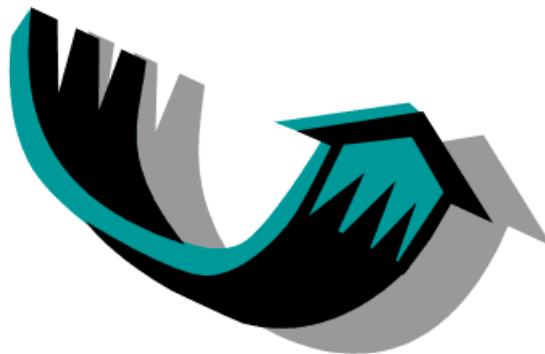


The Arizona Board of Regents Announces Request for Proposals and Application Guidelines



ARIZONA REGENTS REACH-OUT (ARRO) 2009 Grant Program

Proposal Submission Deadline: October 6, 2008
Awards Announced: December 2008
Funding Begins: January 5, 2009

Arizona Board of Regents
2020 N. Central Avenue, Suite 230
Phoenix, AZ 85004
Phone: 602-229-2560 • Fax: 602-229-2555
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Arizona Regents Reach Out (ARRO) 2009 Grant Program: Key Facts at a Glance

Total Funding Available: \$200,000

Funding Amounts:

- Up to \$50,000 each for single-university projects
- Up to \$100,000 each for multi-university (NOT “multi-campus”) collaborations

Funding Period: January 5, 2009, through June 30, 2010 (18 project months)

Submission Deadlines: Proposals must be postmarked or hand-delivered by 5 pm on Monday, October 6, 2008.

Notice of Award: Final awards will be announced and proposers notified during December 2008.

How to Submit Your Proposal: A complete proposal submission consists of the following:

- One (1) original paper version of the complete proposal, including *original* signatures, forms, and attachments, in the format specified in this RFP; and
- One (1) additional paper copy of the complete proposal, including signatures, forms, and attachments; and
- One (1) electronic copy of the complete proposal (signatures not required), sent via email to: maryn.boess@azregents.edu.

Where to Mail or Deliver Your Proposal: Use the following address for mailing or delivering your proposal:

ARRO 2009 Grant Program
Arizona Board of Regents
2020 N. Central Ave., Suite 230
Phoenix, AZ 85004

Email: maryn.boess@azregents.edu

Contact: For all questions regarding this Request For Proposals or the ARRO grant process, contact Maryn Boess, Grants Program Manager, Arizona Board of Regents, at maryn.boess@azregents.edu, or (602) 229-2560.

Project Requirements and Priorities

Overview

This Request for Proposals presents the fourth annual funding round of the Arizona Regents Reach-Out (ARRO) grant program. ARRO was first authorized in spring 2005 and issued its first grant awards in November 2005, with funding starting January 1, 2006. ARRO awards encourage faculty and staff from all three Arizona Universities to submit proposals for innovative distance-learning projects, with an emphasis on those that are collaborative, that support workforce development, and that are transferable, portable, shareable and scalable.

The purpose of ARRO funding is to encourage the rapid development and deployment of high-impact, anytime, anyplace distance-learning projects at the university level. *For 2009, an additional emphasis is encouraged in support of the Governor's P-20 Council interest in increasing production of K-12 teachers in science, technology, engineering, and mathematics (STEM) fields, and ensuring effective preparation and certification of these teachers.*

This RFP is intended to provide clear, detailed guidance to prospective proposers for preparing eligible, high-quality and competitive project proposals that align with the goals and requirements for ARRO 2009 funding.

Required Program Characteristics

To be eligible for 2009 ARRO funding, a proposal *must* clearly demonstrate that the project:

- Addresses a clearly identified and demonstrated workforce demand or need in Arizona.
- Promotes rapid development of high-quality online, distance-learning or technology-assisted projects.
- Will have a significant and demonstrable impact on workforce development in Arizona.
- Demonstrates feasibility.
- Is transferable, portable, sharable and scalable and has significance beyond the grant period.
- Leverages scarce resources through collaboration with other departments, universities or other entities and securing matching funds.
- Addresses a program or course of study, rather than an individual course only.
- Has not previously received funding from Arizona Regents University (ARU), Arizona Universities Network (AZUN), or Arizona Regents Reach-Out (ARRO).

Preferred Program Characteristics

STEM Preparation and Certification: The Governor's P-20 Council is working to improve the alignment of Arizona's education system, with the specific goal of ensuring that all students who graduate from high school are prepared for college and work. One of the P-20 Council's areas of concern is the production of effective K-12 teachers in the STEM fields: Science, technology, engineering, and mathematics.

For the ARRO 2009 round, the Arizona Board of Regents Technology Oversight Committee especially invites and will give competitive preference to proposals that, in addition to meeting the above required program characteristics, *also* addresses the issue of teacher preparation and/or certification in science, technology, engineering, and mathematics.

Other Preferred Program Characteristics: In addition to the required program characteristics, reviewers will give preferential consideration to a project that:

- Does not duplicate higher-education resources already available in Arizona.
- Addresses educational resources that are in short supply but are needed for graduation.
- Applies technology or curriculum innovations in new areas.
- Explores opportunities for competency-based or performance-based assessment.

Proposal Contents and Format

Proposal Checklist

A complete proposal package will contain the following items, in the order presented. Guidelines for content and format of each item can be found in following sections. *[Numbers in brackets refer to the page in this RFP where you can find detailed instructions and guidelines for each section.]*

Introductory Material:

- ___ Grant Application Cover Sheet (Attachment A) *[p. 4]*
- ___ Table of Contents *[p. 5]*
- ___ Project Summary *[p. 5]*

Proposal Narrative: Up to 4 single-spaced pages, 12-point type, 1” margins on all sides *[pp. 5-6]:*

- ___ Description of Need or Opportunity
- ___ Description of Intended Outcomes and Strategies
- ___ Technical Needs
- ___ Work Plan/Timeline
- ___ Key Personnel
- ___ Milestones, Performance Measures, and Deliverables
- ___ Evaluation Plan
- ___ Dissemination and Sustainability Plan

Budget Documents:

- ___ Budget Request Form (Attachment B) *[p. 6-7]*
- ___ Budget Justification *[p. 7]*
- ___ Faculty/Staff Compensation Worksheet (Attachment C) *[p. 7]*

Other Attachments:

- ___ Project Timeline and Progress Report (Attachment D) *[p. 8]*

Grant Application Cover Sheet (Attachment A)

Complete the information for each item. Secure all three required signatures (Project Director; Department Chair or equivalent; and Sponsored Projects Office representative). List the complete contact information for any co-directors on a separate sheet.

Multi-University Projects: Please see special instructions on pages 8-9 for completing attachments.

Table of Contents

List the major headings and page numbers for all sections and attachments in your proposal.

Project Summary/Abstract

Immediately following the table of contents, include a summary or abstract of the project of no more than 200 words. This summary should serve as a clear, direct, concise snapshot of your entire proposal and should provide factual information reflecting *all the key elements* of your project. The Project Summary will serve as the reviewers' first impression of your proposal and will be used in future communications, press releases, presentations, etc. Your Project Summary should include at least one sentence addressing each of the sections in the Project Narrative. ***It is not an introduction to your proposal; rather, it provides an at-a-glance overview of what your project is about, why it's important, and how it will work.***

Proposal Narrative

Your proposal narrative will begin immediately following your project summary, and will include no more than 4 single-spaced pages, 12 point type, 1-inch margins on all sides. Please include each of the following sections, using the headings given, and clearly, directly, succinctly and specifically provide the information requested.

Part 1: Description of Need or Opportunity: The need or significance of your proposed project must be clearly established and documented in this section, in answer to the question: "Why is this project important or valuable?" Include supporting data or references to workforce development needs and/or indications of demand. Estimate number of students who may be attracted to or use the project. What existing problem will your project address or resolve? What opportunity exists that your project will address?

Part 2: Description of Intended Outcomes and Strategies: This section has the important role of drawing a clear, direct connection between the identified need or opportunity, the specifics of your project's work plan, and the expected or intended outcomes of that work. It will answer in specific terms these two questions:

- If your project is successful, what will be different at the end of your project from the situation you described in Part 1? ("intended outcomes"); and
- What are the broad strategies or approaches your project will take to bridge the gap between the current need/opportunity and the outcomes of a successful project?

Clearly and directly cite *specific changes or outcomes* that you intend to achieve through your project. Select between three and eight key "success indicators" that reflect the major areas of impact for your project, and that will serve as the basis for your project activities and evaluation. (To identify your "success indicators," ask yourself this question: "What are the three to eight specific outcomes or achievements about which I can say, 'If we accomplish these, our project will be a success'?") These outcomes should be related as closely as possible to the overall purpose of this funding opportunity as described on page 3; that is: "[to encourage] innovative distance-learning projects, with an emphasis on those that are collaborative, support workforce development, and are transferable, portable, shareable and scalable."

Also in this section, outline the key strategies or approaches that you propose to use to address the identified need and move toward the intended outcomes. Describe why you have chosen these strategies and approaches, how you expect them to impact the need or opportunity, and why you expect them to result in the intended outcomes you have identified.

Part 3: Technical Needs: Briefly explain the technical requirements (software, hardware, and networking) that will be used to provide the deliverables. List any virtual library or electronic media content to be used in the project. Demonstrate compliance with Section 508 of the Rehabilitation Act.

Part 4: Work Plan/Timeline: Use a work plan chart similar to the sample entry below to describe the key milestones, timeline, related tasks, resource allocations and personnel hours for your project. Include a brief narrative description of the key activities planned. Also describe collaborative activities within or among institutions. This section should make it clear how the work of the project will be organized to result in the intended outcomes described in Part 2.

Work Plan/Timeline Chart: Sample Entry

Schedule	Project Phase/ Key Milestone	Tasks and Activities	Resources and Personnel	Personnel Hours
June-Aug. 2009	Online implementation	1. Continue creation of web site and online materials. 2. Start accepting applications. 3. Administer online exams.	James Smith Graduate Assistant	8 hrs wk x 12 wks = 96 hours 10 hrs wk x 12 wks = 120 hrs

Part 5: Key Personnel: Identify and *provide contact information* for all key project personnel. Provide a brief description of each key individual’s role in the project and qualifications to work on this project.

Part 6: Evaluation Plan: Briefly describe how you will evaluate the progress and success of your project. If you are using baseline data, what is its source? What methods and measures will you use to assess your progress toward achieving each performance measure and intended outcome described in Part 5? How will you know the degree to which your project has been successful?

Part 7: Dissemination and Sustainability Plan: Describe your plans for disseminating results of your project to other faculty within the Arizona University System and elsewhere, if appropriate. Also address how the work product will be sustained and supported within the institutional system and continue to be available to continuing and prospective new students beyond the grant period.

Budget Request Form (Attachment B)

Complete the information for each item on the Budget Request Form (Attachment B) and submit the form with your proposal. Please use the following guidelines for preparing the budget. (*Multi-University Projects:* Please see special instructions on page 9 for completing attachments.)

- **Appropriateness:** Proposals will be evaluated on the appropriateness of the budget request in light of the size and scope of the project.
- **Matching funds:** Matching funds are strongly encouraged, and projects that leverage matching sources will be given preference. Match sources may include any combination of institutional contribution and/or external support, and may be in the form of cash match or the value of contributed goods or services.
- **Indirect costs:** No indirect costs can be charged to the ARRO grant. Indirect costs may be included as part of the institutional match, but may not be included in the amount requested from ARRO funds.
- **Funding cycle:** These grants address short-term start-up funding and should be designed for completion in the 18-month cycle.

- **Grants may not replace other state funding:** ARRO funds may not be used to compensate full-time 12-month faculty or staff, or full-time nine-month appointees during the academic year. Funds may be used to provide salary or stipends to nine-month appointees during the summer. Replacement costs for documented release from teaching responsibilities are allowed. (For more details on this issue, please see “Faculty/Staff Compensation Worksheet, Attachment C” below.)
- **External consultants:** In this section you will include anyone consulting to the project who is not a university employee. The narrative or budget detail must clearly describe and provide justification for the role of external consultants.
- **Items disallowed:** Requests for permanent items such as equipment, furniture, or computers are not allowed and, if included, may disqualify the proposal. International travel will not be supported by the ARRO funds.
- **Software/license allowance:** Proposals may include funding for computer software, licenses, or other user fees if necessary to the success of the project. Your narrative must fully justify these items as integral and necessary to the project.

Budget Justification

Following Attachment B, please include a narrative explanation for each expense item greater than \$250. This section is limited to no more than 2 single-spaced pages. Be specific about the nature of the expense. Include all calculations. *Be sure to clearly indicate how the item relates to the project and how it is expected to contribute to the success of your project.*

Faculty/Staff Compensation Worksheet (Attachment C)

ARRO funds may not be used to replace or supplant other state funding. With this restriction in mind, ARRO funds may be used to compensate state-funded (e.g., university) faculty or staff only under the following conditions:

1. Faculty/staff is adjunct or part-time; *or*
2. Faculty/staff is full-time on a nine-month contract and compensation is for work to be undertaken during the summer (NOT during the academic year); *or*
3. The Department has authorized course release for full-time faculty to allow them to participate in the grant-funded project during the academic year, *and* one of the two following conditions is true:
 - a. The faculty member’s course load and salary will *both* be reduced: ARRO funds may be requested for faculty compensation to the amount of the salary reduction; *or*
 - b. The faculty member’s course load will be reduced with no reduction in salary, and the Department will hire graduate teaching assistant(s) or adjunct faculty as replacement instructors.

NOTE: A signed letter from the Department chair attesting to the Department’s authorization of course release must be on file with ABOR.

For each project participant who will be paid through grant funds, please use Attachment C, “Faculty/Staff Compensation Detail Worksheet,” to indicate:

- The name of the individual for whom compensation is requested;
- The individual’s work status (state-funded or not; full- or part-time; etc.)
- A brief description of the grant-funded tasks that individual will perform;
- The time period of the grant-funded work; and
- The total amount requested and the calculations used to determine the requested amount.

Project Timeline and Progress Report (Attachment D)

Attachment D, “Project Timeline and Progress Report,” will be used to track the achievement of project milestones in each of the interim and final reports. You will complete only the first two columns now, and submit this form with your proposal. List on Attachment D the *specific project milestones, performance measures, and/or deliverables* for your project (see guidelines below), and their target dates. In your progress reports you will update the status of each item toward completion or achievement.

Guidelines for Milestones, Performance Measures, and Deliverables: Identify the *specific project milestones, performance measures, and/or deliverables* that you intend to achieve, and the target date for their completion. Examples might include (but are not limited to):

- Number of courses developed or near completion
- Number of course enhancements
- Number of student enrollments
- Curriculum approvals secured
- Web-based materials developed, piloted, refined

These items should be specific and readily measured. These same items will be listed on Attachment D, “Project Timeline and Progress Report,” and in each progress report you will update the status of each item toward completion or achievement.

Additional Guidelines and Notes

Selection and Evaluation Criteria

Each proposal will be screened by staff to determine its eligibility for ARRO funding. Proposals that comply with all submission requirements will then be read and rated by the 2009 ARRO proposal review panel. This panel may be comprised of multi-disciplinary faculty from ASU, NAU, and UA nominated by the university provosts. Panelists will review each proposal on its own merits using an established rubric based on the factors listed under “Required Program Characteristics” and “Preferred Program Characteristics” on page 3 of this RFP. Based on this review, panelists will collectively assign each proposal one of the following ratings:

- **Excellent** – Definitely fund
- **Good** – Possibly fund
- **Adequate** – Consider funding if resources available
- **Fair** – Funding not likely
- **Poor** – Do not fund

The review panel recommendations will be presented to the Arizona Board of Regents Technology Oversight Committee for approval.

Multi-University Proposals

Proposals involving more than one campus or university should follow these additional guidelines.

1. One of the partner universities must be designated as the lead university for the purposes of coordinating and reporting. Please designate the lead university on the Grant Application Cover Sheet (Attachment A) under Item 2, "Lead Institution/Unit."
2. Each participating university or campus must complete and secure signatures for the Grant Application Cover Sheet. Use additional copies of the Grant Application Cover Sheet to submit original signatures from each partner's:
 - Dean or head of the participating educational unit; and
 - Sponsored projects official.
3. Please use the table at the bottom of Attachment B, "Budget Request Form," to list the amount of grant funds that each participating university/campus will require. If awarded, each participating institution will receive a separate award for the amount listed here.
4. All reports (progress and final) must be submitted in a single, consolidated report. The Project Director will be responsible for compiling project information from partnering institutions and compiling and submitting the consolidated reports reflecting the activities of all partners.

Intellectual Property

Proposals funded and resulting intellectual property shall be the property of the Arizona Board of Regents.

Distribution of Funds

- Unless other arrangements are made in advance between the successful grantee and the ABOR grants program manager, all funds will be awarded to the participating institution *on a reimbursement basis*.
- Reimbursement will be based on the project expenditures reports to be submitted quarterly by the Sponsored Projects Office.
- All interim progress reports and financial reports must be current, and must demonstrate adequate progress and appropriate fiscal management, before any reimbursements will be made.

Reporting

Two interim reports and one final report are required on the following schedule:

Report:	For Project Period:	Due Date:
#1 Progress/Financial Report	Jan. 1-June 30, 2009	July 31, 2009
#2 Progress/Financial Report	July 1-Dec. 31, 2009	Jan. 30, 2010
Final Project/Financial Report	Entire project period (Jan. 1, 2009-June 30, 2010)	July 31, 2010

Progress/Financial Reports: You will use the “Project Timeline and Progress Report” (Attachment D) for each of your two interim reports, updating the information each time to reflect the project period covered. You will also submit a brief narrative report that highlights project activities and accomplishments during the reporting period. Finally, your interim report will include an update on line-item expenditures from your approved budget.

Final Report: A final report must be submitted upon completion of the program. The report will include the project’s intended outcomes, accomplishments, results obtained, performance measures, and final expenditures. The final report should also contain the elements referenced in the interim report along with actual performance measures and deliverables.

Other Communications: The ARRO Grant Coordinator may arrange periodic meetings to answer questions and provide support as needed.

Submitting Your Proposal

Deadline: Proposals must be postmarked or hand-delivered no later than 5 pm on Monday, October 6, 2008.

Submit: A complete proposal submission consists of the following:

- One (1) original paper version of the complete proposal, including *original* signatures, forms, and attachments, in the format specified in this RFP; and
- One (1) additional paper copy of the complete proposal, including signatures, forms, and attachments; and
- One (1) electronic copy of the complete proposal (signatures not required), sent via email to: maryn.boess@azregents.edu.

Address: Use the following address for mailing or delivering your proposal:

ARRO 2009 Grant Program
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Phoenix, AZ 85004

Email: maryn.boess@azregents.edu

Confirmation of Receipt: You will receive an email within 2 days acknowledging receipt of your proposal, copies, and electronic copy. If you do not receive an acknowledgment contact the Grants Program Manager as soon as possible (contact information below).

Contact for Questions: Contact Maryn Boess, Arizona Board of Regents Grants Program Manager, at maryn.boess@azregents.edu or (602) 229-2560.

ATTACHMENT A: ARRO 2009 GRANT APPLICATION COVER SHEET

1. Project Title:			
2. Lead Institution/Unit:			
3. Amount requested:	\$		
4. Please list any collaborating campuses or universities, or external/community partners:	5. Please list the academic content areas addressed in this project:		
6. Briefly describe the project (50 words maximum):			
7. Project Director: Name, Title, Phone, Email, Mailing Address			
	SIGNATURE:	DATE:	
7. Project Director: Name, Title, Phone, Email, Mailing Address			
9. Department Chair/ Unit Director/ College Dean/ Provost (<i>may not be same as Project Director</i>): Name, Title, Phone, Email, Fax, Address			
	SIGNATURE:	DATE:	
10. Sponsored Projects Office Representative: Name, Title, Phone, Email, Fax, Address			
	SIGNATURE:	DATE:	

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ATTACHMENT B: ARRO 2009 Budget Request Form

Lead Institution:			
Project Title:			
Project Director:			
	AMOUNT REQUESTED:	Match Amount:	Source of Match:
1. PERSONNEL COSTS (List names/titles separately)			
A. Key Personnel (Faculty & Staff) Salaries (itemize):			
B. Support Personnel (Clerical, Assistants, etc.) Salaries (itemize):			
C. Key Personnel Fringe Benefits (ERE)			
D. Support Personnel Fringe Benefits (ERE)			
TOTAL PERSONNEL COSTS:			
2. PROFESSIONAL/OUTSIDE SERVICES (itemize):			
3. STAFF TRAVEL:			
4. COMMUNICATIONS:			
5. MATERIALS & SUPPLIES:			
6. OTHER OPERATING EXPENDITURES:			
7. SUBTOTAL (TOTAL DIRECT COSTS)			
8. INDIRECT COSTS (Max. 8% of subtotal costs) ²			
9. TOTAL COSTS			

¹Matching and/or supporting funds, while not required, will be considered positively in reviewing the proposal.

²Indirect and overhead funds may be included as part of the match, but may not be included in the amount requested.

PARTNERSHIP DISTRIBUTION: If multiple universities/campuses will be partnering, please use the following table to list the amount of grant funds that each participating university/campus will require:

University/Campus:	Amount Requested:

