**Request for Proposals**

**2016 USHE Affordable Participation and Timely Completion Grants**

**Application Deadline: June 10, 2016**

The Utah System of Higher Education Office of Outreach and Access requests applications for the Affordable Participation and Timely Completion Grants Program for fiscal year 2017. The aim of this grant program is to support the Utah State Board of Regents’ goals of providing affordable participation and timely completion to students in Utah’s Colleges and Universities (see the Regents’ 10-year strategic plan at <http://higheredutah.org/10-year-strategic-plan-for-utah-higher-ed-unanimously-approved-by-board-of-regents/>)

**Grants of up to $75,000** per institution are available as one-time money, with some possibility of additional funds for institutions needing to implement programs on multiple campuses.

Applications must state how the funds will be used to support outreach, access, or completion projects, including but not limited to the following:

* Improving access and/or completion rates and outreach programs to non-traditional students, such as adult learners, working students, part-time students, low-income students, first generation students, students of color, students with disabilities, etc.
* Designing specific career pathways such as stackable credential programs, internships, apprenticeships, and experiential learning programs; we encourage partnership with local secondary schools, technical colleges, workforce and business organizations, or higher education transfer partners as appropriate;
* Strengthening or automating reverse transfer programs with partner institutions;
* Creating curriculum alignment teams of higher education faculty and elementary and secondary faculty to help provide training in new state curricula and best pedagogical practices; proposals to support trainings for state core mathematics, English, and science curricula are especially encouraged;
* Improvements to developmental education programs, including the design of co-requisite course curricula, modularized courses, extended-time courses, supplemental instruction programs, or other means of providing students with just-in-time remediation to help them successfully achieve general education requirements during their first two years;
* Fiscal support for a priority project identified by the president’s P-16 alliance, including money to conduct regional needs assessments for workforce/educational development;
* Institutional research to identify and fix internal obstacles that may be preventing students from completing programs, including problems with institutional policies, degree pathways, course scheduling, gatekeeper courses, or other campus practices;
* Developing, piloting, or expanding high impact practices, such as learning communities, experiential learning, service learning, undergraduate research, and peer mentoring;
* Designing, piloting, or expanding innovative institutional completion scholarships to help students with financial needs or students who have dropped out to return and finish;
* Innovations to cut the cost of college attendance, including the design of open educational resources, self-paced placement-test preparation to by-pass the need for remediation, prior learning assessments, etc.
* Improving outreach by providing professional development for guidance counselors at middle and secondary schools, for college financial aid administrators, and for college admissions counselors or curriculum advisors;
* Developing or piloting Guided Pathway System software, preferably a program utilizing predictive analytics, to help students understand and meet degree requirements;
* Supporting improvements in advising, including the development or expansion of early alert systems, intrusive advising programs, and timely interventions.

Grants may be used for

* Institutional research, needs assessments, and project planning;
* Personnel, including buy-out of faculty time (however, keep in mind that these are one-time monies and will not sustain positions long term).
* Infrastructural needs, including hardware, software, and website development;
* Marketing materials;
* Consultants or site visits.

Only USHE institutions are eligible to apply. Each institution may apply for only one Affordable Participation and Timely Completion grant.

*Please note that because of such short turn-around time* and to ensure timely distribution of funds, applicants are to secure the payment process on their campus with their grants office, office of sponsored projects, and/or any other office deemed necessary, **prior** to submitting their application. Funds will be distributed according to how this is communicated on your cover page. It is the applicant’s responsibility to work with these offices at the institution to make sure all appropriate documentation is provided in the order needed to ensure seamless transferring of funds.

**Grant time line:**

RFP due date June 10, 2016

RFP selection announcement June 27, 2016

1st Disbursement of funds June 30, 2016

1st report due January 13, 2017

Written report on grant results June 15, 2017

**Proposals are due June 10, 2016.**

**Post-Award Changes**

**The grant recipient shall obtain prior written approval for any change to the scope or objectives of the approved project**. This includes:

1. Any changes resulting in additions or deletions of staff and consultants: i.e. to replace the project coordinator (or any other persons named and expressly identified as a key project person in the RFP) or to permit any such person to devote substantially less effort to the project than was anticipated when the grant was awarded.
2. Budgetary changes of any kind: i.e. to move $1,000.00 of dedicated funds in the Materials & Supplies category to the Consultants category.
3. If project activity dates change significantly after the application submission, you must submit a revised calendar of activity dates as well.

The grant recipient shall obtain prior written approval from the USHE Completion Director, preferably via email. **If prior written approval is not obtained, the grant recipient/institution may be responsible for reimbursing any funding allocated to non-approved staff, consultants, materials and supplies, etc**.

We thank you for your application and look forward to working with you to meet the state’s goals to increase affordable participation and timely completion of degrees.