

**BOARD OF REGENTS SUPPORT FUND**  
**BOARD OF REGENTS/SREB GRADUATE FELLOWSHIPS TO**  
**PROMOTE DIVERSITY PROGRAM**

Guidelines for the Submission of Proposals

**FISCAL YEAR 2011-12**

Request for Proposals, Number 2011-11

P. O. Box 3677

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## REQUEST FOR PROPOSALS, NUMBER 2011-11

### Important Notices

**1. Inquiries about this 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 1, 2011, or until 4:30 p.m. of the first working weekday following this date. No inquiry--whether written or oral--will be accepted after that date to ensure 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 1 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 on the Internet: <http://web.laregents.org/downloads/rfps-policies-forms/>.

**BOARD OF REGENTS/SREB GRADUATE FELLOWSHIPS TO  
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**I. INTRODUCTION**

For a ten-year period beginning in 1995, the settlement of the desegregation suit provided \$600,000 per year to Louisiana State University and A&M College for scholarships to support underrepresented minority students seeking doctoral degrees. Working with the Southern Regional Education Board (SREB), LSU through its Huel D. Perkins Doctoral Fellowship Program, which concluded in fiscal year 2005-06, made available to students both academic-year support and membership in SREB’s Doctoral Scholars Program, including participation in its annual Institute on Teaching and Mentoring. To continue and broaden the impact of the LSU fellowships, the Board of Regents has established a similar program in partnership with SREB. Through this program, a maximum of ten (10) new fellowships are available per year, and each fellowship is four (4) years in duration. Should the Board of Regents Support Fund receive less revenue than is estimated in its FY 2011-12 Plan and Budget, the number of fellowship slots available to the BoR/SREB program may be reduced. All available fellowships are awarded through a competitive process, which is open to all accredited Louisiana institutions of higher education offering doctoral degrees.

Awards are made to graduate schools or governing units for graduate education at eligible institutions, which then determine the distribution of individual fellowships among qualified departments and/or students. A panel of impartial out-of-state experts considers all applications and makes funding recommendations to the Board. The Board contributes \$20,000 per student per year for four (4) years, as well as financial support to provide fellows with membership in SREB’s Doctoral Scholars Program, enabling them to attend its annual Institute on Teaching and Mentoring. Information on these SREB initiatives is available at <http://www.sreb.org/programs/dsp/dspindex.asp>.

**II. FUNDING AND INSTITUTIONAL MATCHING**

The Board contributes a total of \$25,000 per student per year for three (3) years, and \$20,000 per student for the fourth year of study. Board of Regents support is provided in the following categories and amounts:

| <b>Expense Category</b>                         | <b>Duration</b> | <b>Amount per Annum</b> |
|---|-----------------|-------------------------|
| Fellowship Stipend                              | 4 years         | \$20,000                |
| SREB Student Membership/Administrative Services | 3 years         | \$ 5,000                |

Students may receive a maximum of four years of support through this program, and each fellowship must be awarded to a single student for the full four-year term. A fellowship slot may not be divided among multiple students either by dividing the annual award or rotating students through the fellowship in successive years. Board permission must be obtained to replace fellowship recipients who become ineligible to hold the award.

In years in which SREB membership and fees are to be paid by the Board of Regents, the full \$25,000 award for each fellowship will be paid to the institution, which will then remit the appropriate fees to SREB in the name(s) of the student(s) receiving support. The institution is responsible for making appropriate arrangements with SREB to ensure student participation in the Doctoral Scholars Program.

Institutions receiving awards are required to provide full tuition support for each fellowship recipient for the duration of the award. Other matching support, including fee waivers, recruitment costs, and professional development support, are encouraged but not required. Institutions are also encouraged to find means to elevate fellowship support through departmental and/or university supplements, to enable departments to recruit and retain truly superior candidates through these awards.

### **III. ELIGIBLE APPLICANTS AND PROJECTS**

#### **A. Institutional Eligibility**

All public and private institutions offering doctoral degrees are eligible to seek support through this program. Each institution may submit a maximum of one (1) proposal requesting up to ten fellowships, and should base the request on its history of minority enrollment and realistic, specific plans for future recruitment. The application must be submitted by the governing unit for graduate education or graduate school at the eligible institution. The governing unit granted an award will be responsible for selecting departments and/or students to receive the fellowships and providing biannual reports to the Board of Regents indicating each fellowship recipient's academic standing, enrollment status, and progress toward program completion. The Board of Regents does not accept applications from or make awards to individual students or academic departments or colleges.

#### **B. Discipline Eligibility**

All academic departments offering the Ph.D. are eligible for support through this program, though applications must be made through the institution's governing unit for graduate education or graduate school. Preference is given to applicants presenting plans to provide fellowships to science, technology, mathematics and engineering disciplines. The program does not provide fellowship support to students pursuing professional degrees such as the Ed.D., M.D., D.D.S., J.D., or D.V.M.

#### **C. Student Eligibility**

1. These fellowships are available only to underrepresented minority students who hold or will receive a bachelor's and/or master's degree from an accredited college or university before the beginning of BoR fellowship support. Students moving directly from a bachelor's program to a doctoral program are eligible, provided they complete the bachelor's degree prior to receiving fellowship support.
2. Graduate schools must specify their academic criteria and admissions standards for fellowship recipients. As a basis for selection, the institution must at least set a minimum grade point average. Additional measures to ensure student quality are encouraged, including (but not limited to) interviews, GRE or alternate test scores, writing samples, and letters of recommendation. The institution must also identify circumstances under which it might permit exceptions to its established standards for these awards.
3. All students awarded these fellowships must be enrolled full-time in doctoral degree programs throughout the term of the fellowship. Students may retain their fellowships during unpaid leaves of absence or terms of part-time study only with the prior permission of SREB and the Board of Regents. A fellowship must be assigned to a single student for the full four years of support. If a student relinquishes the fellowship, leaves the program, or fails to meet the academic standards required, the fellowship may, under certain circumstances and with Board permission, be reassigned.

4. Students funded through this program must make satisfactory progress to the degree and remain in good academic standing as defined by the institution throughout the term of the fellowship. Any student not meeting these requirements must relinquish his/her award.
5. Except in cases in which remunerated work is required as a component of the student's course of study, students funded through this program are not permitted to undertake any full- or part-time employment, including teaching and/or research assistantships, without first receiving permission from SREB and the Board of Regents in years 1 through 3 of the award, and the Board of Regents in year 4.

#### **IV. TIMELINE**

If a stated deadline falls on a Saturday, Sunday, or legal holiday, the deadline(s) will be extended until 4:30 p.m. of the next working weekday.

|                                |   |
|--------------------------------|---|
| September 2011                 | Request for Proposals issued  |
| October 1, 2011                | Last day for questions about the RFP  |
| November 14, 2011<br>4:30 p.m. | Deadline for receipt of proposals through LOGAN   |
| November 2011 –<br>March 2012  | Proposals transmitted to and reviewed by out-of-state experts   |
| April 2012                     | Report and recommendations by out-of-state experts completed and posted on the Sponsored Programs website |
| April 2012                     | Final action by the Board   |
| May-June 2012                  | Contracts negotiated and executed   |
| August 1, 2012                 | Contract start date for projects approved in FY 2011-12   |

#### **V. PROJECT ACTIVATION AND COMPLETION DATES; PROJECT EXTENSIONS**

The project activation date is August 1, 2012 and the termination date July 31, 2017. The contract term includes an additional year beyond the four-year fellowship duration to allow for issues related to student recruitment and retention, such as the need for additional time to identify an appropriate fellowship recipient or for 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. 1514. This statute 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 need to recruit and graduate fellowship recipients in a timely manner, extensions to BoR/SREB 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 specified for a single fellowship slot awarded by the Board. Remaining unused funds or fellowship slots may not be redirected to increase a fellowship recipient's duration of support or annual stipend.

## **VI. PROCEDURE FOR SUBMISSION OF PROPOSALS**

BoR/SREB proposals must be submitted electronically, via the Louisiana Online Grants Administration Network (LOGAN). LOGAN may be accessed at <http://web.laregents.org> by clicking "LOGAN" in the menu at the top of the page. 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.

## **VII. PROPOSAL REQUIREMENTS AND FORMAT**

### **A. General Requirements and Stipulations**

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 notified that the proposal has been deemed non-compliant.

**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.**

- 1. Number of Copies Required:** Proposals are submitted electronically. Paper originals and/or copies are not required and will not be accepted.
- 2. Addenda Submitted Before or After Receipt of 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. If a deficiency is noted, a submitted proposal may be withdrawn and a corrected version resubmitted before the deadline specified in section IV. No changes of any kind may be made after the submission deadline.
- 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. Data requested in the forms must be provided for all proposals. Proposals must be submitted via LOGAN.

**B. Specific Requirements and Format**

Note that all forms referenced in this RFP are available in LOGAN. Each proposal must include the information specified below, which should be presented in the following sequence:

1. **Cover Page:** Each item on the cover page must be completed.
2. **Project Summary:** The summary, limited to 2,500 characters (including spaces), should provide a concise description of the project, containing a clear statement of need, measurable objectives, and the proposed contribution of the project to minority representation in doctoral programs on your campus.
3. **Table 4-SREB:** Profile of Graduate Recruitment, Admission, Retention and Support.
4. **Narrative:** The narrative should be comprehensive, providing requested information for all departments/units for which support is requested. All narrative sections should be compiled as a single PDF document to be uploaded to LOGAN. The total proposal narrative, which excludes qualifications of key personnel, forms, budget pages and appendices, should not exceed twenty (20) pages in length.
  - a. **Institutional history of underrepresented minority graduate student enrollment, retention, and completion of degrees:** Provide a brief narrative account of the institution's recent experience in recruiting, matriculating, retaining, and graduating underrepresented minority students in doctoral degree programs.
  - b. **Description of university-wide efforts to recruit underrepresented minority students:** Summarize efforts in place or planned at your institution to recruit underrepresented minority students to doctoral programs. Indicate the success of these efforts.
  - c. **Plan for recruitment of potential fellows and distribution of fellowships among departments:** Provide a detailed plan for attracting students to these fellowship opportunities. Indicate the means by which the fellowship(s) will be assigned to qualified applicants at your institution, and how decisions might be made when a number of applicants across diverse disciplines and departments are eligible for the award(s).
  - d. **Proposed academic qualifications of fellowship recipients:** Indicate baseline requirements for fellowship recipients, including, but not limited to, a minimum grade point average.
  - e. **Institutional plans for monitoring fellowship recipients and ensuring retention and success:** Describe mechanisms in place or in development to enable the institution and participating departments to monitor fellowship recipients and move them successfully through their degree programs.

5. **Qualifications of Key Personnel:** The summary of personnel qualifications will be uploaded as a single file into LOGAN and may not exceed five (5) pages. Identify key faculty and support personnel who will be available and have the needed skills to implement the project successfully. List all key faculty and support personnel by name and provide a brief description of their qualifications. Additional information may be provided in an appendix, if necessary.
  
6. **Budget and Budget Narrative:** 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.

The fellowship request should be aligned with the proposed program, reflect realistic institutional plans for recruitment of excellent underrepresented minority students, and include clear justification for funds being requested. Support may be requested from the Board of Regents for up to ten (10) doctoral fellowship slots, at the following per-slot level:

| <b>Expense Category</b>                             | <b>Duration</b> | <b>Amount per Annum</b> |
|---|-----------------|-------------------------|
| Fellowship Stipend                                  | 4 years         | \$20,000                |
| SREB Student Membership/<br>Administrative Services | 3 years         | \$ 5,000                |

No additional support may be requested from the Board of Regents and fellowships must be requested at the level stipulated. The full \$25,000 annual award for each fellowship will be paid to the institution, which will then remit the appropriate fees to SREB for the first three years of the award in the name(s) of the student(s) receiving support. Funds provided for SREB membership/ administrative services may not be paid to the student as fellowship support or used for other non-SREB purposes.

Institutions are required to provide full tuition waivers for all requested fellowship slots. Additional institutional or private-sector matching, including fee waivers, recruitment costs, provision of equipment to students, and professional development support, is encouraged but not required. Institutions are encouraged to supplement stipend amounts when possible, to attract the best possible students. Note that, unless the work required as a component of the student's course of study, fellowship recipients are not permitted to undertake full- or part-time employment, including teaching and/or research assistantships without first receiving permission from SREB and the Board of Regents in years one through three of the award, and from the Board of Regents in year four.

Proposals should detail all commitments by collaborative partners (universities, colleges, departments, school districts, etc.) to support proposed activities. Support may be in the form of in-cash or in-kind contributions and must be confirmed by a letter of commitment from the appropriate partner.

**C. REVIEW OF PROPOSALS**

The Board's Policy for Administration stipulates that "all awards will be subject to external review by an appropriate panel(s) of experts." Accordingly, the Board will select and engage the services of a team of out-of-state experts to review proposals submitted through this RFP. The team will individually assess and collectively rank all proposals. Proposals will be rated on the extent to which they meet specified criteria (see Appendix A). Proposals that receive average ratings in the range of 70-100 points will be eligible to compete for program funds. Only in exceptional circumstances will the Board fund proposals that receive an average rating of 69 or less.

## **APPENDIX A**

### **Criteria for Review**

**BOARD OF REGENTS SUPPORT FUND  
BOARD OF REGENTS/SOUTHERN REGIONAL EDUCATION BOARD  
GRADUATE FELLOWSHIPS TO PROMOTE DIVERSITY**

**RATING FORM**

Proposal Number: \_\_\_\_\_

Institution: \_\_\_\_\_

**I. Underrepresented Minority Graduate Student Recruitment History and Plans (45 points)**

\_\_\_\_\_ of 15 pts.      Previous institutional success in underrepresented minority graduate student recruitment and enrollment

\_\_\_\_\_ of 20 pts.      Plans for recruitment of students for BoR/SREB awards

\_\_\_\_\_ of 10 pts.      Criteria for selection of student recipients and method of determining allocation of fellowships among qualified departments/units

**II. Underrepresented Minority Graduate Student Retention History and Plans (45 points)**

\_\_\_\_\_ of 25 pts.      Plans for mentoring fellowship recipients, monitoring student progress, and encouraging completion of degrees

\_\_\_\_\_ of 20 pts.      Success of previous university-wide retention efforts and degree completion rates for underrepresented minority students

**III. Institutional Matching (10 points)**

\_\_\_\_\_ of 10 pts.      Provision of adequate cost sharing, including tuition remission (required) and fellowship supplements

\_\_\_\_\_ **RATING TOTAL**

**IV. Bases of Rating**

Summarize briefly the notable features of this proposal which most decisively influenced 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 the general report of consultants, which will be transmitted to each submitting institution.

(Rev. 07/2011)