

College Ready STEM Demonstration Grants Program

REQUEST FOR PROPOSALS

And

GUIDELINES FOR SUBMISSION

OF

COMPETITIVE PROPOSALS TO SUPPORT SUSTAINED AND
SUCCESSFUL COLLEGE READY STEM COLLABORATIONS IN
POLICY, PRACTICE AND PARTNERSHIP

Proposals due November 19, 2010

FY 2011 STEM Initiatives Funds

For the period from January 20, 2011 to June 30, 2011



Ohio STEM Committee
RFP Release
September 28, 2010

I. INTRODUCTION

The College Ready STEM Demonstration Grants Program is funded under H.B. 1 through the oversight of the STEM Committee. The purpose of the program is to connect, develop and spread the impact of established and successful STEM (science, technology, engineering and mathematics) education initiatives that support college readiness and success, particularly for low income and minority students. This program is targeted to established consortia of K-12 and IHE organizations with demonstrated success in STEM education initiatives focused on one or more competitive priority areas: teacher effectiveness and distribution, college ready student learning performance and/or student engagement and persistence in STEM academic studies. An eligible consortium must include at least two Ohio institutions of higher education (IHE) and at least one Ohio K-12 Local Education Agency (LEA) that have well established STEM education projects worthy of being included in a statewide network of “high-leverage” demonstration sites. **At least one of the IHEs must be a public college or university and must serve as lead applicant.**

The STEM Committee expects to have approximately \$3.0 million in state funds to support the fiscal year 2011 College Ready STEM Demonstration Program. These funds will be allocated to colleges and universities under a competitive grant proposal process that focuses on STEM demonstration programs operating between January 20, 2011 and June 30, 2011. It is estimated that 10-15 grants will be awarded with a maximum award not exceeding \$1.5 million. **Awarded projects must meet a 20% match of in-kind and/or cash commitments from non-governmental and/or private resources.**

Funder reserves the right to fund any Proposal in full or in part, to request additional information to assist in the review process, to reject any or all proposals responding to this Request for Proposals (RFP), and to re-issue the RFP and accept new proposals if the STEM Committee determines that doing so is in the best interests of the State of Ohio. Issuing this RFP does not bind the State to make an award of Grant Funds. Any award of Grant Funds in respect to this RFP will be subject to availability of funds as provided in Ohio Revised Code Section 126.07.

All costs incurred in preparation of a Proposal shall be borne by the Lead Applicant. Proposal preparation costs are not recoverable from Grant Funds. The Chancellor administers this RFP as a collaborative effort with the Ohio Department of Education monitoring Chapter 3326 activity. The Chancellor reserves the right to adjust the dates for this RFP.

II. PROGRAM GOALS AND OBJECTIVES

From *The Third Frontier* initiative and the University System of Ohio’s 10 year strategic plan to the State’s winning *Race to the Top* plan, Ohio has established a coherent STEM strategy for connecting college and career readiness and success to economic strength and competitiveness. A major aim of the State’s P-20 college readiness and success strategy is to connect, develop and spread the impact of strong STEM education initiatives that: a) ensure high school graduates are prepared for college, particularly from low-income and minority populations; b) promote the development and equitable distribution of highly effective STEM instructional quality across the state; c) help more students complete college quicker and at a lower cost; and, d) build STEM

talent pipelines that support the needs of Ohio industry. The successful pursuit of this goal aligns with the milestone established by The University System of Ohio of 51,000 new STEM college graduates by 2017.

The primary objectives of this program are:

- To support and connect the use of collaborative IHE and K-12 “best of class” demonstration projects to build regional and statewide capacity and expertise in the following areas: a) college readiness (e.g., mathematics proficiency, core academic preparation, study and critical thinking skills, applied and inquiry-based learning, education technology); b) teacher effectiveness and distribution (e.g., formative assessment, residency, job-embedded professional development, mentoring, coaching, enhanced compensation); and, c) student engagement and persistence and talent pipeline management (e.g., early immersion programs, informal education and outreach, field studies, STEM competitions, internships, cooperative education).
- To support the networking of “high impact and high leverage” consortia within and across the three priority areas (i.e., college readiness, teacher effectiveness, and student engagement/persistence).
- To identify and align college ready STEM demonstration sites with Ohio’s *Race to the Top* plan, the USO 10 year strategic plan, the College and Career Ready Policy Institute’s report and the next phase of *The Third Frontier* initiative.
- To use lessons learned from selected demonstration projects to inform key aspects of the state’s ongoing college- and career-ready strategic framework such as: a) access; b) curriculum, instruction and assessment; c) innovative learning environments; d) faculty quality; e) professional development; f) quality review and planning; and, g) policy development.

The College Ready STEM Demonstration Grants program may include consortia that are successfully confronting key implementation issues related to dual and early college credit initiatives such as costs, access, quality, service delivery models, and financing. To address the key needs of improved instructional quality and professional development, funded projects may include job-embedded professional development, mentoring and coaching. Funded projects may focus on developing shared instructional strategies among K-12 and postsecondary instructors, that foster deep learning of STEM content for all students. It also may help statewide efforts to promote more equitable access to quality college ready STEM coursework. Funded projects may include demonstration sites focused on STEM-based Senior Projects and end-of-course exams.

It is the intent of this program to fund demonstration sites that already are models of good policy and/or practice that can be scaled-up, replicated and disseminated widely throughout the educational system in Ohio. All funded demonstration sites will be included in the Ohio STEM Learning Network, the state’s public and private STEM education innovation platform.

III. PROGRAM GUIDELINES

A. Eligible Institutions

A consortia of at least two lead Ohio public and private colleges and universities in which the **principal partners** include:

- (1) The division of each IHE that prepares teachers and principals;
- (2) The arts and science division/school/college within each IHE; and
- (3) A Local Education Agency (LEA).

At least one of the two IHEs must be a public college or university and must serve as the lead applicant. In addition, an eligible consortium may include other LEAs, a public community or charter school, a private school, an educational service agency, a nonprofit educational organization, other IHEs, a nonprofit cultural organization, a teacher organization, a principal organization or a business. Community Colleges that provide a 2-year program that is acceptable for credit toward a bachelor's degree may be included as well.

A public IHE must serve as the Fiscal Agent for funded projects.

B. Eligible Activities

Awards will be used to build and spread capacity around the following competitive priorities:

- (1) STEM college readiness curriculum and assessment activities such as: mathematics proficiency, core academic preparation, study and critical thinking skills, inquiry-based learning, and performance-based assessment
- (2) STEM teacher effectiveness and distribution activities such as: formative assessment, residency, job-embedded professional development, mentoring, coaching, enhanced compensation, and educational technologies
- (3) Student engagement and persistence activities such as: early immersion, informal education, field studies, STEM competitions, internships and cooperative education.

In addition to programmatic support, selected demonstration sites will expend funded resources on the following activities:

- (1) Documentation of validated demonstration practices and a rigorous evaluation component (i.e., what works and why).
- (2) Building statewide capacity in one or more of the three competitive priority areas.
- (3) Presentation of demonstration practices at local, regional and state-wide levels.
- (4) Posting documented practices and presentations on Ohio STEM Learning Network and Ohio Resource Center web sites.
- (5) Enhancing ICT infrastructure to serve as an on-going demonstration site.

C. Collaboration

There must be substantive collaboration between IHEs and LEAs in the design and delivery of a demonstration project infrastructure that promotes research-driven college ready STEM practices on one or more of the identified three competitive priorities. Collaboration between IHEs, LEAs and the Ohio STEM Learning Network in the planning and implementation of demonstration activities is crucial. Colleges and universities are encouraged to determine what other similar initiatives may already exist at their institution and to work cooperatively with existing initiatives in developing their proposal. Institutions with established programs are required to explore with at least one other institution, ways for replicating their competitive priorities. The “Demonstration Planning Document” (see Section X of this RFP) is used to describe the cooperation that has occurred before the submission of a proposal. Funded consortia will have demonstrated strong evidence of an established capacity to accelerate capacity and broaden opportunity to engage in one or more of the three identified competitive priorities.

IV. PREPARATION OF PROPOSAL

All proposals must use the attached format, including lettered headings. It is essential that all of the elements of this outline be explicitly addressed and the proposal parts should be presented in the order prescribed here. Applications should be neither unduly elaborative nor contain voluminous or unnecessary documentation.

A. Proposal Cover Letter

- Signature(s) of the Project Director(s)
- Signature by a representative of the principal partner LEA
- Signatures of an Institutional Representative (Provost, Chief Academic Officer, etc) who have the authority to accept and expend grant monies.

B. Abstract

Provide a brief (1 or 2 paragraph) abstract summarizing the objectives of the proposal and a summary, not to exceed 2 pages, of the proposed project. This summary should discuss the project objectives, principal partners, performance indicator data to date, demonstration site participants, timeline for main activities and expected outcomes.

C. Demonstration Planning Document and Collaborative Structure (Form is in Section X of this RFP)

- Identify all college/university departments, principal partner LEAs, and others involved in the college ready STEM consortia.
- Describe the role and contribution of the teacher education units, the arts and sciences units and the LEA.
- Evidence of demonstration planning must be shown, including meeting dates, places, topics and names of participants and their positions.
- Signatures of representatives from all partners involved in project planning are required.

D. Demonstration Project Goals, Objectives and Anticipated Outcomes

The objectives should pinpoint what the applicant plans to do and expects to achieve. They should be relatively few in number and listed in approximate order of priority or importance. What is stated as the applicant's objectives sets the framework and tone for judging what the applicant plans to achieve. Goals should be measurable. Competitive priority area(s) must be identified.

E. Evidence of Prior Success and Feasibility As A Demonstration Site

The narrative should provide background on the project to date such as: a) performance indicators and data; b) scope of participants (e.g., students served, teachers involved, etc); and, c) track record of outreach, scalability and sustainability. This is the place to make as strong a case as possible for the importance of the demonstration project being proposed, e.g., it may add to the general body of knowledge about a problem; it may expand possible ways to organize and deliver services to meet a particular priority area; it may do both. The point is to marshal a credible, straightforward argument for why this project will add value to a statewide network of demonstration projects and to the realization of the goal and objectives of the overall College Ready STEM Demonstration Grant Program. It is crucial that the timing and sequence of the project be clear in the reviewers' minds, perhaps including a descriptive diagram or flow chart of the history of the consortium to date.

F. Work Plan

The proposed work should be sufficiently well planned so that the applicant can specify a set of tasks that will cover all the activities needed to establish a demonstration project and connect to a statewide network. Every task noted here should have some corresponding description to show how it will be accomplished; every major activity targeted for completion should have a corresponding task. The applicant should list in table form the key individuals (by name or by role in the demonstration site) and the number of days they will devote to each task. Too little time for key personnel suggests that the applicant may have an unrealistically optimistic view of what can be accomplished. To the extent possible, persons crucial to a successful project should be named in this section. A vita on all individuals should be appended to the proposal. The application should state who is responsible for what sets of activities and how those individuals relate to one another and to the principal investigator and/or project director. For multi-site projects, the work plan should also say who acts as the liaison across the sites.

G. Proposal Budget Summary (Form is in Section X of this RFP)

- Itemized budget reflecting requested support and any cost-sharing and/or in-kind support.
- Copies of the completed Budget Summary form must be provided.

H. Budget Narrative

- Provide a narrative for each cost in the budget. Describe the time involvement, roles and responsibilities of the demonstration project director and staff members.
- Specify cost-sharing (university in-kind support, school district support, leveraged funds from other state and national sources, etc).
- Indirect costs, to a maximum of 8% of the total direct costs may be charged.
- Documentation of source and use of 20% non-governmental, private sector match (state governmental dollars may not be used as match).
- The size of the award will be determined by factors such as the complexity of the proposed project, the number of participating partners and the reach of the proposed project. In no case will proposals be accepted that request more than \$1.5 million.
- It is suggested that 8-10% of the budget be devoted to evaluation.

V. PROPOSAL FORMAT

The proposal must be formatted in the following manner:

- Proposal narrative must not exceed **thirteen (13) pages** in length, excluding the cover letter, abstract, demonstration planning document, budget summary, budget narrative, vitae, letters of support, and lists of references cited.
- Narrative must be **single-spaced**.
- All major subject headings must be underlined and/or highlighted.
- Proper indentation and spacing must be used to offset the headings.
- Use readable print size, no smaller than 11 Times New Roman
- All pages must be numbered with one inch margins.

The Review Panel appreciates clear, concise, complete, carefully written and proofread proposals that meet all guidelines. Appendices of reasonable length (generally less than 15 pages) may be included; however, there is no guarantee that the panel will review them completely.

VI. PROPOSAL EVALUATION CRITERIA

Applications that meet initial screening criteria will be reviewed by a technical review panel. Reviewers will score the applications, basing their scoring decisions and approval recommendations on the evaluation criteria specified in this grant program announcement. The following criteria are used to score proposals. (Relative weights are shown in parentheses). Proposals must address all evaluation criteria.

A. Demonstration Project Design (40 Points). The application describes specific plans for conducting the project in terms of the tasks to be performed. It includes relevant information about: concise and clear statement of goals and measurable/achievable objectives; what the project will do and how it relates to similar work done in the area; how the project will be conducted; data to be collected (including specification of data sources); plan for data analysis; and milestones/phases in the progress of the project. Specifically, the proposal should contain the following: a clear, quantifiable statement of the demonstration project goals and objectives; an explicit description of how the demonstration project will identify and link up to other related projects across the region and state; and tasks and milestones must be clearly described.

B. Knowledge, Experience and History (20 Points). The application describes the applicant's prior experience and the project's history in the identified priority areas. The application should provide evidence of understanding and knowledge of prior and ongoing work in STEM education. Specific information also must be provided concerning how the personnel are to be organized in the project and how they will be used to accomplish specific objectives or portions of the project.

C. Level of Effort and Strength of College Ready STEM Demonstration Consortium (30 Points). The resources that will be needed to conduct the project are specified, including personnel, time, budget, and facilities. The staffing pattern clearly links responsibilities/levels of efforts to project tasks. The project's costs are reasonable in view of the anticipated results. Any collaborative effort (including subcontracts) with other organizations is clearly identified. The budget must be developed in detail with justifications and explanations for the amount requested. The estimated costs must be reasonable considering the anticipated results. Applicants are required to contribute a 20% match towards the project costs through private resources (state governmental dollars may not be used as match). Each application must include a statement that, if the project is awarded, the funded applicant will engage fully in a statewide network of affiliated demonstration projects. At least two higher education institutions and one K-12 LEA must be part of the identified consortium.

D. Willingness and Capacity to Participate in an On-going State-wide Demonstration Network (10 Points). Demonstration project design, documentation and evaluation that provide a measurable improvement in college ready STEM indicators. Evidence of capacity and commitment to sustain the demonstration work and participate in a state-wide network after grant monies are expended. Private sector match resources may be particularly relevant to this expectation.

VII. PROPOSAL SUBMISSION AND DEADLINES

Please return the REQUIRED INTENT TO SUBMIT PROPOSAL form to the Chancellor of the Ohio Board of Regents by 5:00 pm, October 15, 2010. An original and eight copies of the proposal, each stapled in the upper left corner, must be submitted along with one electronic PDF on a CD of the proposal. Please complete the Proposal Checklist and submit with your proposal. **Proposals must be received at the office of the Chancellor by 5:00 p.m. on**

November 19, 2010. Late or incomplete proposals will not be accepted. We will not accept faxed or e-mailed proposals. Proposals must be submitted to the address below.

**College Ready STEM Demonstration Grants
c/o Briana Hervet
Ohio Board of Regents
30 East Broad Street, 36th floor
Columbus, Ohio 43215-3414**

VIII. AWARD NOTIFICATION AND OTHER PROCEDURAL INFORMATION

Approval of grant awards is expected to be made by January 20, 2011, contingent **upon the availability of funds**. All institutions submitting a proposal will be notified in writing regarding the funding decision. On **Thursday, October 7, 2010 from 10:00 am to 2:00 pm** a statewide forum and RFP **information session** will be held at COSI, the science education center located in Columbus Ohio (333 West Broad Street) about the College Ready STEM Demonstration Grant RFP. Interested parties should contact:

Briana Hervet
Director, Choose Ohio First
Ohio Board of Regents
P: 614.644.9602
F: 614.466.5866
E: bhervet@regents.state.oh.us

IX. LEGAL

The STEM Committee reserves the right to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding, to fund a proposal in full or in part, or to re-issue the announcement if it is determined that it is in the best interests of the State. Issuing this announcement does not bind the State to making an award. The Chancellor reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The Chancellor reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request. All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable under an award. The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the office of the Chancellors' knowledge, the information provided is accurate. However, the Chancellor does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying proposal. The Chancellor retains the right to modify or withdraw this solicitation at any time, to the extent permitted by federal law. By submitting a proposal,

applicants expressly agree to these terms. Any award of Grant Funds in respect to this RFP will be subject to availability of funds as provided in Ohio Revised Code Section 126.07.

X. PROPOSAL FORMS (attached)

1. Demonstration Planning Document
2. Proposal Checklist
3. Required Intent to Submit Proposal
4. Budget Summary Form

TIME TABLE

DATE	ACTIVITY
September 28, 2010	Issue Request for Proposals
October 7, 2010	Statewide Forum and Information Session at COSI (not mandatory)
October 15, 2010	Return <u>Required</u> Intent to Submit Proposal Form (5:00 pm to Chancellor's office)
November 19, 2010	Proposals due by 5:00 p.m. in the offices of the Chancellor
November 29, 2010- December 20, 2010	Review of Proposals
January, 2011	Approval of Proposals for Funding

**COLLEGE READY STEM DEMONSTRATION GRANT
PROGRAM
Demonstration Planning Document FY 2011**

(Briefly describe the nature of the cooperation involved in the preparation of this proposal and the role of the three principal partners. Include meeting dates, places and topics).

COLLEGE READY STEM DEMONSTRATION GRANTS PROGRAM

Proposal Checklist FY 2011

Project Director:

Project Title:

Please complete this checklist and include it with your proposal

- _____ An original , 8 copies of the proposal and a PDF on a CD are included.
(All stapled in the upper left corner, no binders or plastic covers allowed).
- _____ Proposal Cover Letter with appropriate signatures
- _____ Demonstration Planning Document
- _____ Abstract
- _____ Budget Summary and Narrative
(Proposal Budget Summary Form)
(A detailed budget narrative is included)
- _____ One-page vitae for key personnel

**COLLEGE READY STEM DEMONSTRATION GRANTS
PROGRAM**

Intent to Submit Proposal FY 2011

Project Director _____

Lead College/University _____

Address _____

Academic Department _____

Title of Proposed Project:

Competitive Priority: Check those that apply to your proposal:

___ College ready STEM Learning

___ STEM Teacher Effectiveness and Distribution

___ STEM Student Engagement and Persistence

Please return by October 15, 2010

Briana Hervet

Ohio Board of Regents

30 East Broad Street, 36th Floor

Columbus, Ohio 43215-3414

bhervet@regents.state.oh.us