



**LOUISIANA  
BOARD OF REGENTS  
eLearning Task Force**

**eLearning Innovation Grants Program**

Guidelines for the  
Submission of  
**eLearning Proposals**

**Proposals Due: December 2, 2024  
4:30 p.m. central**

**FISCAL YEAR 2024-2025**

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, **November 15, 2024**. Inquiries about the eLearning Innovation Grants Program RFP, should be directed to Melissa LaCour [melissalacour@lctcs.edu](mailto:melissalacour@lctcs.edu).

**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://rsi.laregents.edu> under the "Downloads" menu and "RFPs, Policies & Forms."

**3. Proposal Submission Deadlines**

Electronic proposal submissions are due on **December 2, 2024 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 [rsi@laregents.edu](mailto:rsi@laregents.edu).



## 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 2019, The Board of Regents adopted its latest Master Plan for Higher Education in Louisiana.

To move Louisiana aggressively forward, the Board of Regents has embraced a robust new attainment goal that calls for 60% of all working-age adults (ages 25-64) in Louisiana to hold a degree or high-value credential by 2030. As we stand on the brink of a new decade, this Master Plan, born of the Board of Regents' unique charge to guide postsecondary education across the state, will set the foundation to increase opportunity. The rapid development of educational technologies has also enabled a myriad of new formats and types of learning experiences, extending from massive open online courses (MOOCs) that enroll thousands but provide little or no student support, to fully personalized models of teaching and learning. Through the Board's eLearning Task Force, educational innovation of all kinds is supported across institutions, allowing faculty, administrators, and others to discover effective techniques for different learning styles and student populations. Continued, accelerated support of leading faculty innovators can build on this success, to improve student outcomes and cultivate new opportunities for student access and learning. Our Talent Imperative is to Educate, Innovate, and Collaborate. (Board of Regents Master Plan, 2019)

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. Therefore, 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 short-term design and must be concluded by June 30, 2024.
- 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 event 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 information 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 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 January 1, 2025 and continue through June 30, 2025, with a final program report due July 3, 2025.

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:

Melissa LaCour  
Louisiana Board of Regents eLearning Task Force Chair  
Email: [melissalacour@lctcs.edu](mailto:melissalacour@lctcs.edu)

#### **VII. Proposal Review Process and Timeline**

- Proposals are due December 2, 2024.
- The grant cycle will be January 1, 2025 – June 30, 2025.
- 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.

<b>Request for Proposals Released</b>	<b>October 25, 2024</b>
<b>Proposals Due by 4:30 p.m. Central</b>	<b>December 2, 2024</b>
<b>Proposal Review Period</b>	<b>December 2024</b>
<b>Notification of Awarded Proposals</b>	<b>January 2025</b>

### VIII. How to Submit a Proposal

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

Proposals are to be submitted using LOGAN: Louisiana Online Grant Automation Network. <https://rsi.laregents.edu/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: January 1, 2025 through June 30, 2025. Final program reports due July 3, 2025.

**RFP deadline no later than 4:30 p.m. central, December 2, 2024**