**2020-2021 UNIVERSITY GRADUATE LAURELS BLOCK GRANT PROGRAM  
REQUEST FOR PROPOSALS  
PROPOSAL DEADLINE November 1, 2019**

**NOTE: A number of changes have been made to the 2020-2021 Laurels Award process including submission and evaluation criteria, the submission process, and other award details.   
Please read this entire document prior to preparing your application materials.**

**Overview**

The purpose of Laurels funding is to provide financial support to academic units so they may diversify and strengthen their graduate programs. This is achieved by providing tuition support ***to recruit new graduate students to OSU who support the unit’s specific graduate recruitment and enrollment goals.***

Laurels funding is a one-year block grant awarded directly to programs in the form of tuition waivers and/or tuition remissions.

**Graduate Program Eligibility**

Programs offering master’s and/or doctoral degrees are eligible for funding under the Laurels program.

The intent of the Laurels program is to provide support to individual graduate programs. Academic units may submit only one proposal per graduate program (as defined by [university major code](https://gradschool.oregonstate.edu/programs)). On occasion, departments, schools, or colleges with more than one program may wish to combine graduate majors within one proposal. The Graduate School recommends this approach only when there is a strong rationale for doing so and expects authors to provide clear justification for their combined request. Joint proposals from multiple majors must still meet the one-per-major code limitation.

**Funding Formats**

University Graduate Laurels Block Grant funding is available for award to programs in two formats: (1) tuition waiver (funding *not* tied to a graduate assistant [GA] appointment) and (2) tuition remission (funding that *must be* tied to a GA appointment).

1. Tuition waiver funding

* Tuition support in the form of waivers may be used to fund tuition in any amount equal to or less than the recipient’s actual tuition charges.
* Programs may use Laurels waiver funding to cover tuition costs for a single academic term or an entire academic year, or to fund different students throughout an academic year.
* Laurels waiver recipients must be enrolled for a minimum of three graduate credits (site-based or Ecampus) for the entirety of each term in which they receive funding, though financial aid funding may have additional requirements. Audit registrations and enrollment in INTO-OSU courses may not be used to satisfy enrollment requirements.
* Costs associated with waivers are billed in accordance with each recipient’s residential status (i.e. in-state, out-of-state) and academic unit.

1. Tuition remission funding

* Tuition support in the form of remissions must be used for supporting an academic year or 12-month GA appointment, with the academic unit responsible for all costs associated with the stipend, fees, and other associated charges. All appointments must comply with institutional [graduate tuition remission policies](https://gradschool.oregonstate.edu/finance/tuition-remission/graduate-tuition-remission-policy) and the Coalition of Graduate Employees most recent [Collective Bargaining Agreement](https://hr.oregonstate.edu/employees/administrators-supervisors/graduate-employee-cge-contract-resources).
* All Laurels funding tuition remission recipients must be enrolled for a minimum of twelve credits (site-based or Ecampus, though units may determine the appropriateness and feasibility of particular course enrollment) for the entirety of each term in which they receive funding. Audit registrations and enrollment in INTO-OSU courses may not be used to satisfy enrollment requirements. Other standard OSU GA rules and policies apply to funds awarded in this format.

Units must indicate the format(s) in which they would like to receive funding when submitting their proposals. The total award request may include a combination of waiver and remission funding. Once awarded, the funding must be used in the format awarded.

Per OSU policy, E&G tuition remissions may not be used as cost share on grant indexes, unless cost share is standard on the grant index. Units may not use Laurels funding as cash awards or for any other purpose other than tuition.

**Recipient Criteria**

The purpose of Laurels funding is to provide financial support to academic units so they may diversify and strengthen their graduate programs. This is achieved by providing tuition support ***to recruit new graduate students to OSU who support the unit’s specific graduate recruitment and enrollment goals.***

Eligible recipients must:

* Be regularly admitted and enrolled in a master’s or doctoral degree at OSU
* Be new graduate students to OSU (i.e. pursuing their first graduate degree at OSU)
* Diversify and strengthen the graduate program to which they have been recruited and admitted.

Programs are charged with identifying recruitment and enrollment goals *specific to their program* and for developing a plan to recruit students to meet these goals. Goals may include, but are not limited to, recruiting additional students who are traditionally underrepresented in their discipline and/or related professions (e.g. women, students of color, first-generation students), veterans, part-time students, international students, students who have engaged in undergraduate research programs, and/or students with particular work histories that strengthen and diversify the program. In all cases, eligible recipients must show evidence of scholarly distinction (e.g. honors, awards, etc.) in their academic field or profession, evidence of scholarly productivity (e.g. publications, presentations, etc.) in their academic field or profession, and/or a record of leadership through extensive professional, community, or civic engagement.

**Laurels Award Details**

The Graduate School will award University Laurels Block grants to select academic units that propose innovative methods to meet their unique recruitment and enrollment goals. Laurels funds are intended to supplement existing funding in an academic unit and should not be considered a primary or sustainable funding stream.

* Award levels consistently range between $12,000 and $60,000. Authors are strongly encouraged to make requests that align with this range and are reasonable given the unit’s needs, enrollment trends, and past utilization of Laurels funds, if applicable. The Graduate School will consider requests to fund at least one student from each program, but no more than 10% of a program’s newly enrolled students annually, based on the previous year’s enrollment numbers. New graduate programs without previous enrollment data should submit proposals based on anticipated enrollment.
* Programs may not offer or imply the availability of multi-year funding via this award. Laurels funding is for one year only.
* The Graduate School will disburse funds at the beginning of the academic award year. Programs are responsible for developing their own internal processes for awarding Laurels funds to new OSU students, managing term-to-term distribution, and working in accordance with their allocations. Additionally, programs are expected to monitor the status of recipients to ensure their continued eligibility.
* Programs receiving Laurels funds may not transfer these resources to any other graduate program. If a waiver or remission awardee is no longer eligible (e.g. on a leave of absence, dismissed) or transfers to another OSU graduate degree program, the award to that student must be terminated.
* To optimize the impact of Laurels funding, units must offer at last 50% of allocated resources to graduate student recipients during the nationally-recognized graduate student recruiting cycle (i.e. on or before April 15). As OSU is a signatory of the Council of Graduate School’s Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants, programs cannot require awardees to accept or decline award offers prior April 15.
* Programs receiving Laurels must fully utilize all funds by the end of spring term during the academic year in which the award was made. Laurels funds may be utilized to support students in the summer term preceding the academic year if the graduate program has a summer term matriculation.

**Laurels Funding Proposal Submission Procedures**

To apply for a Laurels block grant, department heads, chairs and/or graduate program directors must submit grant proposals online at the Graduate School Awards website. Authors must submit the following materials as part of that online application:

## Contact information and request details

* + Name and title of the department head, chair, and/or graduate program director submitting the proposal
  + Graduate program(s) for which funding is being sought
  + A Laurels Funding Request Worksheet with total amount requested (Appendix A)
  + A Laurel’s Graduate Program Profile Worksheet (Appendix B)

1. **Supporting narrative and data**

* A summary of recruitment and enrollment goals that are specific to the graduate program(s), along with clear evidence that supports these goals. Supporting evidence must include at least (a) the previous year’s application, admission, and enrollment data related to the specific students it intends to recruit via Laurels funding, and (b) data from professional associations, national reports, and/or other agencies confirming the importance of the unit’s recruitment goals and how these goals strengthen and diversify associated professions.  
  [Note: These recruitment goals are broader than in previous Laurels RFPs and are intended to allow units the flexibility to address their unique program or disciplinary recruitment needs.]
* A detailed plan by which the program intends to recruit new graduate students aligned with their goals, including active and innovative strategies for recruitment. For programs that received Laurels funding in the previous award cycle, the plan must include a brief assessment of last year’s efforts along with proposed changes, as needed, if previous recruitment goals were not met.
* The case for financial assistance needed in the recruitment of new graduate students, including the reasonability of the request and the feasibility of success, in the context of the program’s enrollment data and other metrics, as is appropriate.
* A systematic and transparent process by which the program intends to award funding to newly recruited Laurels students (e.g. development of internal award criteria, scoring guides, timelines, etc.).
* A plan for financially sustaining newly recruited students who receive Laurels funding through degree completion. Please note that the requested plan need not guarantee long-term future funding as this may not be possible for all programs. In the case where this is not possible, programs should provide evidence of specific ways in which the program will work with students to help financially sustain their studies and timely degree completion (e.g. nominations for professional organization scholarships).
* While the intent of Laurels awards are to provide financial support to academic units so they may diversify and strengthen their graduate programs, initial plans may not be achieved due to a number of reasons. Proposal authors must describe the secondary plan for distribution of funds that still meets the intended goal of providing graduate programs with financial support to diversify and strengthen their graduate programs in the event that new students initially recruited for Laurels funding do not enroll in the award recipient unit.

## Proposal Review and Selection

The Graduate School Dean will appoint a Laurels Selection Committee that will include faculty and staff largely beyond the Graduate School. Authors of Laurels proposals, or personnel in those programs/units directly impacted by the potential award of Laurels funds (i.e., a specific major professor), must disclose this potential conflict of interest and may not serve on the Selection Committee.

Committee members will review proposals independently using the criteria outlined in the requested narrative discussion points stated earlier. The evaluation rubric used by committee members is available to all applicants via the Graduate School Award website.

## Evaluation Criteria

* Clarity and cogency of program-specific recruitment and enrollment goals along with requested supporting evidence.  
  [Note: These recruitment goals are broader than in previous Laurels RFPs and are intended to allow units the flexibility to address their unique program or disciplinary recruitment needs.]
  + Quality of the plan by which the program intends to recruit new graduate students aligned with their goals, including active and innovative strategies for recruitment. For programs that received Laurels funding in the previous award cycle, this includes a brief assessment of last year’s efforts along with proposed changes, as needed, if previous recruitment goals were not met.
* Quality of the case made for financial assistance in the recruitment of new graduate students, including the reasonability of the request and feasibility of success.
* Quality and thoughtfulness of the process by which the program intends to award funding to newly recruited Laurels students (e.g. development of internal award criteria, scoring guides, timelines, etc.).
* Quality of the plan for financially sustaining students who receive Laurels funding through degree completion.
* Quality of a secondary plan for distribution of funds that still meets the intended goal of providing graduate programs with financial support to enhance the diversity and quality of their student populations.

**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,*](https://gradschool.oregonstate.edu/finance/university-graduate-laurels-block-grant-program)including:

* Developing transparent selection and award procedures under which graduate students are to be considered for Laurels funding within the program
* Selecting Laurels funding recipients
  + Issuing award letters to recipients
  + Monitoring the status of Laurels recipients and ensuring continued student eligibility for funding
  + Disbursing and reconciling funds through [OSU’s Foundation Scholarship System,](https://iar.oregonstate.edu/bic/osuf) through the Institutional Analytics and Reporting web page, ensuring funds are managed within limits of grant budget

**Assessment**

Recipients of Laurels funds are required to provide the Graduate School with clear evidence and details as to how funds have been utilized during the award cycle.

[*Year-End Assessment Report (Due August 31 of the award period)*](https://gradschool.oregonstate.edu/finance/university-graduate-laurels-block-grant-program)

At the end of each Laurels funding period, program recipients must complete a final utilization report via a Qualtrics Survey that details the impact of the Laurels funds and how closely the distribution of the funds aligned with the initial proposal.

The report must include the following:

* Process by which Laurels funds were awarded to meet recruitment and enrollment goals for the program and ways in which students were selected
* Secondary funding plan allocations, if necessary, and rationale for deviating from original plan
* Plans in place to support students financially through degree completion
* Alignment between final fund distribution and the initial proposal
* Overall effect of the Laurels funds on the program’s recruitment and enrollment goals, including number and percent change of new students matriculated to the graduate program using Laurels as compared to data for new students matriculated in the prior three years

**Timing**

Deadline for Proposal Submission: **November 1, 2019**

Anticipated Graduate Program Award Notification: **December 13, 2019**

Graduate Program Scholarship Offers Made by: **50% or greater by April 16, 2020**

FY19-20 Year-End Assessment Report Deadline: **August 31, 2021**

**APPENDIX A – FUNDING REQUEST WORKSHEET**

**Part 1: Remission Requests**

|  |  |  |  |
| --- | --- | --- | --- |
| **Remission Requests** | **Number of Students** | **Cost Per Remission – Per Year** | **Total Remission Funding Request**  (Total number of students X cost per remission) |
|  | $12,933 | **$** |

**Part 2: Waiver Requests –** minimum request is 3 credits.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part-Time Waiver Request**  *(Please see differential base rates below)* | **Total number of waiver credits requested** | **Cost per credit** | **Total Waiver Funding Request**  (Total number of credits X cost per credit) |
| Base Resident Rate |  | $ 479.00 |  |
| Base Non-Resident Rate |  | $ 925.00 |  |
| COB Resident Rate |  | $ 775.00 |  |
| COB Non-Resident Rate |  | $ 1,318.00 |  |
| COE Resident Rate |  | $ 534.00 |  |
| COE Non-Resident Rate |  | $ 980.00 |  |
| PH Resident Rate |  | $ 546.00 |  |
| PH Non-Resident Rate |  | $ 1,030.00 |  |
|  |  |  | **$** |

**Part 3: Total Request –** total of each part above (orange boxes)

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Request** | **Part 1: Total** | **Part 2: Total** | **Overall Request**  *(Part 1 + Part 2)* |
|  |  | **$** |

**APPENDIX B: GRADUATE PROGRAM PROFILE**

Please note: each program must submit a Graduate Program Profile Worksheet. In the case of combined proposals, each program represeneted in the proposal must submit its own Graduate Program Profile worksheet.

**Part 1**  
Please provide the following information about the graduate program(s) applying for these Laurels funds

|  |  |
| --- | --- |
| **1.** Total number of graduate applicants (master’s and doctoral combined) to your program for the 2019-20 academic year |  |
| **2**. Total number of graduate students (master’s and doctoral combined) admitted to your program for the 2019-20 academic year |  |
| **3.** Total number of graduate students (master’s and doctoral combined) that matriculated to your program for the 2019-20 academic year |  |
| **4.** Total number of students (master’s and doctoral) in your program on Graduate Assistantships (GRA and GTA) |  |
| **5.** Total number of students (master’s and doctoral) in your program receiving Fellowships |  |

**Part 2**  
Programs are charged with identifying recruitment and enrollment goals *specific to their program* and for developing a plan to recruit students to meet these goals. Goals may include, but are not limited to, recruiting additional students who are traditionally underrepresented in their discipline and/or related professions (e.g. women, students of color, first-generation students), veterans, part-time students, international students, students who have engaged in undergraduate research programs, and/or students with particular work histories that strengthen and diversify the program.

|  |  |  |
| --- | --- | --- |
| **6.** In conjunction with your program-specific recruitment and enrollment goals, what students (e.g. veterans, first-generation students, part-time students) do you intend to recruit with the Laurels funding requested in this application?  (Note: All applications must list at least one recruitment goal (A), but may include others as well (B & C), if applicable. | A. (required) | |
| B. (if applicable) | |
| C. (if applicable) | |
| **7.** What is the total number of graduate students (master’s and doctoral combined) identified in Question #6 that applied to your program for the 2019-20 academic year? | | A. (required) |
| B. (if applicable) |
| C. (if applicable) |
| **8.** What is the total number of graduate students (master’s and doctoral combined) identified in Question #6 that were admitted to your program for the 2019-20 academic year? | | A. (required) |
| B. (if applicable) |
| C. (if applicable) |
| **9.** What is the total number of graduate students (master’s and doctoral combined) identified in Question #6 that matriculated to your program for the 2019-20 academic year? | | A. (required) |
| B. (if applicable) |
| C. (if applicable) |
| **10.** What is the total number of graduate students (master’s and doctoral combined) identified in Question #6 that you intend to recruit and enroll for the 2020-21 academic year? | | A. (required) |
| B. (if applicable) |
| C. (if applicable) |