



FALL 2017-SPRING 2018
Student Engagement, Retention, and Success Grants

Instructions and Information

Deadline for Submission: February 24, 2017

Questions should be directed to: completionsupport@tbr.edu

Summary:

SERS grant funds are designed to support new or existing campus services or programs that:

- serve underrepresented or other targeted student populations - including, but not limited to, underrepresented minorities, the economically disadvantaged, non-traditional students, veterans, and individuals with disabilities;
- have the potential to significantly increase and/or impact educational attainment levels or further diversity initiatives at the institution; and
- produce outcomes that correspond to the TBR or institution strategic goals; TBR Completion Agenda; and/or the Drive to 55/Complete College TN Act.

The primary focus of programs in this category should be the achievement of measurable improvement in the engagement, retention and success of identified categories of students (see eligibility requirements below).

Eligibility:

- Single institution proposals from TBR colleges and TBR locally governed institutions (LGIs) are eligible for consideration.
- Eligible collaborative proposal:
 - Collaborative proposals between TBR colleges, LGIs, and other entities (educational institution, LEA, agency, community group, etc.);

Program Types and Funding Levels:

<u>Program Type</u>	<u>Maximum Funding</u>
Program Enhancement (existing programs)	\$35,000
Pilot Program (new programs)	\$25,000

Grants are designed to provide short-term funds to augment campus funding (non-A&D funding) for campus services or programs – not to substitute for ongoing funding from the institution.

Ineligible costs include:

- Purchase of equipment or software that does not primarily benefit current year program participants;
- Speaker fees or honorariums, unless such fees are part of a broader workshop/seminar or training program;
- Scholarships and tuition costs;
- Unless specifically authorized in the grant award notice, funds may not be used as a means to supplement or fund additional campus personnel.

Priority Categories and Preferences:

A. Collaborative Proposal:

In the case of similar project proposals, funding preference will be given to collaborative grant proposals. Collaborative grant proposals require that each partnering entity provide a letter of commitment to the project from a senior administrator of the organization. The TBR institution submitting the application must serve as the fiscal partner in the event the project is funded.

B. High Impact Practices:

HIP Focus Areas identified as part of TBR's High Impact Practice Initiative as of December 2016: ePortfolios; service-learning; certifications; undergraduate research; learning communities; work-based learning; first-year seminars/experience; honors programs; study abroad; technology-enhanced learning

1. HIP Focus: priority funding for institutions who have completed a self-study of the particular HIP (using the taxonomies that have been developed by TBR or other assessment), can use the self-assessment data to clearly identify next steps for scaling that particular HIP at the institution, and can articulate how funds will be used to implement the plan for scaling the practice
2. Internationalization of the Curriculum: funding for institutional projects that articulate a campus plan for scaling international education throughout the curriculum.

Requirements for HIP Priority funding:

- a. Must demonstrate use of self-study data of the particular HIP to identify areas for growth
- b. Must demonstrate a campus-wide commitment to grow the HIP
- c. Must illustrate how the SERS funds will help with the implementation of a campus plan to grow the HIP

- d. Must identify specific measures to be accomplished at the end of the grant cycle
- e. Awardees must present their final data/accomplishments/challenges at a statewide TBR conference and have a summary of their project linked to the TBR website
- f. Awardees are required to participate in system-wide HIP trainings and a grantee learning community during the course of the grant year.

Submission Requirements:

- All questions in the attached Grant Proposal Narrative must be addressed.
- A campus may submit a maximum of 5 (five) applications. Individuals can serve as the project director for only one awarded grant in a given year.
- Signed proposals must be submitted electronically to completionssupport@tbr.edu with the subject line: **Fall 2017 SERS Grant**
- All proposed applications that are race or gender specific or that consider race or gender when determining eligibility for participation must undergo legal review by the institution's legal counsel or by TBR's Office of General Counsel (OGC) prior to submitting the final application for funding consideration.
 - Drafts of applications to be reviewed by the OGC must be submitted to the OGC office by close of business on **February 9, 2017**. All proposed applications must be sent by email to the appropriate campus attorney on the OGC staff. The subject line of the email should read: "SERS Grant Legal Review.

Awards and Notifications:

Award decisions will be communicated to applicants and institution officials by end of March 2017. Notifications will be simultaneously sent to the Project Director, Diversity Contact and President/Director of each institution. This will be followed by a Letter of Understanding (LOU) that must be signed by the institution. The institution should take steps to ensure that other required project funding is available prior to signing and returning the LOU. The Letter of Understanding requires that the project be implemented as proposed.

Payment Schedule:

Institutions will receive grant funds in three (3) separate payments.

- Upon receipt of the signed LOU, 1/3 of the grant total will be transferred after July 1, 2017;
- 1/3 of the project costs will be transferred upon receipt of the February 2, 2018 mid-term project report (see Post-Award Requirements);
- Remaining actual expenditures will be reimbursed after receipt of the September 1, 2018 final report (see Post-Award Requirements).

Post-Award Requirements:

Program revisions: Proposed changes to the scope of services, targeted group(s), project manager or project timeline must be submitted in writing to completionsupport@tbr.edu for approval. Substantive changes may result in reduced funding or revocation of program approval.

Budget revisions: Reallocations between line items of less than 10% or \$1,000.00 (whichever is greatest) may be made at the discretion of the institution but must be reflected in the final report budget. Budget reallocations between line items that exceed 10% of the total budget or \$1,000.00 (whichever is greatest) require prior, written approval. Requests for budget reallocation approval should be submitted to completionsupport@tbr.edu.

Extensions: Requests for extensions that would cause the grant period to extend beyond the fiscal year are not typically approved. Any such requests for extensions must be submitted in writing to completionsupport@tbr.edu **no later April 28, 2018**. The request must include a justification of the need for such an extension and have documentation of approval from the Director or President.

Mid-Year Report: A mid-year report will be due on February 2, 2018. The report form will be provided to the program director.

Final Report: A narrative or end of project report including a report of final expenditures and project outcomes must be submitted to completionsupport@tbr.edu by September 1, 2018. All reports must be submitted by the due date. Information about the content and format of this report will be included with the award notification letters. Final payment of grant funds will not be transmitted prior to submission of the final report.

Non-compliance with any post-award requirements may result in denial of future grant applications.