

# REQUEST FOR PROPOSALS

## Idaho Technology Incentive Grant Program FY2011

**Developed by Idaho State Board of Education** to promote the creation and use of innovative methods of instruction:

- To focus on integrating technology into the curriculum;
- To enhance the rate and quality of student learning;
- To enhance faculty productivity; and
- To increase access to educational programs.

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## PROGRAM GOALS

This program focuses on projects that advance the goals and objectives stated in the State Board of Education's Statewide Strategic Plan. The Plan can be accessed at <http://www.boardofed.idaho.gov/overview/index.asp> or copies may be obtained from the Board office.

The Idaho Technology Incentive Grant (ITIG) program seeks applications from Idaho's public college and universities that demonstrate innovative approaches for integrating technology into teaching and learning. Innovation is defined as:

- Technology that is new to a campus, even though it may already exist and be used regularly at other postsecondary institutions.
- Technology that impacts or affects a substantial number of students and/or helps address campus challenges in serving a large or special student population. Collaborative learning and team building is encouraged.
- Techniques for assisting teachers in developing computer-based instruction. Can new methods be found to assist faculty in using WWW and multimedia for instruction?
- Concepts that further professional development and support. New approaches to teacher preparation and staff development that lead to changes in teaching styles are critical to the effective integration of technology.

### **Priority will be given to:**

- Proposals demonstrating exemplary alternative delivery systems including the Idaho Education Network <http://adm.idaho.gov/ien/>.
- Proposals that demonstrate sustainability and will have a direct impact on economic and workforce development.
- Proposals which demonstrate collaboration among Idaho public institutions and/or industry, and among faculty within institutions and/or industry.

## **Purpose**

The purpose of the ITIG is:

- To focus on integrating technology into the curriculum
- To enhance the rate and quality of student learning
- To enhance faculty productivity
- To increase access to educational programs

## **Eligible Institutions**

Boise State University  
Idaho State University  
University of Idaho  
Lewis-Clark State College

## **Allocation**

The allocation of funds for the Idaho Technology Incentive Grant Program is contingent upon Legislative appropriation each fiscal year. It is intended that the funds, if allocated, be distributed based upon the merit of the application and as recommended by the Technology Grant Review Committee.

***Institutions may not be funded if they fail to meet all the criteria of the grant and/or the merit of the project fails to meet intended objectives.***

**The distribution of funds for this program is based upon the following guidelines:**

1. The awards will be made in support of those projects that reflect the goals of the institution and the purpose of the ITIG program.
2. The awards will be made at the discretion of the Idaho State Board of Education based upon the merit of the project/application and recommendations of the Technology Grant Review Committee.

A summative report based on the outcomes of the project shall be submitted to the Office of the State Board of Education within two months of the close of the grant period.

## General Information

- Deadline for submission:** The originating institution must thoroughly screen the proposals for content, technical merit, and connectivity and forward only the top most projects to the Board office. Completed proposals must be submitted to the State Board of Education by 5 P.M., **March 12, 2010**. The originating institution must submit one original (w/signatures) and five unbound copies of each original proposal for consideration. An electronic version of the proposal in Microsoft Word should be emailed to [Patty.Sanchez@osbe.idaho.gov](mailto:Patty.Sanchez@osbe.idaho.gov) or provided on a compact disc (CD).
- Funds available:** The total amount of money to be awarded for Idaho Technology Incentive Grants is dependent upon Legislative appropriation.
- Number of proposals:** There is no limit on the number of proposals submitted by any of the four institutions. However, only one project per principal investigator will be funded in any given year. *Principal investigators with current grants will NOT be awarded new grants until the current grant has been completed, all money has been spent, and a final report is received by the Office of the State Board of Education.*
- Twelve -Month Projects -** The duration of support will be for **one fiscal year:** (July 1, 2010 - June 30, 2011). Funding is provided in one lump sum. [An extension for expending grant funds may be granted upon request.]
- Review of proposals:** Proposals will be reviewed and evaluated based upon and determined by the merit of the application in relation to the purpose of the ITIG program. All applications will be screened for adherence to the RFP. The Technology Grant Review committee composed of two Board Members (IRSA and BAHRC committee members), the Chief Academic Officer, and a representative from the State Information Technology Resource Management Council (ITRMC) will review the proposals and forward recommendations to fund to the State Board of Education.
- Funding decisions:** The Board will approve the projects to be funded no later than its June 2010 meeting.
- Send proposal packages to:**

(If Courier service)	(If U.S. Postal service)
Idaho State Board of Education	Idaho State Board of Education
Technology Grant Program	Technology Grant Program
650 W. State Street #307	P.O. Box 83720
Boise, Idaho, 83720-0037	Boise, ID 83720-0037

# GUIDELINES FOR PREPARATION OF PROPOSALS

## Proposal Format

The proposal should be prepared following the American Psychological Association (APA) style. Proposals should also be screened for proper grammar, punctuation, and written content.

To facilitate processing, proposals must be stapled in the upper left-hand corner, but otherwise unbound, with pages numbered at the bottom and a 1-inch margin at the top and bottom. Contents must be assembled in the sequence given below:

- Cover Page (1 page)
- Executive Summary (1 page)
- Narrative (not to exceed 3-4 pages-- depends on length of F&E Description)
- Assessment Plan (1 page)
- Timeline (1 page)
- Budget (1 page)
- Budget Explanation (If necessary--1 page-- does not count against 10 page proposal limit)
- Facilities and Equipment Description (not to exceed 2 pages)
- Letters of Collaborations

Page limitations are referred to with the description of some sections. **Failure to adhere to these formatting guidelines will result in disqualification of the proposal.**

## Contents of the Proposal

**Each proposal will be limited to a total of 10 pages** and must contain the following elements in the order indicated below.

1. **Cover Page:** (1 page) include the name of the institution, timeline for the award, funds requested, and the original signature of the president of the institution.
2. **Executive Summary:** (1 page, double-spaced) provide a one-page abstract of the project, which identifies the need and provides a description of how grants will be utilized: advancement of instruction in teaching and/or research, increased productivity, innovation, overall quality of student performance and increased access to education programs.
3. **Narrative:** (3-4 pages, double-spaced). Depends on the length of the Facilities & Equipment Description—the last section of the proposal)

**The Technology Grant Review Committee will consider the following criteria:**

- (1) The project will ensure successful, effective, and efficient uses of technologies that will be sustainable beyond the period of the grant.
- (2) The institution contributes financial and other resources to achieve the goals of the project.
- (3) The applicant is capable of carrying out the project, as evidenced by the extent to which the project will meet the need or problems identified; the qualifications of key personnel who would conduct the project.
- (4) The extent to which the method of evaluation will provide accountability and permit periodic assessment of progress toward achieving intended outcomes.
- (5) An Assessment Plan (one (1) page)\* for a single project (or for each project if multiple projects are submitted by the institution) must be clearly defined.

*Assessments may include but are not limited to: pre- and post-tests; comparisons of learning (student) outcomes between traditional delivery and technology-enhanced delivery of a course; end-of-course evaluations; students surveys; retention rates; resources and support available to faculty for development of course(s) or program(s); faculty investment of time in development, implementation, and teaching (include time spent emailing or communicating with students, i.e. other than instructional time); track the history of a project from idea through implementation, noting the links among the participants including those responsible for curriculum, technologies used, program/course design, faculty and student support, marketing, legal issues, budgeting, administrative and student services, and program evaluation.*

- (6) Project is designed to create new learning communities among teachers, students, and others, which contribute to State or local education goals for a quality education, and expands markets for quality educational technology or content.
4. **Timeline:** (1 page) identify the action with appropriate starting/completion dates, including projections for sustainability.
  5. **Budget:** (1 page) include a complete budget detailing the use of funds.
    - a. The amount of the request must be clearly defined and presented in an overall budget sheet. **All budget totals must be rounded up to the nearest hundred dollars.**
    - b. Include identification of how the funds will be spent. This should identify funds allocated to each budget category, including personnel, equipment, and other direct costs [materials, supplies, travel]. Budgets should include a description of the role of the personnel or the nature and purpose of other expenditures for each item in this category; a description of the need for and purpose of any equipment included; and a description of the need for and purpose of any other direct costs identified.
    - c. Summary Proposal Budget and Budget Explanation  
Each proposal must contain a budget for the term of support requested. The proposal may request funds under any of the headings listed in the budget format as

applicable to the proposed project. No indirect costs are permitted.

**Each proposal must include a completed Summary Proposal Budget. Completion of this summary does not eliminate the need to fully document and justify the amounts requested in each category.** Such documentation must be provided on additional page(s) immediately following the budget in the proposal and must be identified by line item. The documentation page(s) must be titled "**Budget Explanation.**" The Budget Explanation does not count against the 10 page proposal limit.

## **Summary Proposal Budget Instructions**

### **I. Senior Personnel Salaries**

Senior personnel include the applicant and any co-applicant(s) so designated by the grantee institution. A faculty associate (faculty member) is an individual other than the applicant or co-applicant who is considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.

The proposal must list:

1. The titles or positions of the personnel and their institutional affiliation.
2. The estimated number of academic-year, summer, or calendar-year person-months and rate of pay for which SBOE funding is requested.

SBOE regards teaching, service and scholarly efforts as the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on these activities within the term of appointment is deemed to be included within the faculty member's regular institutional salary. **Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment, or to reimburse faculty members for consulting or other time in addition to a regular full-time institutional salary covering the same general period of employment.** However, grant funds may be used to purchase release time for faculty members to conduct the proposed project(s) during their term of appointment. Purchase of release time should be clearly identified so it will not be confused with requests for supplemental income, which is not permissible during the academic year. Further, summer salary for faculty members on academic-year appointments will be funded for no more than three-ninths of their regular academic-year salary. All salaries and wages must be fully justified on the budget explanation pages.

### **II. Other Personnel Salaries and Wages**

Definitions for other personnel are as follows:

1. A Postdoctoral Associate is an individual who received a Ph.D., or M.D. equivalent degree less than 5 years ago, who is not a member of the faculty of the performing institution, and who is not reported under Senior Personnel above.

2. Other Professional is a person who may or may not hold a doctoral degree or its equivalent and is not reported as a applicant or co-applicant, faculty associate, postdoctoral associate or student. Examples of personnel included in this category are doctoral associates not reported under B, consultants, professional technicians, systems experts, computer programmers and design engineers.

For postdoctoral associates and other professionals, each position must be listed, with the number of full-time-equivalent person-months and rate of pay (hourly, monthly or annual). For graduate and undergraduate students, clerical, technical, etc., only the total number of persons and total amount of salaries per year in each category are required. Salaries requested must be consistent with the institution's regular practices. All salaries and wages must be fully justified on the budget explanation pages.

### **III. Fringe Benefits**

Fringe benefits may be treated as direct costs, reimbursable under the grant. All fringe benefits must be fully justified on the budget explanation pages.

### **IV. Equipment**

The SBOE, for the purpose of these proposals, defines equipment as an item of property that has an acquisition cost of \$500 or more and an expected service life of 2 or more years. Items of needed equipment costing \$1,000 or more must be listed individually with description and estimated cost, including tax, and adequately justified.

Allowable items will ordinarily be limited to technology equipment and apparatus that are not already available for the conduct of the work. With the exception of computers and computer related equipment such as software, general-purpose office equipment will normally not be considered eligible for support.

The purchase of equipment with grant funds must follow the guidelines used in other equipment purchased by the institution. It must also follow restrictions and requirements for equipment purchases by the State and the Information Technology Resource Management Council.

### **V. Travel**

**Grant awards may not be used for out-of-state travel. In-state travel is permitted but must be fully justified.**

### **VI. Other Direct Costs**

The budget must itemize other anticipated direct costs not included under the headings above, including materials and supplies, software, servers, phones, publication costs, computer services, in-state conferences, and consultant services (which are discussed below). Reference books and periodicals may be charged to the grant only if they specifically relate to the project.

- Materials and Supplies: The budget must indicate in general terms the type of expendable materials and supplies required, with their estimated costs. The breakdown must be more detailed when the cost is substantial.
- Consultant Services: Anticipated consultant services and costs must be justified, and information furnished on each individual's expertise, primary organizational affiliation, daily compensation rate, number of days of expected service and travel expenses.
- Computer Services: The cost of computer services, including computer-based retrieval of scientific, technical and educational information, may be requested. A justification of the established computer service rates at the proposing institution must be included. The budget also may request costs, which must be shown to be reasonable, for leasing automatic data-processing equipment. The purchase of computers and associated hardware and software must be requested as items of equipment.
- Subcontracts: None of the activities under an SBOE grant may be contracted out or transferred to any organization without prior, written approval by the SBOE. Subcontracts must be disclosed in the proposal so that the grant letter can contain their prior approval. There must be a complete budget, in the prescribed format, for each subcontract. The total amount of each subcontract must appear as a line item under "Other Direct Costs" in the master budget for the project.

Applicants must not alter the cost categories as they appear on this form. Improper completion of this form may result in return of the proposal and elimination from the competition.

## 6. **Facilities and Equipment Description** (not to exceed 2 pages, double-spaced)

- a. A description of no more than two pages **must be added** to the proposal describing available facilities. Major items of equipment to be used in the proposed work should be described if they are of a specialized nature and essential to the performance of the project.
- b. Proposals that request equipment must list potential uses and a description of its use(s) as it relates to the project. The descriptions should be succinct and should emphasize the intrinsic merit of the activity for the discipline and the importance of any equipment to it. A brief summary will suffice for auxiliary users of equipment.
  - **Equipment to be purchased, modified or constructed must be described in sufficient detail to allow comparison of its capabilities to the needs of the proposed activities. Whenever possible, the proposal should specify the manufacturer and model number.**
  - **Proposals requesting multiple-use equipment must describe comparable equipment that is already at the proposing organization(s) and explain why it cannot be used. The degree of utilization must be discussed.**
  - **Proposals requesting equipment must also describe arrangements for maintenance and operation, including:**

1. A description of the physical facility where the equipment will be located.
2. An annual budget for operation and maintenance of the proposed equipment, indicating source of funds.
3. A brief description of other support services available, particularly related equipment, and the annual budget for their operation, maintenance and administration.

Special-purpose equipment having a unit acquisition cost of more than \$10,000 and purchased or leased with grant funds will be subject to reasonable inventory controls, maintenance procedures, and organizational policies that enhance its multiple or shared use on other projects, if such use does not interfere with the work for which the equipment was acquired.

## **Reporting Procedures**

Acceptance of ITIG grant funds obligates the proposers to submit a formative electronic **progress report** six months following the award of funds, with an **ending summative (final) report** due **Friday, August 31, 2011**. The additional time is allotted for the completion of the assessment portion of the final report.

Information to be reported will include but not be limited to:

- Number of faculty and students impacted
- Description of how objectives were met
- Resulting publications and presentations
- Number of courses developed/enhanced and how delivered/enhanced
- Any unusual or unexpected outcomes

The **final report** should also outline actual cost savings or benefit to the State.

# PROPOSAL EVALUATION CRITERIA

The proposal evaluation criteria for the Idaho Technology Incentive Grant program have been established in accordance with the goals outlined in the SBOE Strategic Plan and with input from the four public institutions.

## Idaho Technology Incentive Grant Program FY 2011 Proposal Rating Sheet

Each proposal will receive a “Pass” or “Fail” rating.

Criteria	<u>P/F</u>
The project will ensure successful, effective, and efficient uses of technologies that will be sustainable beyond the period of the grant.	_____
The institution contributes financial and other resources to achieve the goals of the project.	_____
The applicant is capable of carrying out the project, as evidenced by the extent to which the project will meet the need or problems identified; the qualifications of key personnel who would conduct the project.	_____
The extent to which the method of evaluation will provide accountability and permit periodic assessment of progress toward achieving intended outcomes.	_____
Assessment contributes to the body of knowledge regarding the pedagogy of distance learning, student (learning) outcomes, and/or faculty perspectives and issues.	_____
Is designed to create new learning communities among teachers, students, and others, which contribute to State or local education goals for a quality education, and expands markets for quality educational technology or content.	_____

**COVER SHEET FOR IDAHO TECHNOLOGY INCENTIVE GRANT PROPOSALS  
IDAHO STATE BOARD OF EDUCATION**

<b>Title of Project:</b>	Proposal Number (OSBE Office Use Only):
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<b>Dollar Amount Requested:</b>		
	<b>Project Start Date:</b>	<b>Project End Date:</b>

**List of Project Objectives:**

<b>(Collaborating) Department(s)</b>	<b>Mailing Address:</b>
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<b>E-mail Address:</b>	<b>Phone Number:</b>
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	Name	Institution	Title	Signature(indicates RFP has been read)
PI				
Co-PI				

Institution:	Authorizing Original Signature:	Title of Authorizer:	Dollar Amount Allocated:
		Provost/VP for Academic Affairs (optional)	
		Financial Vice President (optional)	
		Vice President for Institutional Research (Optional)	
		Department Chair/Dean (Optional)	

<b>Authorizing Original Signature of President of Institution (required):</b>	<b>Date:</b>
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**SUMMARY PROPOSAL BUDGET**

<b>A. SENIOR PERSONNEL</b>		<b>No. of Months</b>			
Position/Title	Rate of Pay	CAL	ACA	SUM	\$ Amount Requested
<b>B. OTHER PERSONNEL</b>		<b>No. of Months</b>			
Position/Title	Rate of Pay	CAL	ACA	SUM	\$ Amount Requested
<b>C. FRINGE BENEFITS</b>					
Rate of Fringe (%)	Salary Base				\$ Amount Requested
<b>PERSONNEL SUBTOTAL:</b>					
<b>D. EQUIPMENT: (List each item with a cost in excess of \$1000)</b>					
Item/Description	\$ Amount Requested	Item/Description	\$ Amount Requested		
1.		5.			
2.		6.			
3.		7.			
4.		8.			
<b>EQUIPMENT SUBTOTAL:</b>					
<b>E. PARTICIPANT SUPPORT COSTS:</b>					
Description	\$ Amount Requested	Description	\$ Amount Requested		
1.		3.			
2.		4.			
<b>PARTICIPANT SUPPORT COSTS SUBTOTAL:</b>					
<b>F. OTHER DIRECT COSTS:</b>					
Description	\$ Amount Requested	Description	\$ Amount Requested		
1.		4.			
2.		5.			
3.		6.			
<b>OTHER DIRECT COSTS SUBTOTAL:</b>					
<b>TOTAL COSTS (Add Subtotals):</b>					
<b>TOTAL AMOUNT REQUESTED:</b>					



# CHECKLIST FOR PROPOSAL SUBMISSION

Please use this checklist to ensure that all essential information is included.

## ONE ORIGINAL COPY (with signatures)

\_\_\_\_\_ Cover Page with required signatures

- Name of Institution
- Timeline
- Funds Requested
- Title of Project
- Signature of President
- Name, email, and phone number of person submitting the proposal(s)

## FIVE COPIES (unbound)

\_\_\_\_\_ Cover Page

\_\_\_\_\_ Executive Summary

\_\_\_\_\_ Narrative

\_\_\_\_\_ Assessment

\_\_\_\_\_ Timeline

\_\_\_\_\_ Budget

## ELECTRONIC COPY

\_\_\_\_\_ Email the entire proposal in Microsoft Word format to: [Patty.Sanchez@osbe.idaho.gov](mailto:Patty.Sanchez@osbe.idaho.gov).