

**2018-19 UNIVERSITY GRADUATE LAURELS BLOCK GRANT
PROGRAM REQUEST FOR PROPOSALS
PROPOSAL DEADLINE DECEMBER 12, 2017**

Overview

The purpose of the Laurels funding is to provide graduate programs with financial support to enhance both the diversity and quality of their student populations. The goal is achieved by providing tuition support to recruit students who meet the award criteria.

Laurels funding is a one-year award to programs in the form of tuition waivers and/or tuition remissions for Graduate Assistantship appointments.

- If a waiver, the unit is charged at the student's residential tuition rate (i.e., in-state, out-of-state resident). Laurels funding used for tuition waiver may not be done so in conjunction with a GTA or GRA.
- If a remission, the tuition is remitted at an in-state rate and units are responsible for the cost of the stipend, fees, and other associated charges.

Graduate Program Eligibility

Graduate programs leading to an advanced degree (master's or doctoral) may submit a Laurels proposal under this RFP. Graduate degree programs not administered through the Graduate School, such as DVM and PharmD, are not eligible for consideration.

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

Funding Formats

University Graduate Laurels Block Grant funding is available for award to the program(s) in two formats: (1) Tuition Waiver (funding *not* tied to GTA or GRA appointments); and (2) Tuition Remission (funding that *must be* tied to GTA or GRA appointments).

1) Tuition waiver funding

- Tuition support in the format of tuition waiver dollars can be used to fund tuition in any amount equal to or less than a recipient's actual tuition charges.
- Costs associated with waiver amounts are billed in accordance with each student's residential status (i.e. in-state, out-of-state)
Students in Master's or PhD programs are eligible for funding under the Laurels program
- While all scholarship recipients, regardless of funding type (i.e. waivers or remissions), must be enrolled for a minimum of 12 credits (site based or Ecampus), the Graduate School will consider petitions for reduced enrollment for students funded on waivers, if they have advanced to candidacy and are in the last year of their program.

2) Tuition Remission funding for academic year GRA/GTA appointments

- Tuition support in the form of a remission is typically used for supporting an academic year .49 FTE GRA/GTA appointment, with the program covering the stipend, fees and other

associated charges. Programs may offer reduced appointments ($\geq .30$ FTE) if a compelling reason exists. Applicants should provide rationale for appointments below .49FTE when detailing the type and amount of funding requested.

- Students funded using the Laurels program must be enrolled for a minimum of 12 credits each term
- Students in Master's or PhD programs are eligible for funding under the Laurels program
- Standard OSU GRA/GTA rules and policies apply to funds awarded to the programs under this format
- Remission funding will be provided at in-state base rate (\$4,113 per term) and will be transferred to the program's E&G remissions account in fall 2018)

Units will need to indicate the format(s) they would like to receive funding when submitting proposals. The total award request can include a combination of waiver funding and remission funding. Once awarded, the funding can only be used in the format requested. Per OSU policy, E&G tuition remissions cannot be used as cost share on grant indexes, unless cost share is standard on the grant index.

Laurels Awards Details

- The Graduate School will award University Graduate Laurels Block Grants to select graduate programs that propose innovative methods to meet the Laurels program purpose as outlined above. Annual program award levels from last year's competition ranged between \$12,000 to \$60,000.
- Departments may not use Laurels funding as cash awards or for any other purpose besides paying tuition.
- The Graduate School will disburse funds at the beginning of each academic year for which the financial support is intended. Departments are expected to manage term-to-term distribution appropriately.
- Departments may use waiver or remission funds to cover tuition costs for a single academic term or an entire academic year, or to fund different students throughout an academic year. Please contact Melissa Almanza at graduate.scholarhips@oregonstant.edu to discuss single term allocation.
- To optimize the impact of Laurels resources, recipient units must offer at least 50% of all block grant allocations to recipients during the nationally-recognized graduate student recruiting cycle on or before April 15. In accordance 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.
- Recipient units must fully utilize all FY2018-19 Laurels funds by the end of spring term 2019 regardless of the duration of the block grant award. Laurels funds cannot be used during summer term.
- Recipient units may not transfer Laurels funds 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 Laurels was offered, the award must be terminated.
- Laurels program recipients are responsible for developing their own internal process for awarding scholarships and for distributing and monitoring their block grant allocation.

- Recipient units may not offer or imply the availability of multi-year funding. Laurels funding is for one year only.
- The Graduate School will consider petitions for reduced enrollment for those students funded on waivers, if they have advanced to candidacy and are in the last year of their program. Please contact Melissa Almanza at graduate.scholarhips@oregonstant.edu to discuss reduced enrollment.
- Audit registrations, course withdrawals, and enrollment in INTO-OSU courses may not be used to satisfy scholarship enrollment requirements. In addition, Laurels funding may not be applied to INTO-OSU tuition charges incurred by the scholarship recipient.
- 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.

Scholarship Recipient Criteria

The purpose of the Laurels funding is to assist graduate programs in the strategic use of graduate student financial support resources to enhance the diversity and quality of their student populations.

Contribution toward Enhancing Diversity

Students who contribute toward enhancing the diversity of a unit may include, but are not limited to, individuals who meet the criteria listed in either of the two areas listed below. Units may make a case for other criteria that are unique to their circumstances. Please note: only domestic graduate degree-seeking students are eligible under the diversity criteria.

1. Individuals from cultural, linguistic, and/or socioeconomic background that are underrepresented in the graduate program as demonstrated by any one of the following:
 - Previous participation in a [TRIO Program](#) (i.e., Educational Opportunity Center, Talent Search, Student Support Services, Upward Bound, McNair post-baccalaureate Achievement Program); participation in a TRIO type program
 - Previous participation in a [College Assistance Migrant Program](#)
 - Previous attendance at an Historically Black College/University
 - Previous attendance at an [Hispanic Serving Institution](#)
https://www.hacu.net/assnfe/CompanyDirectory.asp?STYLE=2&COMPANY_TYPE=1%2C5
 - Previous attendance at a [Tribal College](#) <https://sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/>
 - Primary language used at home is other than English
 - Documented financial need (based on [FAFSA](#) application), with consideration of low income status
 - First generation to attend a college or university
 - Previous participation in a summer research opportunity program for underserved undergraduates.
 - Veterans
2. Individuals whose scholarly pursuits are clearly aligned with institutional efforts to promote diversity and inclusivity. Individuals eligible under this criterion must be

actively engaged in efforts to promote diversity and inclusivity.

Academic Merit

Students who contribute to enhancing the quality of a unit may include, but are not limited to the individuals who meet both of the criteria listed below. Units may make a case for other criteria that are unique to their circumstances. Please note: both domestic and international graduate degree-seeking students are eligible under the academic merit criteria.

1. All students must be regularly, conditionally, or provisionally admitted to a graduate degree program and making satisfactory progress as a graduate degree-seeking student in the specified degree program.
2. Additionally, students must demonstrate a high potential for success in the specified graduate degree program as demonstrated by any combination of the following:
 - exhibiting a record of scholarly productivity in their academic field and/or profession (e.g., publications, presentations, research grants)
 - exhibiting a record of scholarly distinction in their academic field and/or profession (e.g. honors, awards))
 - exhibiting a record of leadership through extensive professional, community and/or civic engagement

Laurels Funding Proposal Submission Procedures

To be considered for a Laurels block grant, department heads, chairs and/or graduate program directors must **submit one PDF copy** of the following materials to graduate.scholarships@oregonstate.edu. Please title your email "ULBG18-19 [program(s)]":

1. Cover page (see Appendix A)

- a. listing the graduate program(s) for which funding is being sought
- b. the name and title of the department head, chair, and/or graduate program director submitting the proposal
- c. the type and amount of request (remission, waiver, combination)
- d. number of students impacted in each category (remission, waiver, in-state, out-of-state, international)
- e. total budget requested

2. **Narrative** – not to exceed 3 single spaced pages (12 point font – 1 inch margins; page limit excludes Appendices).

Proposal narratives must include a discussion of each of the following:

- a. The case for financial assistance in the recruitment of graduate students from the Laurels funding program, including the reasonability (in the context of the program's enrollment data) of the request and feasibility of success. As a reminder, Laurels funds can only be used for waivers and remission and cannot be used for marketing, travel and other recruitment activities.
- b. The process by which the program intends to assess and award funding to diverse and/or meritorious students. Although a program may have a specific student(s) in mind

for Laurels funding, simply identifying a student(s) by name is not considered a fully developed process.

- c. The plan for financially sustaining 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).
- d. While the intent of Laurels awards are to support growth in units' enrollment of diverse and/or meritorious students, initial plans described under (b) may not be achieved due to a number of reasons. In the event that students initially targeted for Laurels funding do not enroll at OSU, what is the secondary plan for distribution of funds that still meets the intended goal of providing graduate programs with financial support to enhance both the diversity and quality of their student populations.

3. Graduate Program Profile [Appendix B]

APPLICATIONS MUST INCLUDE THE 3 PIECES (COVER SHEET, NARRATIVE, AND PROGRAM PROFILE) ROLLED INTO 1 PDF DOCUMENT.

Proposal Review and Selection

The Graduate 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 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 as part of this RFP (see Appendix C).

Evaluation Criteria

- Quality of the case made for financial assistance in the recruitment of graduate students from the Laurels funding program, including the reasonability of the request and feasibility of success.
- Quality of the process the program will use to assess and award funding to diverse and/or meritorious students including how the program intends to select students.
- 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 both 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](#), 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 scholarship award letters to recipients
- monitoring the status of scholarship recipients and ensuring continued student eligibility for funding
- disbursing and reconciling scholarships through [OSU's Scholarship Management System](#), through the Office of Budgets and Fiscal Planning Online Systems web page
- 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

Assessment

Recipients of Laurels funds are required to provide the Graduate School with clear evidence and details as to how funds will be/have been utilized at two different points during the award cycle.

1. Preliminary Utilization Report (due October 15 of the award period)

Programs receiving Laurels funds will complete a brief, preliminary utilization report at the beginning of the award period describing the following:

- Process used for the assessment and awarding of Laurels funding
- Allocations to date (i.e., number of students, types of awards) and alignment with proposed funding plan
- Secondary funding plan allocations, if necessary, and rationale for deviating from original plan
- 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

Block grant recipients whose preliminary utilization reports do not demonstrate a plan for effective use of all funds by the end of FY17-18 will be required to surrender the remainder of their award.

2. Year-End Assessment Report (Due August 31 of the award period)

At the end of each Laurels funding period, recipients must complete a final utilization report 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 diverse and/or meritorious students and ways in which students were selected
- Plans in place to support students financially through degree completion
- Alignment between final fund distribution and the initial proposal
- Number and percent change of new students matriculated to the graduate program using Laurels as compared to the average number of all new students matriculated in the prior three years
- Overall impact of the Laurels funds on the diversity and quality of the graduate student population in your unit

Timing

Deadline for Proposal Submission: **December 12, 2017**

Anticipated Graduate Program Award Notification: **February 6, 2018**

Graduate Program Scholarship Offers Made by: **50% or greater by April 17, 2018**

Scholarship Award Distribution Schedule: **Fall, Winter, and Spring 2018-19**

Reporting Deadlines:

- FY17-18 Preliminary Utilization Report: October 15, 2018
- FY17-18 Year-end Assessment Report: August 31, 2019

Cover Page

University Graduate Laurels Block Grant Proposal

Directions: Gray shaded boxes should be completed by program submitting the proposal

Graduate program(s) submitting Laurels proposal		
College		
Name and title of individual submitting the proposal		
Contact information (email and phone)		
Remission request	Number of students	Funding Request
	box 1	box a
Waiver request	Number of Students	Funding Request (\$)
	In-state¹	box 2
Out-of-state¹	box 3	box b
Total Waiver Request	box 4 = Sum of boxes (2 +3)	box c
		box d = Sum of boxes (b + c)
Total Request	box 1 + box 4	box a + box d

Tuition rates are the following (subject to change):¹

¹ Residential Base: Per Credit: \$457.00, 9 Credits: \$4,133.00, 12 Credits: \$4,133.00

Non-Resident Base: Per Credit: \$843.00, 9 Credits: \$7,587.00, 12 Credits: \$7,587.00

COB: Resident: Per Credit: \$706.00, 9 Credits: \$6,354.00, 12 Credits 8,472.00

Non-Resident: Per Credit: \$1,234.00, 9 Credits: \$11,106.00, 12 Credits: 14,808.00

COE: Resident: Per Credit: \$512.00, 9 Credits: \$4,608.00, 12 Credits:4,773.00

Non-Resident: Per Credit: \$898.00, 9 Credits: \$8,082.00, 12 Credits: \$8,247.00

Public Health: Resident: Per Credit: \$520.00, 9 Credits: \$4,680.00, 12 Credits: \$4,680.00

Non-Resident: Per Credit: \$944.00, 9 Credits: \$8,496.00, 12 Credits: \$8,496.00

Appendix B

Doctoral Applicant Data (Applications for the 2017-18 Academic Year)				
	Total Number Applied	Total Women Applied	Total URM Applied	Total International Applied
Applicants				
Admitted				
Matriculated				
Doctoral Enrollment Data				
	Total Number of Students Enrolled in the Program	Total Women Enrolled	Total URM Enrolled	Total International Enrolled
Total Enrollment				
Doctoral Financial Support				
			Total Number of Students	Average FTE
Graduate Research Assistants				
Graduate Teaching Assistants				
Graduate Fellows supported by OSU Foundation Funds				
Graduate Fellows Supported by Federal Programs				
Other (Please Describe Below)				

Masters Applicant Data (Applications for the 2017-18 Academic Year)				
	Total Number Applied	Total Women Applied	Total URM Applied	Total International Applied
Applicants				
Admitted				
Matriculated				
Masters Enrollment Data				
	Total Number of Students Enrolled in the Program	Total Women Enrolled	Total URM Enrolled	Total International Enrolled
Total Enrollment				
Masters Financial Support				
			Total Number of Students	Average FTE
Graduate Research Assistants				
Graduate Teaching Assistants				
Graduate Fellows supported by OSU Foundation Funds				
Graduate Fellows Supported by Federal Programs				
Other (Please Describe Below)				

Appendix C:
2018-19 University Graduate Laurels Block Grant Evaluation Rubric

Criteria	Does not meet	Meets	Exceeds	Points awarded	Reviewer notes
Quality of the case made for financial assistance in the recruitment of graduate students from the Laurels funding program, including the reasonability of the request and feasibility of success. [30 points total; 10 points for each of the three distinct related criteria]	(0-3 points) Case made for the need for financial assistance is not evident or is weak; rationale does not align well with the purpose of Laurels funding awards	(4-7 points) Case made for the need for financial assistance is evident; rationale aligns with the purpose of the Laurels funding awards	(8-10 points) Case made for the need for financial assistance is strong; rationale closely aligns with purpose of Laurels funding awards	[out of 10 possible]	
	(0-3 points) Proposed plan and funding request(s) do not appear reasonable given student enrollment data	(4-7 points) Proposed plan and funding request(s) appear reasonable given student enrollment data	(8-10 points) Proposed plan and funding request(s) are strongly convincing; they accurately support student enrollment data	[out of 10 possible]	
	(0-3 points) Proposed plan and funding request(s) do not appear feasible given the unit's current context, including personnel and resources for management and sustainability	(4-7 points) Proposed plan and funding request(s) appear feasible given the unit's current context, including personnel and resources for management and sustainability	(8-10 points) Proposed plan and funding request(s) have a high probability of being achieved given the unit's current context, including personnel and resources for management and sustainability	[out of 10 possible]	
The process by which the program intends to assess and award funding to diverse and/or meritorious students. [10 points]	(0-3 points) Proposal does not identify a process for assessing and awarding funding to diverse and/or meritorious students, or the process identified is weak and does not appear to ensure appropriate distribution of funds	(4-7 points) Proposal identifies a process for assessing and awarding funding to diverse and/or meritorious students to ensure appropriate distribution of funds	(8-10 points) Proposal identifies a thorough and systematic process for assessing and awarding funding to diverse and/or meritorious students to ensure appropriate distribution of funds	[out of 10 possible]	

Appendix C:
2018-19 University Graduate Laurels Block Grant Evaluation Rubric

<p>The plan for financially sustaining students who receive Laurels funding through degree completion. [10 points]</p>	<p>(0-3 points) Proposal does not identify a plan for financially sustaining students who receive Laurels funding through degree completion, or plan is weak and unrealistic</p>	<p>(4-7 points) Proposal identifies a plan for financially sustaining students who receive Laurels funding through degree completion</p>	<p>(8-10 points) Proposal identifies a thorough and realistic plan for financially sustaining students who receive Laurels funding through degree completion, and likelihood of enacting this plan seems high</p>	<p>[out of 10 possible]</p>	
<p>The secondary plan for distribution of funds that meets the intended goal of providing graduate programs with financial support to enhance both the diversity and quality of their student populations. [10 points]</p>	<p>(0-3 points) No secondary plan is identified, or secondary plan for funding distribution does not appear reasonable, feasible, or clearly aligned with the intended goals of the Laurels program</p>	<p>(4-7 points) Proposal identifies a secondary plan for funding distribution that appears aligned with the intended goals of the Laurels program</p>	<p>(8-10 points) Proposal identifies a secondary plan for funding distribution that is well-conceived, highly feasible, and is closely aligned with the intended goals of the Laurels program</p>	<p>[out of 10 possible]</p>	
Total points awarded				<p>[out of 60 possible]</p>	