V. Project Term

It is anticipated that the work covered by the RFP will begin July 1, 2019 and continue through June 30, 2020, with a final program report due July 31, 2020.

It is critical that the expenditure of all available funds occur prior to the end of the fiscal year and year-end reporting processes.

VI. Proposal Contact

Any questions or concerns regarding this RFP should be sent to:

Dr. Darlene Williams

Louisiana Board of Regents eLearning Task Force Chair

Phone: 318-357-6100

Email: darlene@nsula.edu

VII. Proposal Review Process and Timeline

- Proposals are due March 1, 2019.
- The grant cycle will be July 1, 2019 – June 30, 2020.
- An external review team will read, score and discuss all proposals, and make recommendations to the eLearning Task Force for which proposals should be funded.
- The external review team will be given some liberty to adjust budgets, particularly to reduce proposed expenditures for items not eligible.
- The eLearning Task Force will review and consider for approval the recommendations provided by the external review team.
- Upon action by the Task Force, Regents' staff will contact the lead institution, particularly when fund requests are reduced.

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| Request for Proposals Released | January, 2019 |
| Proposals Due by 4:30 p.m. Central | March 1, 2019 |
| Proposal Review Period | March - May, 2019 |
| Notification of Awarded Proposals | June, 2019 |

VIII. How to Submit a Proposal

Applicants are responsible for timely submissions of proposals. Proposals become property of the Regents. Only proposals containing all of the required elements will be reviewed and considered for funding.

Proposals are to be submitted using LOGAN: Louisiana Online Grant Automation Network. <https://web.laregents.org/logan/index.pl>

**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/Research, 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.*

Proposals must include the following elements:

- The proposal must include the personnel page, biographical sketch, project summary, project narrative, budget, budget justification, and timeline. Additional documentation is limited to no more than three pages.
 - A personnel page to include name, position in contract, email, and employing institution.
 - A biographical sketch (template provided in LOGAN).
 - The project summary must not exceed one page in length.
 - Project narrative must contain detailed information about the proposal and include a clearly stated “need” for the project and evaluation metrics by which outcomes are reported and success is measured. (Limited to no more than 5 pages.)
 - Project budget (template provided in LOGAN).
 - A budget justification should document how the budget will be expended including any in-kind contributions from the institution.
 - Project timeline will include proposed activities and estimated timeline for completion including any data reporting.
 - Additional documentation may include letters of support or additional visuals and should be limited to no more than three pages. Web and video links may not be reviewed.
 - Font – Times New Roman or Arial 10-point minimum, double-spaced.
 - Grant Cycle: July 1, 2019 through June 30, 2020. Final program reports due July 31, 2020.

RFP deadline no later than 4:30 p.m. March 1, 2019