



Request for Proposals (RFP) Senior Fellows Collaborative Grants

Deadline for Receipt of Proposals: April 9th, 2018

For questions, contact:
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A. Statement of Purpose

The Senior Fellows Collaborative Grants are committed to two specific goals:

- 1) improving STEM teaching and learning, and
- 2) increasing collaboration among Senior Fellows

Through this RFP, we invite Senior Fellows to submit collaborative proposals that address these goals in a strategic, coherent, and intentional manner.

B. Background Information

Founded in 2015, the Trustey Family STEM Teaching Fellows program works to increase student interest in, learning of, and identity with STEM disciplines through the support and growth of high-quality STEM teachers. Trustey Fellows collaborate with one another and work in school teams to improve their individual teaching practice, create integrated learning experiences for students, and implement school-wide STEM impact plans.

As a community, we hope to encourage Senior Fellows to continue the work of the Trustey Fellows beyond their completion of the formal program. With these Collaborative Grants, we seek to provide new opportunities for Senior Fellows to work together to improve STEM teaching and learning in their own contexts. The grants should be used to help fund fully conceptualized projects, programs, or ideas that advance STEM education in the communities of each collaborating Senior Fellow.

C. Program Details

The Senior Fellows Collaborative Grants program seeks to fund the ideas of Senior Fellows working together to engage students in meaningful STEM experiences. The most



competitive proposals will clearly address the elements in Section E, including a project plan and rationale for how the project aligns with the two primary goals of this grant program. The suggested budget for proposals is \$2,000. Justification for budgets up to \$2,500 will be considered. Proposals are due by April 9, 2018.

Proposals may vary in scope and can include, but are not limited to requests to fund student-centered programs, professional development workshops, professional learning communities, and curriculum initiatives. As articulated in Section A, proposals should be founded on collaborations among Senior Fellows. For example, Senior Fellows might work together to develop a day-long professional development program to introduce other schools to robotics. The Fellows might collaborate via video conference to develop the workshop's goals and tasks and then use funds to purchase some initial supplies to conduct the PD. The Fellows then travel to other Fellows' schools to pilot the PD. The PD becomes sustainable by charging future schools a standard rate to cover expenses.

Proposed projects should encompass a timeframe of no more than 2 years to accomplish, with start dates occurring no earlier than June 1, 2018. Depending upon the scope of the project, Fellows may need to financially supplement their proposals for certain expenses such as travel. Please note that this collaborative grants program will NOT fund international collaborations or travel. This is due in part to the focus of this program, which is to foster local and regional impact.

Senior Fellows awarded funding for a proposed project will document, evaluate, and disseminate information about the progress of the project in the following ways:

1. Submitting a Midterm Report at the halfway point of the proposed timeframe
2. Completing a Final Report due within 90 days after project completion
3. Disseminating the scope and successes of the project in forums such as professional development workshops and local or national conferences*

We hope to share Final Reports publicly utilizing Schoology, the Trustey Fellows Newsletter, and the Center for STEM Education's Website as evidence of the continued work of Trustey Fellows beyond completion of the formal program. To enhance public sharing, Fellows may be asked to submit a brief video highlighting project successes.

*A small amount of supplemental funds may be available to support conference endeavors.



D. Review and Selection Process

Our first application cycle will run from February 12, 2018 to April 9, 2018. Once an application cycle has begun, the Core Team cannot comment on submissions until final decisions have been made. However, we will provide an opportunity to answer clarifying questions about the Senior Fellows Collaborative Grants program at help sessions during each application cycle. Final proposals should be submitted via Schoology to the Senior Fellows Course in the grants submission folder in PDF form by 5:00PM local time on April 9, 2018.

Applicants will be notified via email of their proposal status by May 15, 2018. With each application cycle, up to three grants may be awarded.

Feedback will be provided on un-funded proposals. Fellows may apply again in future application cycles after revising proposals in light of feedback.

Dates	Activity/Action
February 12 th – April 9 th	Application Cycle 1
March 1 st ; March 15 th	Cycle 1 Help Sessions
May 15 th	Cycle 1 Decision notification

E. Proposal Outline

Proposals should contain the following sections and adhere to specific word limits. Final proposals should be a maximum of 5-6 single spaced pages:

1. Project Rationale, including how the project connects to the two primary goals of the Trustey Fellows (up to 250 words)
2. Description of Project Plan (up to 500 words)
3. Description of Project Evaluation, including indicators of success and how success will be measured (up to 500 words)
4. Description of Project Team Qualifications and Collaborative Structure (up to 250 words)
5. Project Timeline (up to 250 words)



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6. Description of Dissemination Plan (up to 250 words)
 - a. Describe how the scope and successes of the project will be communicated to an external audience.
 - b. If applicable, identify specific project deliverables that will be part of your finished project.
(e.g. – We will make X product as part of our project culmination.)

7. Budget and Budget Narrative: **The budget and budget narrative should be presented on a separate page.** The budget should be outlined in a table format, followed by the budget narrative describing a brief rationale for the different funds (up to 300 words). Please use the attached template (see below) to submit your budget information.

Throughout the proposal, up to three figures, images, or graphics may be used in order to illustrate key concepts, models, or project timelines.



Senior Fellows Collaborative Grants Budget Template

A) Budget

In the table below, outline each of the major expenses for your grant proposal. If you have expenses not included in the following categories, include them in the “Other” section, and then provide a detailed explanation in your budget narrative below.

Budget Category	Amount Requested
Materials and Supplies	
Transportation Services (e.g. bus rental)	
Computers, tablets, and other Tech equipment	
Travel (within the U.S.)	
Other	
TOTAL AMOUNT REQUESTED	

B) Budget Narrative (up to 300 words)

Describe the items in your budget and explain how the costs you have requested will help you accomplish your project goals. You must also include a statement indicating where the grant money will be housed and how you will ensure that the money will only be used for the intended grant. Note: We cannot send the check to an individual as that will be considered taxable income.