



Tennessee Board of Regents

2010-2011

Access and Diversity Initiative Grants

Application Procedures

Proposal Submissions Due to TBR Central Office
by Monday, February 1, 2010

1415 Murfreesboro Road, Suite 340
Nashville, TN 37217
Phone (615) 366-4483 Fax (615) 366-3922

Introduction

In 2007, the Tennessee Board of Regents (“TBR”) central established a pool of funds to support new and innovative projects designed to attract and retain increasing numbers of students, faculty, and staff who can contribute to and benefit from these new access and diversity initiatives. The cornerstone of these efforts is a commitment to increasing the educational attainment level of all citizens of the state of Tennessee and a strong belief in the value of diversity to the educational process.

The TBR central office anticipates that grant funds for access and diversity initiatives will be available for Fiscal Year 2009-2010 contingent upon appropriation by the General Assembly. The funds are to be used to support initiatives designed to achieve and promote access and diversity, including those that:

- assist with the recruitment and retention of students and the recruitment and retention of faculty and staff; and
- promote a climate that enhances the likelihood of success of recruitment and retention initiatives on the TBR campuses.

In addition to programs funded through this competitive process, the TBR central office will sponsor specific activities and projects that achieve the above stated purposes utilizing the resources of the access and diversity appropriation. Also, faculty research grants in the area of diversity will be available through a separate grant program administered through the TBR Academic Affairs office.

Annual Grant Program

A. Purpose

This grant application process seeks applications for initiatives that achieve the above stated purposes and that implement strategies aligned with institution goals and objectives and its Diversity Plan.

Funding made available under this grant program is provided as part of an annual competitive application process and cannot be expected to be a source of secure funding over an extended time period.

Applications should directly serve underrepresented or underutilized populations -including, but not limited to, racial/ethnic minorities, the economically disadvantaged, and persons with disabilities, or should address issues affecting those groups.

B. Types of Programs

Three types of programs are eligible for funding. Below is a general description of each category:

1. Student Outreach and Success–

a. Recruitment - Programs in this category must target underrepresented students and be designed to enhance orientation, motivation, and readiness for pursuing postsecondary level education. Applications involving innovative recruitment programs that target groups such as middle school students, non-traditional students, first generation students, or graduate students are encouraged.

b. Retention - The goal of programs in this category is the achievement of measurable improvement in the retention of historically underrepresented group members, including, but not limited to, racial/ethnic minorities, non-traditional students, and the economically disadvantaged.

2. Faculty/Staff Recruitment and Retention – Programs in this category should be designed to achieve improvement in the recruitment and retention of employees from historically underrepresented groups.

3. Campus Climate – The goal of programs in this category is to improve campus life and shape the educational experience to be more inclusive, welcoming and respectful for all students, faculty and staff. NOTE: Campus climate surveys are no longer funded in this program.

C. Categories of Funding

The annual grants program is not intended to provide long-term support for on-going programs. Funding made available under this grant program is provided as part of an annual competitive application process and cannot be expected to be a source of secure funding over an extended time period.

The following categories of funding are available:

1. Pilot Program Project - The focus of projects in this category is on new, innovative ideas, services or programs. A pilot project would run for up to but no more than 12 months. Successful programs funded as pilot programs under this grant program may be eligible to compete for funding in future years, but will require evidence of institutional commitment if the programs become ongoing programs.

2. Program Enhancement Projects - The focus of this category is enhancement of existing programs with a commitment of institutional support in future years. For applications in this category, demonstration of the institution's current financial participation and future financial support as evidenced by a letter from the appropriate Vice President is required. Such programs will receive no more than three years of support from access and diversity grants in declining amounts each year.

3. One Time Program Grants – Projects in this category are limited and specific in their scope and must be completed within 12 months or less. Most workshops/seminars, curricular development and instructional enhancement efforts should fall into this category.

4. Multi-Year Grants- These projects will allow institutions the opportunity to implement longer term projects (2-3 yrs) and include the continuation of funding for successful

programs into the institution's fiscal year budget. These grants will be highly competitive and should demonstrate positive impact on the target population and *must be a collaborative of at least two entities*.

D. Funding Priorities

Funding support will be considered and determined on a case-by-case basis. Funding decisions regarding program applications will be based on the merits of the applications, including the following factors:

1. Project Goals and Objectives are clearly stated and measurable with benchmarks indicating when and how the objectives are to be accomplished.
2. Assessment strategies include a baseline determination plus qualitative and quantitative elements. Application scope and/or methodology demonstrate that the project is well thought out and comprehensively planned.
3. The project has a clearly stated connection, benefit, or impact on the educational experience.
4. The project will have a substantial or sustained impact on the target population.
5. The project has a strong relationship to system and institution plans and goals.
6. The project's sustainability and future institutional support is assured, where appropriate.
7. The budget is sound; costs are reasonable, necessary and appropriate.
8. The project has other resources, including in-kind contributions or funding committed or has a realistic plan to leverage other sources of funds.

All applications will be reviewed and scored on the above criteria by a panel comprised of central office and system personnel. System personnel will not review, discuss or score applications from their own Institution.

E. Collaborative Applications

Collaborative applications involving two or more system institutions, local education agency (LEA), non-TBR higher education institution, business, or community group (such as local P-16 councils) are particularly encouraged. In collaborative applications one TBR institution must be the lead applicant and letters of commitment from collaborating institutions or external groups must be included. Each of the collaborating entities must have an active role in the project.

F. Submission Requirements

NOTE: Though an applicant can submit multiple applications, an applicant may only serve as the PRIMARY project director on one project.

Internal Due Date: System institutions should establish a local due date for applications and shall establish procedures to **select no more than two program applications of each program type** (a total of eight per institution) for submission to the central office. Student success can submit two for recruitment and two for retention. A part of the institution's internal selection process should be a review by campus or TBR Office of General Counsel (if no campus counsel) to determine whether the program complies with all applicable current policies and laws. Institutions should screen applications for the selection criteria (contained in Part I, Section E) and may submit fewer than the maximum allowable applications.

All applications that are to be reviewed by TBR Office of General Counsel (OGC) are due to the Central Office by Monday, December 1, 2009. This early submission date will allow TBR OGC ample time to review and make suggestions regarding compliance issues before the final, February due date.

Submission Format for General Counsel Review:

One (1) electronic copy of the Application is required and must be submitted as a WORD© document to the campus assigned staff attorney in the OGC. The information on the “Subject” line of the electronic mail transmission should include “A&D Grant for OGC REVIEW, Campus initials and Project Director’s Name.”

Central Office Due Date: Completed applications must be received at the System Office *no later than end of business on Monday, February 1, 2010.*

Final Submission Format:

- **All applications must be submitted in electronic form only.** One (1) electronic copy of the application is required and must be submitted as a WORD© document. All electronic copies must be submitted to the following email address: accessdiversity@tbr.edu. The information on the “subject” line of the electronic mail transmission should include the campus name and Project Director’s Name. Example: Subject: MTSU Access and Diversity Grant Application/Jones **NOTE:** Applications received through U.S. Mail or hand-delivery will not be reviewed.
- The signed “Application Cover Page”, appendices and attachments may be scanned and submitted as one “PDF” file or the signed “Application Cover Page” may be submitted by fax to 615-366-3922. **No documents other than the Application Cover Page may be faxed.**

Each application should include the following contents:

- The Application Cover Page (FORM 1 provided) signed by the institution’s Project Director, Diversity Committee Chair (or institution equivalent), Office of Sponsored Research (or the equivalent) Director, and the President. If any signatures are omitted, the Application will NOT be reviewed.
- The Application Assessment Page (FORM 2 provided) must be completed.
- Start and end dates that are a specific day, month and year. These dates must be included on the Application Cover Page. The project can start upon award of funds, which is anticipated to be July 1, 2010, or anytime thereafter. The project end dates is June 30, 2011. Multi-year end dates are June 30, 2012 and June 30, 2013.
- An Abstract (FORM 3 provided) providing a concise summary of the project with problem/need statement, goals, objectives, number of participants benchmarks, and assessment strategies. The assessment strategies should relate directly to the project scope and objectives.

- A narrative description of the project, including the project's link to the institution or system strategic diversity plans. Include all topics listed in the outline provided; limit to three pages typewritten.
- A budget in the format enclosed. Ineligible costs include the following: purchase of equipment, textbooks, library books, hardware or software, and institution indirect or overhead costs. Requests for speaker fees are not considered unless such fees are part of a broader workshop/seminar project, curricula/instructional project, or recruitment or outreach program.
- Letters of participation from all participating institutions or other groups, must be included if the project is a collaborative.
- For Program Enhancement projects, identify how many years the program has been in existence and the levels of institutional and/or external support. Also, submit documentation of the Institution's willingness to support and institutionalize the program in future years. A letter from the appropriate Vice President is required.
- For One Time Projects, submit documentation of the institution's willingness or ability to cost share or contribute in-kind costs.
- Exhibits, appendices and attachments are limited to five (5) pages total – additional pages will not be reviewed and should not be submitted.

G. Awards and Notifications

Award decisions will be communicated to applicants and Institution officials by mid March 2010, approximately 30 days from the due date of submission. Applications will be reviewed by TBR staff and a committee comprised of representation from various TBR institutions. Notifications will be simultaneously sent to the Project Director, Diversity Contact and President of each institution. This will be followed by a Letter of Understanding (LOU). The institution should take steps to ensure that other required project funding is available prior to signing and returning the LOU. Funding will be transferred to the institution upon receipt of the signed LOU.

H. Post-Award Requirements

Application revisions: The Letter of Understanding requires that the project be implemented as proposed. Major changes to the scope of services or personnel must be submitted, in writing to Dr. William Arnold, for approval.

Project Director's Meeting: A MANDATORY Project Director's Meeting will be scheduled for Friday, May 21, 2010 at the Central Office.

Budget revisions: Any shift of funds that will increase the amount budgeted for travel requires prior, written approval from Dr. William Arnold. Any shift of funds that exceeds

10% of the total budget or \$1,000.00 (whichever is greatest) will also require prior, written approval from Dr. Arnold.

Extensions: Projects are typically approved for the period identified in the application. Requests for reasonable extensions must be submitted to william.arnold@tbr.edu prior to the deadline with a justification of the need for such an extension. The Office of Access and Diversity reserves the right to determine reasonability.

Final Report: A narrative or end of project report including a final Expenditures Report must be submitted to william.arnold@tbr.edu within 30 days of the conclusion of the project. All reports must be submitted by the due date. Reports that are overdue may result in denial of future applications. (Projects that have not yet reached their planned end date may submit further applications.) Information about the content and format of this report will be included with the award notification letters. Any funds not used by the end of the project must be returned with the final report.

I. Funding Levels for each type of program

During this grant cycle, we will provide three types of funding:

- One-Time grants from \$10,000 (minimum) to \$50,000 (maximum) for a 12-month period in the areas of student outreach and success – recruitment and retention; faculty/staff recruitment and retention
- One-time Climate Grants from \$1,000.00 (minimum) to \$3,000.00 (maximum) for a 12 month period
- Multi-Year grants from \$50,000.00 (minimum) up to a total \$125,000 (maximum) over a two to three year period. Please note that funding will decrease each year. For example, if you request \$125,000 over three years, you may receive \$75,000 in year one; \$25,000 in year two; and \$25,000 in year three.

Please note: If institutions apply for a multi-year grant, a budget is required for each year. Failure to submit the required budgets may lead to your request being denied.

J. Other Information

Questions. Any questions should be addressed to william.arnold@tbr.edu or 615.365.1508. In the event that a proposal is rejected, the proposal writer may request reviewer comments in writing no later than April 30, 2010.

Revisions. Any revisions to this grant process will be issued by the central office in writing and distributed to the same recipients receiving the original application packet. In addition, revisions will be posted at www.tbr.edu.

2010-2011 Access and Diversity Grant Application Cover Page (FORM 1)

Project Title: _____

Institution: _____

Project Date(s): _____ to _____
Provide dates as a specific month, day and year (xx/xx/2010); NOT "Fall 2010"

Amount Requested: \$ _____

Project Director Name: _____
Position: _____
Department: _____
Phone and Email: _____

Other Key Project Personnel Name: _____
Position: _____
Department: _____
Phone/Email: _____

I. Type of Program

Please check the ONE category most appropriate type of program

- Student Outreach and Success (**Recruitment**)
- Student Outreach and Success (**Retention**)
- Faculty/Staff Recruitment and Retention
- Campus Climate

II. Funding Category

Please check the ONE most appropriate category

- Pilot Program Project (requires VP letter included) One Time Program
- Program Enhancement Has this program previously received A&D funding?
___ YES ___ NO

III. Collaborative Applications only (see page 3)

- List of participating institutions/organizations is included
- Letters of support from participating institutions/organizations included

Signed: _____
Project Director

Signed: _____
Campus Diversity Committee Chair

Signed: _____
Office of Sponsored Research (Grants)

Signed: _____
Institution Presiden

ABSTRACT

FORM 2

This form must be completed as comprehensively as possible. The abstract should explicitly address the need for the project, its goals and the activities that will be undertaken to achieve those goals. The abstract must also explain how the program will be assessed to determine whether the goals are met. The goals must be linked strategically to the institutional and/or system strategic plan relative to access and diversity. A comprehensive typewritten narrative addressing the selection criteria is required (see Narrative Instructions below). The narrative must not exceed three (3) pages.

Name of Institution: _____

Statement of Need: State clearly and concisely the problem(s) the project will address:

Goals:

List no more than two (2) clearly defined, measurable, and comprehensive goals you wish to achieve:

- 1. _____

- 2. _____

List at least two (2) institutional and/or system strategic plan goals the project addresses:

- 1. _____

- 2. _____

Assessment: Describe how you plan to assess achievement of the goals listed above. If and when possible, use action verbs to describe your assessment. *Use additional page if necessary.*

Narrative Instructions (Narrative must not exceed three (3) pages

- ❖ What is the primary purpose of this project?
- ❖ How does this project relate to the goals of your institution? To the goals of TBR?
- ❖ Describe the project, including the primary steps involved, the people who will be responsible for and involved in each step, the management plan for the project (i.e., how each step is to be achieved), the projected number of participants, key benchmarks in the project's conduct, and a timeline for achievement of the benchmarks
- ❖ What assessment measures will be used to evaluate the outcome of this project?
- ❖ Describe how this project will become self-sustaining and/or how your institution will institutionalize the services. (Attach letter outlining institution support.)

What other resources, including in-kind contributions, will be used in conducting this project?

PROJECT DIRECTOR(S): (list all applicable names and titles)

Is this request to continue a previously funded Access & Diversity Grant?

No _____ Yes _____

If you answered, "YES," please submit a brief statement on the results and evaluation of the project. Also, please explain why additional grant funds are needed for this project. (One paragraph)

Grant Request Information

Gross Request:

Other Matching Resources (Please List, if applicable)

Participant Information

Number of Participants:

Cost per Participant (calculated from Gross Request):

Stipend per Participant (if applicable):

Percent of Request designated for Travel:

Percent of Request designated for Food:

Percent of Request designated for Salaries:

Percent of Request designated for equipment:

ACCESS and DIVERSITY GRANT BUDGET**(FORM 4)**

GRANTEE

TBR Institution Name

PROGRAM AREA:

TBR Access and Diversity Grant (Single or Multi year)

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: July 1, 2010 through June 30, 2011

	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	ORIGINAL GRANT Request	ORIGINAL GRANTEE MATCH (participation)	TOTAL PROJECT
1	Salaries (detail attached)	\$0.00	\$0.00	\$0.00
2	Student Wages (detail attached)	\$0.00	\$0.00	\$0.00
3	Benefits (detail attached)	\$0.00	\$0.00	\$0.00
4	Honoraria (detail attached)	\$0.00	\$0.00	\$0.00
5	Supplies (detail attached)	\$0.00	\$0.00	\$0.00
6	Food (detail attached)	\$0.00	\$0.00	\$0.00
7	Facilities (detail attached)	\$0.00	\$0.00	\$0.00
8	Travel / Conferences (detail attached)	\$0.00	\$0.00	\$0.00
9	Stipends (detail attached)	\$0.00	\$0.00	\$0.00
10	Other (Specify) (detail attached)	\$0.00	\$0.00	\$0.00
11	Total In-Kind Expense	\$0.00	\$0.00	\$0.00
13	GRAND TOTAL	\$0.00	\$0.00	\$0.00

GRANT BUDGET DETAIL	
LINE-ITEM DETAIL FOR: SALARIES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: STUDENT WAGES	
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: BENEFITS	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: HONORARIA	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: SUPPLIES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: FOOD	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: FACILITIES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: TRAVEL/CONFERENCES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: STIPENDS	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: OTHER	AMOUNT

TOTAL	\$0.00
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*Funding will not be approved for international travel, equipment, textbooks, library books, hardware, or software.

Note: Multi-year applicants must submit an itemized budget request for each year.

Itemize each anticipated expenditure and its funding source in the appropriate column. Include all expenditures associated with the program as outlined. **Provide narrative explanation on an additional page if needed.**

2010 Access and Diversity Grant Initiative Timeline

Tuesday, September 15

- 2010-2011 Request for Applications Released

Tuesday, September 15- Monday, November 30, 2009

- Campus internal review of applications

Tuesday, December 1, 2009

- TBR Legal Review Submission deadline (if needed)

Monday, February 2, 2009

- Application Submissions Due to TBR Central Office

Tuesday, February 9, 2010 – Tuesday, March 9, 2010

- TBR Grant Review Process

Monday, March 15, 2010

- Grant Awards Announced

Friday, May 21, 2010

- Mandatory Project Director's Meeting

Thursday, July 1, 2010

- Grant Period Begins

Thursday, June 30, 2011*

- Grant Period Ends (single year grants)

***Multi-year grants will end June 30, 2012 or 2013**

The Office of Access and Diversity encourages the campuses to perform grant writing workshops. We are available to assist in tailoring such sessions to this Request for Applications. Please contact William Arnold for more information.