

2013-14 UNIVERSITY GRADUATE LAURELS BLOCK GRANT PROGRAM

REQUEST FOR PROPOSALS

PROPOSAL DEADLINE DECEMBER 17, 2012

Introduction

The University Graduate Laurels Block Grant (UGLBG) program is administered annually by the Graduate School. The UGLBG enables graduate programs to compete for and manage Laurels Graduate Scholarships in conjunction with other graduate student financial support resources.

UGLBGs are tuition remission resources, which may be awarded *only* as full or partial tuition scholarships to pay students' *actual* resident or nonresident graduate tuition charges. Scholarships may not be used as cash awards or for any other purpose besides paying tuition.

Graduate Laurels Scholarships assist a diverse population of highly qualified students who are self-funded and/or who have incomplete support packages. No expectation of research or teaching effort may be tied to a Graduate Laurels Scholarship.

UGLBG Program Goals

The purpose of the UGLBG is to assist graduate programs in the strategic use of graduate student financial support resources to enhance both the quality and diversity of their student populations, thereby enhancing program quality. Block grant allocations will be awarded to select graduate programs that submit a plan showing innovative and/or successful methods:

- a) to deploy funds to recruit and retain graduate students of the highest quality to advance the graduate program; and
- b) to advance the institution's diversity goals in broadening participation by educationally underrepresented segments of society within the graduate enterprise.

Graduate Program Eligibility

Graduate programs leading to an advanced degree (master's or doctoral) may submit a UGLBG proposal under this RFP. Graduate degree programs offered through Extended Campus and professional degree programs (i.e., DVM, PharmD) are not eligible for consideration. Graduate programs that received a 2-year block grant for FY13 and FY14 may not submit a proposal in this year's competition.

The intent of the UGLBG is to provide support to individual graduate programs. However, departments, schools or colleges with more than one program may wish to package all their graduate programs in one proposal. We recommend this approach be taken *only* when there is a strong rationale for doing so. *If two or more degree programs are grouped in your proposal, please explain the reason for doing this.*

Block Grant Awards

University Graduate Laurels Block Grants will be awarded to select graduate programs that propose innovative and/or successful methods to meet UGLBG program goals as outlined above. Fourteen proposals were funded last year and we expect to be able to fund approximately that same number under this RFP.

Block grants typically will be awarded for the duration of one academic year only (fall, winter, and spring) though requests for two-year awards may be considered for proposals that demonstrate significantly compelling, innovative strategies. Under this competition, no more than one half of FY13 UGLBG resources will be awarded in support of two-year awards. Annual department award levels from last year's competition ranged between \$30,000 and \$100,000.

All FY14 UGLBG funds must be fully utilized by the end of spring term 2014 regardless of the duration of the block grant award. Those receiving two-year awards will be provided an explicit budget for each year of the grant. In no case may funds be reserved for use in a subsequent year regardless of the single or multi-year grant duration.

UGLBG recipients must develop their own internal process for awarding scholarships and for distributing and monitoring their block grant allocation. Graduate programs must establish clear and transparent application and selection procedures under which graduate students within the program will be considered for Graduate Laurels Scholarships. These procedures must be articulated in the proposal narrative [see *UGLBG Proposal Submission Procedures* below.]

Graduate programs may make awards to qualified students in any amount equal to or less than each recipient's actual graduate tuition charges, excluding INTO-OSU and OSU Extended campus (E-campus) tuition charges. These non-cash awards may be made for up to one academic year only (fall, winter, and/or spring.) There is no provision for summer session support. **No multi-year scholarships may be offered or implied.**

Scholarships will be disbursed on a quarterly basis at the beginning of the academic term for which the financial support is intended. All scholarship recipients must be enrolled for a minimum of 12 credits each term of the scholarship award period. Audit registrations, course withdrawals, and enrollment in INTO-OSU and OSU Extended Campus courses may not be used to satisfy scholarship enrollment requirements. In addition, Graduate Laurels Scholarships may not be applied to INTO-OSU and E-campus tuition charges incurred by the scholarship recipient.

To optimize the impact of University Graduate Laurels resources, at least 50% of all block grant allocations must be offered to recipients during the nationally-recognized graduate student recruiting cycle on or before April 15. In keeping with the [Council of Graduate School's Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants](#) (of which OSU is a signatory), scholarship recipients cannot be required to accept or decline award offers prior to April 15.

University Graduate Laurels Scholarships do not transfer from one graduate degree program to another. If a scholarship recipient transfers out of the graduate degree program (i.e., graduate major, degree, and/or student level) under which the Graduate Laurels Scholarship was offered, the scholarship must be terminated.

Students appointed as graduate teaching or graduate research assistants and those who receive graduate tuition remission through other means are not eligible for support under the University Graduate Laurels Scholarship program.

Graduate programs are responsible for monitoring the status of their scholarship recipients, for ensuring each recipient's continued eligibility for funding, and for utilizing scholarship resources within the budgetary constraints of their block grant award each year. Note that students will be billed for tuition if they lose scholarship eligibility after the scholarship has been awarded.

Scholarship Recipient Eligibility

University Graduate Laurels Scholarships are to be awarded to students on the basis of academic merit and/or the student's ability to contribute toward diversity in graduate education. *Graduate programs must ensure that their scholarship recipients align with program goals (a) and/or (b) below:*

a.) **ACADEMIC MERIT** - Both international and domestic students may be eligible for consideration within this category and will be:

1. Regularly, conditionally, or provisionally admitted to a graduate degree program; and
2. Making satisfactory progress as a graduate degree-seeking student in the specified degree program; and
3. Able to demonstrate a high potential for success in the specified graduate degree program by:
 - o meeting a minimum institutional and programmatic GPA of 3.00 or greater and GRE (or other test score) as required for graduate admission;
 - o submitting a clear statement of purpose;

- o having strong letters of recommendation received on their behalf;
- o maintaining graduate standards for satisfactory academic progress toward the specified degree program;
- o exhibiting a record of scholarship in his/her academic field and/or profession (e.g., publications, presentations, research grants, honors and awards, etc.); and/or
- o exhibiting a record of leadership through extensive community and civic engagement.

b.) **DIVERSITY** – Only *domestic* graduate degree-seeking students may be eligible for consideration under the diversity category. The following criteria will be used as the basis for evaluating recipient diversity:

1. Is an individual from cultural, linguistic, and/or socioeconomic background that is underrepresented in the graduate program as demonstrated by:
 - o Previous participation in a [TRIO Program](#) (i.e., Educational Opportunity Center, Talent Search, Student Support Services, Upward Bound, McNair post-baccalaureate Achievement Program);
 - o Previous participation in a [College Assistance Migrant Program](#) (CAMP)
 - o Previous attendance at an [Historically Black College or University](#) (HBCU);
 - o Previous attendance at an [Hispanic Serving Institution](#) (HSI);
 - o Previous attendance at a [Tribal College](#);
 - o Primary language used at home is other than English;
 - o Documented financial need (based on [FAFSA](#) application) with consideration of low income status;
 - o First generation to attend a college or university;
 - o Previous participation in a summer research opportunity program for underserved undergraduates.
2. Exhibits a record of positive engagement with communities that are underrepresented in higher education; and/or
3. Has interest in using the diversity of human experience as an education resource in teaching and research.

UGLBG Proposal Submission Procedures

To be considered for a University Graduate Laurels Block Grant, department heads, chairs and/or graduate program directors must **submit seven copies (7)** of the following materials:

1. **Cover page** listing the graduate program(s) for which funding is being sought; the name and title of the department head, chair, and/or graduate program director submitting the proposal; the type of request (one year or two years); the UGLBG budget requested; the number of students to be impacted; a brief synopsis of the specific objectives of the proposal (no more than 2 sentences); and an abbreviated list of proposed assessment metrics to benchmark success in achieving proposal's articulated goals. [See *Appendix A – Cover Page Template*]
2. **Narrative** – [not to exceed 3 pages, plus appendix A (cover page), appendix B (data template), and if applicable, Appendix C (Year-end report for FY12 and/or preliminary utilization report for FY13 grants)] describing the plan to achieve the goals of the UGLBG program, *specifically*:
 - to deploy funds to recruit and retain graduate students of the highest quality to advance the graduate program; and/or
 - to advance the institution's diversity goals in broadening participation by educationally underrepresented segments of society within the graduate enterprise.

Proposal narratives must include a discussion of the following points:

- how the graduate program allocated their graduate student financial support resources in the past and what those resources previously helped the program achieve, such as increasing the quality of students enrolled in the program, increasing diversity of students enrolled in the program, increasing overall program enrollment, including international enrollment, etc.;
- the graduate program's goals and how a UGLBG will help them arrive at those goals. Of particular interest will be how block grant resources will fit into the graduate program's bigger financial support picture such that positive impacts may be made in terms of program yields, student quality, and in shaping an uncharacteristically diverse student body within the graduate program;
- a description of how the program meets the President's Academic System Guidelines;

- budget justification, including a rationale for the total budget requested, number of students to be impacted, and award level per student;
 - a plan to sustain students through degree completion;
 - metrics used to determine the extent to which the graduate program's articulated goals have been met; and
 - clear and transparent application and selection procedures under which graduate students within the program will be considered for Graduate Laurels Scholarships.
3. **Graduate Program Profile** [*Appendix B*] showing recruitment, admission, enrollment and funding data for the existing (2012-13) class of master's and doctoral students and program targets for 1 and 3 years out.
 4. **UGLGB Assessment and Preliminary Utilization Reports** [*Appendix C – Year-end Assessment Report for FY11 Block Grants and/or Preliminary Utilization Report for FY12 Block Grants*]. Required *only* for graduate programs with grants under the FY11 and/or FY12 UGLGB programs. *NOTE: if you received a block grant in FY12 (last year), your preliminary utilization report was due October 31, 2012.*

Proposal Review and Selection

The UGLGB Selection Committee will be appointed by the Graduate Dean and will be comprised of a panel of five objective evaluators representing units that support graduate education. Proposals will be scored on a 100-point scale and evaluation will be based upon:

- the plan's potential for achieving UGLGB program goals, *specifically*:
 - a) to deploy funds to recruit and retain graduate students of the highest quality to advance the graduate program [up to 30 points assigned]; and
 - b) to advance the institution's diversity goals in broadening participation by educationally underrepresented segments of society within the graduate enterprise [up to 30 points assigned].
 Proposals that meet both UGLGB program goals will be given preference;
- the clarity of the stated proposal goals and objectives [up to 10 points assigned];
- the strategic focus of the proposal [up to 10 points assigned];
- the stated rationale for budget requested [up to 10 points assigned]; and
- the fit of the UGLGB program into the bigger financial support picture within the graduate program [up to 10 points assigned].

Assessment

Accountability is built into the annual competition process.

Preliminary Utilization Report: Block grant recipients will complete a brief, preliminary utilization report at the beginning of the block grant award period describing allocations to date and goals for which allocations were targeted; allocations yet to be utilized and plan for using remaining funds; surplus funds not expected to be utilized by the end of the grant period; and program's capacity in achieving UGLGB program goals if additional UGLGB resources were to be awarded to the graduate program. Block grant recipients whose preliminary utilization reports do not demonstrate a plan for effective use of all funds by the end of FY14 will be required to surrender the remainder of their award.

Year-End Assessment Report: At the end of each block grant award period, graduate programs must demonstrate the impact University Graduate Laurels Block Grants have had on the quality and diversity of their graduate student population. Block grant recipients will report on the *benefits* of a UGLGB when applied toward their strategic recruitment and retention efforts and their *success* toward achieving the goals they articulated in their block grant proposal. For programs that have received prior UGLGB funding, assessment will be based extensively upon:

- the programs' ability to deliver on the objectives articulated in their previous block grant proposal(s); and
- the programs' ability to achieve the two principle goals of the University Graduate Laurels Block Grant program; that is, to increase both the quality and diversity of students enrolled in the program.

In addition, UGLGB recipients are to track the following metrics:

- the number and percent change of new students matriculated to the graduate program using block grant resources as compared to the average number of all new students matriculated in the prior three years;
- the number and percent change of students retained by the graduate program using block grant resources compared to the average number of all retained students in the prior three years;

- the average time to degree for students within the graduate program.

Scholarship Processing and Monitoring

Graduate programs receiving University Graduate Laurels Block Grants will be responsible for adhering to the [Guidelines for Administering University Graduate Laurels Block Grants](#), including:

- developing transparent application and selection procedures under which graduate students are to be considered for Graduate Laurels Scholarships within the program;
- selecting Graduate Laurels Scholarship recipients;
- issuing scholarship award letters to recipients;
- disbursing & reconciling scholarships through [OSU's Scholarship Management System](#), through the Office of Budgets and Fiscal Planning Online Systems web;
- monitoring block grant utilization on a quarterly basis and at year-end & ensuring funds are managed within limits of grant budget;
- notifying the Graduate School in a timely manner if surplus funds exist and will not be utilized. A preliminary utilization report will be submitted in October during the award period. In addition, block grant recipients must report no later than January 1 if they anticipate an unutilized surplus will exist.
- monitoring the status of scholarship recipients & ensuring continued student eligibility for funding; and
- submitting a year-end assessment report to the Graduate School by August 29, 2014.

The Graduate School will monitor block grant utilization on a quarterly and year-end basis.

Timing

Deadline for Proposal Submission: **December 17, 2012**

Anticipated Graduate Program Award Notification: **February 1, 2013**

Graduate Program Scholarship Offers Made by: **50% or greater by April 15, 2013**

Scholarship Award Distribution Schedule: **Fall, Winter, and Spring 2013-2014**

Reporting Deadlines:

- FY14 Preliminary Utilization Report: October 31, 2013
- FY14 Year-end Assessment Report: August 29, 2014

Appendix A

Template for Cover Page
University Graduate Laurels Block Grant Proposal

2013-14 University Graduate Laurels Block Grant Proposal	
Graduate program(s) submitting UGLBG proposal:	
Name and title of department head, chair, or grad program director submitting proposal:	
Email & Phone:	
Type of request (choose one):	One Year Award <input type="checkbox"/> Two Year Award <input type="checkbox"/>
Total UGLBG requested:	Year 1: \$ Year 2: \$ Total Request: \$
Number of students to be impacted:	
Synopsis of Proposal Objectives:	
Abbreviated assessment metrics for benchmarking proposal success <i>(additional details to be provided in proposal narrative)</i> :	<ul style="list-style-type: none"> • • • • •
Date proposal received by Graduate School:	<i>(For Graduate School Use Only)</i>

Doctoral Applicant Data – For entry in Fall 2012 (Applications received in the 2011-12 academic year)								
	Total Number	Total Women	Total Minorities	Total Financial Need (FAFSA)	Average GRE			Average Incoming GPA
					V	Q	W	
Applicants								
Admitted								
Matriculated								
Doctoral Enrollment Data – Fall 2012								
<i>Actual</i>	Total Number	Total Women	Total Minorities	Total Financial Need (FAFSA)	Average OSU Graduate GPA			
Total Enrollment – New & Continuing								
<i>Enrollment Goals</i>	Total Number	Total Women	Total Minorities	Total Financial Need (FAFSA)	Average GRE			Average Incoming GPA
1 Year Out					V	Q	W	
3 Years Out								
Doctoral Financial Support – Fall 2012								
	Total Number		Average Annual Stipend		Average FTE			
Graduate Research Assistants			\$					
Graduate Teaching Assistants			\$					
Graduate Fellows Supported by OSU Foundation Funds			\$					
Graduate Fellows Supported by Federal Programs			\$					
Other Support***			\$					
***Describe here:								
Master's Applicant Data – For entry in Fall 2012 (Applications received in the 2011-12 academic year)								
	Total Number	Total Women	Total Minorities	Total Financial Need (FAFSA)	Average GRE			Average Incoming GPA
					V	Q	W	
Applicants								
Admitted								
Matriculated								
Master's Enrollment Data – Fall 2012								
<i>Actual</i>	Total Number	Total Women	Total Minorities	Total Financial Need (FAFSA)	Average OSU Graduate GPA			
Total Enrollment – New & Continuing								
<i>Enrollment Goals</i>	Total Number	Total Women	Total Minorities	Total Financial Need (FAFSA)	Average GRE			Average Incoming GPA
1 Year Out					V	Q	W	
3 Years Out								
Master's Financial Support – Fall 2012								
	Total Number		Average Annual Stipend		Average FTE			
Graduate Research Assistants			\$					
Graduate Teaching Assistants			\$					
Graduate Fellows Supported by OSU Foundation Funds			\$					
Graduate Fellows Supported by Federal Programs			\$					
Other Support***			\$					
***Describe here:								

IF APPLICABLE -

Year-End Assessment Report for 2011-12 Block Grants and/or Preliminary Utilization Report for 2012-13 Block Grants to be included as Appendix C in 2013-14 proposals.