

**BOARD OF REGENTS SUPPORT FUND  
ENHANCEMENT PROGRAM**

**BOARD OF REGENTS/SREB DOCTORAL SUPPORT  
INITIATIVE TO PROMOTE STUDENT  
AND FACULTY DIVERSITY**

Guidelines for the Submission of Proposals

**FY 2017-18 Competition for Awards to Begin in FY 2018-19**

Request for Proposals, Number 2017-11

**Proposal Submission Deadline: Tuesday, November 14, 2017,  
4:30 p.m. Central Time**

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

## REQUEST FOR PROPOSALS, NUMBER 2017-11

### 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., November 1, 2017, 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 November 1 to be considered prior to the issuance of the next RFP.

**3. Availability of the RFP on the Internet**

This RFP is available on the Internet: <https://web.laregents.org/downloads/rfps-policies-forms/>.

**BoRSF ENHANCEMENT PROGRAM**

**BOARD OF REGENTS/SREB DOCTORAL SUPPORT INITIATIVE  
TO PROMOTE STUDENT AND FACULTY DIVERSITY  
REQUEST FOR PROPOSALS, FY 2017-18**

**I. INTRODUCTION**

The Southern Regional Education Board’s Doctoral Scholars Program has been a major support to underrepresented minority students, particularly in STEM fields, enrolled in doctoral programs across SREB’s member states. Federal agencies have recognized the power of the SREB model, and have provided funding to expand its reach beyond SREB states through the annual Teaching and Mentoring Institute. Information on the Doctoral Scholars Program and annual institute is available at [www.sreb.org/page/1074/doctoral\\_scholars.html](http://www.sreb.org/page/1074/doctoral_scholars.html).

**II. FUNDING AND INSTITUTIONAL MATCHING**

The Board contributes a total of \$15,000 per student per year for three (3) years. Board of Regents support is provided in the following categories and amounts:

<b>Expense Category</b>	<b>Amount per Annum</b>
Student Supplementary Support	\$10,000
SREB Student Membership/Administrative Services	\$ 5,000

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

Awarded campuses will select student recipients and 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 and annual institute.

**III. ELIGIBLE APPLICANTS AND PROJECTS**

**A. Institutional Eligibility**

All public and private institutions in Louisiana offering doctoral degrees are eligible to seek support through this subprogram. Each institution may submit a maximum of one (1) proposal requesting up to ten (10) student funding slots. The basis for the request shall be the campus’s history of minority enrollment and success in doctoral programs, as well as realistic plans to maintain or grow minority participation.

**B. Unit Eligibility for Proposal Submission**

The application must be submitted by the governing unit for graduate education or graduate school at the eligible institution. The Board of Regents does not accept applications from or make awards to academic departments or colleges, other administrative units on the campus, or individual students.

**C. Discipline Eligibility**

All academic departments offering the Ph.D. are eligible for support through this subprogram, though applications must be made through the institution's governing unit for graduate education or graduate school. The subprogram does not provide support to students pursuing professional degrees such as the Ed.D., M.D., D.D.S., J.D., or D.V.M.

**D. Student Eligibility**

1. Stipends and SREB support awarded through this program are available only to underrepresented minority students as defined in the proposal and consistent with SREB program intent.
2. Student recipients must be enrolled on a full-time basis in an eligible doctoral program.
3. Students funded through this initiative must be in good academic standing as defined by the institution.
4. A student may receive support for up to three years.

**E. Individuals Eligible to Serve as Principal Investigators**

Any individual employed by an eligible Louisiana institution of higher education may serve as principal or co-principal investigator for a BoR/SREB award. Principal investigators who are delinquent in submitting contractually required reports for prior or existing Board of Regents Support Fund and/or Federal awards managed by the Board of Regents Sponsored Programs Section are precluded from submitting a proposal in response to this RFP until the required report(s) has been received and accepted by the Board.

**IV. INSTITUTIONAL MATCH REQUIREMENT**

Institutions are required to provide a minimum of \$10,000 in student support in addition to the \$10,000 provided by the BoR. Additional institutional or private-sector matching, including tuition and fee waivers, recruitment costs, provision of equipment/supplies to students, and professional development support, is encouraged but not required. Institutions are also urged to supplement stipend amounts when possible, to attract the best possible students. Student recipients are permitted to receive other institutional or external scholarships or fellowships, including those provided by the Board of Regents Support Fund, and/or undertake campus employment, including as teaching and/or

research assistants. Student recipients must be remunerated at a level equivalent to their peers for compensated work; BoR supplementary funding shall not be used to offset compensation for campus work.

## **V. 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.

July 2017	Request for Proposals issued
November 1, 2017	Last day for questions about the RFP
November 14, 2017, 4:30 p.m. Central	Deadline for receipt of proposals through LOGAN
November 2017-March 2018	Proposals transmitted to and reviewed by out-of-state experts
April 2018	Report and recommendations by out-of-state experts completed and posted on the Sponsored Programs website
April 2018	Final action by the Board
May-June 2018	Contracts negotiated and executed
August 1, 2018	Contract start date for projects approved in FY 2017-18

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

The project activation date is August 1, 2018 and the termination date July 31, 2021.

No-cost extensions may be requested to complete project activities per Louisiana R.S. 39:1615. 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 initiative’s emphasis on student success, extensions to BoR/SREB projects are limited to one (1) year. Regardless of any contract extensions, under no circumstances may funds be used for purposes other than direct student support and participation in SREB’s Doctoral Scholars Program and annual institute.

## **VII. 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 <https://web.laregents.org> by clicking “LOGAN” in the menu at the top of the page. 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, 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 system is programmed to close at the deadline cited in this RFP.

## VIII. 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 will be 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 After Receipt of Proposal:** Proposals submitted to the Board must be complete and correct upon submission. No addenda, corrections, or revisions will be accepted after final receipt of the proposal. A proposal sent to the Board of Regents through LOGAN may be released upon request of the submitting institution if additional changes are needed, provided such request is made before the deadline for receipt. A released proposal must be resubmitted through LOGAN prior to the deadline to be eligible for funding consideration.
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. All data requested in the forms must be provided. 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. **Table 4-SREB:** Profile of Doctoral Recruitment, Admission, Retention and Support.
3. **Table 5-SREB:** Awards Previously Received Under the BoR/SREB Graduate Fellowships Subprogram
4. **Narrative:** All narrative sections should be compiled as a single PDF document to be uploaded to LOGAN. The total proposal narrative, which excludes tables and budget pages, should not exceed five (5) pages in length.
  - a. **History of underrepresented minority doctoral student enrollment, retention, and completion of degrees:** Provide a brief narrative account of the institution's recent experience in matriculating, retaining, graduating, and placing 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, including any objective evidence of the success of these efforts.
  - c. **Plan for distribution of funding slots among departments:** Describe the plan for distributing available student slots to qualified students.
  - d. **Institutional plans for monitoring student recipients to ensure retention and success:** Outline mechanisms in place or in development to enable the institution to retain and graduate eligible students.
  - e. **Mechanisms to support selected students during the academic year:** Discuss financial support systems (scholarships, fellowships, assistantships, etc.) available to eligible students.
  - f. **Sufficiency of Anticipated Package of Support:** Indicate how anticipated support from all sources (BoR, institution, other) is sufficient to recruit and retain the type of student targeted. As possible, provide data showing the support offered by peer institutions for similar students.
5. **Budget and Budget Narrative:** Detailed budgets and justifications must be submitted for each year of the proposed project, using electronic forms supplied through LOGAN. A general description of institutional and/or other matching support must also be included, if appropriate.

The request should be aligned with the proposed activities, reflect realistic institutional plans for enrollment and successful completion of underrepresented minority doctoral students, and include a clear justification for funds being requested. Support may be requested from the Board of Regents for up to ten (10) doctoral student funding slots, at \$15,000 per student (\$10,000 supplement and \$5,000 SREB costs). No additional support may be requested from the Board of Regents. The annual award for each slot 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. Funds provided for SREB membership/administrative services may not be paid to the student as fellowship support or used for other non-SREB purposes.

The campus is required to provide at least \$10,000 in direct support for each student slot awarded. Additional support is strongly encouraged as essential to the recruitment and retention of truly superior students, but is not required. The proposal shall indicate how the total package of support anticipated from BoR, institutional, and other sources is competitive to attract the targeted students.

#### **C. REVIEW OF PROPOSALS**

Board of Regents Sponsored Programs policies stipulate that all submitted proposals are subject to external review by an appropriate panel(s) of experts. Board staff will select and engage the services of out-of-state experts to review proposals submitted through this RFP. Reviewers 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 subprogram funds. The Board will not approve funding for 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  
 DOCTORAL SUPPORT INITIATIVE TO PROMOTE STUDENT AND FACULTY DIVERSITY**

**RATING FORM**

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

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

Rating Category	Maximum Score	Assigned Score	Reviewer Comments
History of and Plans for Underrepresented Minority Doctoral Student Retention and Success	45		
Appropriateness of Institutional Support: Financial and Academic	30		
History of and Plans for Underrepresented Minority Doctoral Student Recruitment	25		
<b>Rating Total</b>	<b>100</b>		

**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.