The Utah State Board of Regents set a goal to have 66 percent of the Utah population with a postsecondary certificate or degree by the year 2020. In aid of this goal in July 2013, the State Board of Regents adopted a resolution encouraging the implementation of five proven strategies to improve college completion. Each institution has been working to implement these strategies. To further their work to increase completion rates, further their implementation of the strategies, and achieve their goal, the Utah System of Higher Education invites USHE institutions to apply for ***one-time*** ***Completion Grants***.

The purpose of this RFP is to **support and scale projects that have been developed and tested as a pilot at the institutions,** specifically projects that are working to achieve the Board of Regents’ Completion Initiatives:

1. *Establish 15 credits hours per semester as the normal full-time course load for students.*
2. *Set plateau tuition levels with a focus on 12 to 15 credit hours to help students maximize their tuition dollars and time.*
3. *Create semester-by-semester degree program maps with specific recommended courses each semester and make them available to current and potential students.*
4. *For students who have not already met general education math requirements in high school, (1) encouraging students to enroll in an appropriate mathematics course in their first year of college, (2) encouraging institutions to adopt a strategy to transition students from developmental to credit-bearing math within three semesters, (3) marketing Math 1050 as a preferred concurrent enrollment option for high school seniors.*
5. *Explore the feasibility of implementing reverse transfer/stackable credentials.*

As one-time monies, the grants are designed to enable and support the expansion of existing projects, and may be used for:

* Infrastructure, including hardware, software, and website development;
* Marketing materials;
* Consultants or site visits;
* Mentors or peers explicitly working to further one of the five initiatives;
* Other expenses incurred to expand pilot projects to full-scale, institution-wide implementation.

*Each institution can apply for only one grant.* Grants may not be used for personnel or for planning a new completion project. We thank you for working with us throughout the proposal process. The state Completion Director is available to provide assistance as you work on your proposal to ensure that your proposal meets guidelines.

**Funding level**

**Grants of up to $40,000** are available and require a one-to-one (100%) match. This match may come in the form of cash, in-kind contributions, or a combination of both. This may be in the form of salaries/benefits, travel, training, office supplies, materials, etc.

Funds may be used only for items submitted in the approved budget.

*Please note that because of such short turn-around time* and to ensure timely distribution of funds, applicants are to secure the payment process on their campus with their grants office, office of sponsored projects, and/or any other office deemed necessary, **prior** to submitting their application. Funds will be distributed according to how this is communicated on your cover page. It is the applicant’s responsibility to work with these offices at the institution to make sure all appropriate documentation is provided in the order needed to ensure seamless transferring of funds.

**Grant time line:**

RFP released (official announcement) April 30, 2014

RFP due date May 30, 2014

RFP selection announcement June 23, 2014

1st Disbursement of funds August 1, 2014

1st report due December 1, 2014

2nd Disbursement of funds January 5, 2015

Written report on grant results Fall 2015

Grantees will be required to share results of their grants with the Complete College Utah teams at the Spring 2015 meeting. Initial sharing of the successful grant proposals may also occur in the Fall 2014 meeting. Institutional presidents will present incremental and final reports to the Council of Presidents.

**Proposals are due May 30, 2014.**

**Post-Award Changes**

**The grant recipient shall obtain prior written approval for any change to the scope or objectives of the approved project**. This includes:

1. Any changes resulting in additions or deletions of staff and consultants: i.e. to replace the project coordinator (or any other persons named and expressly identified as a key project person in the RFP) or to permit any such person to devote substantially less effort to the project than was anticipated when the grant was awarded.
2. Budgetary changes of any kind: i.e. to move $1,000.00 of dedicated funds in the Materials & Supplies category to the Consultants category.
3. If project activity dates change significantly after the application submission, you must submit a revised calendar of activity dates as well.

The grant recipient shall obtain prior written approval from the USHE Completion Director, preferably via email. **If prior written approval is not obtained, the grant recipient/institution may be responsible for reimbursing any funding allocated to non-approved staff, consultants, materials and supplies, etc**.

We thank you for your application and look forward to working with you to meet the state’s completion goals and to increase the number of Utahns with degrees.

**2014 USHE Completion Grant Application**

Please submit the enclosed USHE Completion Grant Proposal Cover Sheet with your application. This ensures that we have the correct information needed to disburse funds.

1. Executive Summary

Provide a title and brief (100 words or fewer) summary of the project.

1. Please note which of the Board of Regents’ priorities that you are addressing with this grant. (100 words)
2. Scope and approach (500 words)

Describe the scope and approach of the proposed work. This should be a narrative description of the results the grant will achieve. Please include goals and any benchmarks you hope to reach (i.e., increase the number of students pre-registering for math by 20%).

1. Results of pilot (500 words)

As the primary goal of this grant is to support the expansion of existing pilot programs, please describe your successful pilot. Include results, outcomes, and data. If your assessment of your pilot precipitates significant changes, please outline those here.

1. Expected results/outputs (250 words)

Provide a list of expected results or outputs from your grant (your deliverables, events, goods, etc.). Please list at least one and no more than three. Be sure to include target completion dates, and provide context as necessary.

1. Timeline (300 words)

Provide a timeline of events for your work, including any benchmarks that you hope to meet by a specific date.

1. Budget narrative (500 words)

Provide a detailed explanation of how you will use the funds. You may use this space to provide any necessary context for the requested funds, as well as more information about your match, as necessary (including the sources of matching funds and any assumptions used to generate any estimates). If you are in the process of securing the additional funding, provide the strategies and timeline for that funding. Note that funds will be disbursed in two increments, unless a compelling reason for a single disbursement is provided here.

1. Budget outline

Please complete the following budget outline. Add fields as necessary. Note that grantees are required to provide a 100% match. The matching funds may be cash, in-kind contributions, or a combination of both. This may be in the form of salaries/benefits, travel, training, office supplies, materials, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Expenses | **Funds Requested** | **Grantee Match\*** | **TOTAL** |
| **Salary &****Benefits** |  |  |  |
| **Travel** |  |  |  |
| **Materials &** **Supplies** |  |  |  |
| **Consultants & Contracts** |  |  |  |
| **Other** |  |  |  |
| **Total:** |  |  |  |

**2014 USHE Completion Grant Proposal Cover Sheet**

|  |  |
| --- | --- |
| **Institution:** | **Department:** |
|  |  |
| Lead Project Coordinator Name:  | Co-Project Coordinator Name: |
|  |  |
| Title/Position:  | Title/Position: |
|  |  |
| Address: (Street, City, State, Zip) | Address: (Street, City, State, Zip) |
|  |  |
| Telephone: | Fax: | Telephone: | Fax: |
|  |  |  |  |
| Email: | Email: |
|  |  |
| **Information for Funding – Please complete accurately as this is where checks will be sent.**  |
| **Please list the contact you worked with in the Office of Sponsored Projects/Grants Office:** |
| **Name:** |  | **Phone:** |  |
| **Email:** |  |
| **Any special instructions for USHE when sending the check.** |  |
| Make Check Payable to: |  |
| Mailing Address with who the ***Attention To*** should be:  |  |
| Total Grant Funds Requested from USHE:  | **$**  |
| I, the Project Coordinator, agree to complete all activities as outlined in the proposal and reporting requirements as identified in this RFP. |
| Signature of Lead Project Coordinator |  |