



**LOUISIANA  
BOARD OF REGENTS  
eLearning Task Force**

**eLearning Innovation Grants Program**

Guidelines for the  
Submission of

**eLearning Proposals**

**Proposals Due: February 22, 2016  
4:30 p.m. Central**

## **FISCAL YEAR 2015-16**

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 29, 2016**. Inquiries about the eLearning Innovation Grants Program RFP, should be directed to Dr. Darlene Williams, [darlene@nsula.edu](mailto: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 **February 22, 2016 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](mailto:support@laregents.org).



## **Request for Proposals**

Louisiana Board of Regents  
On behalf of the 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 degree 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 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 PI's 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.

#### **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.

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, 2016 and continue through June 30, 2017, with a final program report due July 31, 2017.

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 regard 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](mailto:darlene@nsula.edu)

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

- Proposals are due February 22, 2016.
- The grant cycle will be July 1, 2016 – June 30, 2017.
- 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 approve 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>January, 2016</b>
<b>Proposals Due by 4:30 p.m. Central</b>	<b>February 22, 2016</b>
<b>Proposal Review Period</b>	<b>March/April, 2016</b>
<b>Notification of Awarded Proposals</b>	<b>April/May, 2016</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 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, 2016 through June 30, 2017. Final program report due July 31, 2017.

**RFP deadline no later than 4:30 p.m. February 22, 2016**