



***Request for Proposals***  
*Teacher Education Competitive Grant*  
*Program*

***FY 2012 Application Guidelines***

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## **I. OVERVIEW**

You are encouraged to submit an application for the Teacher Education Competitive Grant Program. The program was established in 2007 by the Kansas Legislature to increase the number of certified teachers in hard-to-fill disciplines and/or in underserved geographic areas of the state.

This initiative, which aims to provide resources to institutions, is complemented by a separate Teacher Service Scholarship Program, which seeks to provide support for students interested in pursuing teaching careers in Kansas.

Questions about the Teacher Education Competitive Grant Program and the application process may be directed to:

Jean Marie Redeker, PhD  
Director of Academic Affairs  
[jredeker@ksbor.org](mailto:jredeker@ksbor.org)  
785-296-4936

### **A. Purpose**

The purpose of the Teacher Education Competitive Grant program is to increase the number of certified teachers in hard-to-fill disciplines and/or in underserved geographic areas of the state. The program provides grants to institutions of higher education to pay for the cost of establishing a new teacher education program or expanding an existing teacher education program. Grants may target either preservice teachers, or teachers seeking additional licensures or endorsements, or both.

### **B. Amount of Funds**

The Kansas Board of Regents expects to have approximately \$550,000 to award in grants during the 2011-2012 competition. Although no minimum or maximum has been set for each award, funding typically ranges from \$150,000 to \$175,000. The grant requires institutions to match \$1 of institutional funds for every \$2 of grant funds.

### **C. Eligible Applicants**

By state statute, proposals may be submitted by any of the six state universities (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, Wichita State University) and Washburn University.

## **D. Calendar**

Announcement of RFP	September 1, 2010
Deadline for Submission of Proposals	December 1, 2010
Announcement of Awards	February 1, 2011
Project Start Date	July 1, 2011

## **E. Project Duration**

Three year projects are encouraged. Funding for the initial term of the grant runs from July 1, 2011, through August 15, 2012, and is subject to legislative appropriations. Funding for subsequent terms is subject to legislative appropriations, successful completion of the activities described in the grant application and submission of required reports in a timely manner. Although the program is subject to future appropriations, the Board expects the program to receive funding over the long-term.

## **II. PRIORITIES**

The priority of the program is to increase the number of certified teachers in hard-to-fill disciplines and/or in underserved geographic areas of the state. The State Board of Education has determined that hard-to-fill disciplines are foreign language, science, English as a Second Language, special education and mathematics.

The State Board of Education has determined that western Kansas (schools located in Kansas State Board of Education District 5), Wichita public schools, Kansas City public schools, and Topeka public schools are underserved geographic areas.

Grant may be made for the following types of activities:

Expansion of an existing teacher education program.

Creation of a new teacher education program.

Other programs or activities to increase or retain the number of certified teachers in hard-to-fill disciplines and/or in underserved geographic areas of the state.

Partnerships with school districts to increase the number of teachers and/or retain teachers who work in underserved areas and/or hard-to-fill disciplines.

Programs and activities may target preservice teachers and/or teachers seeking additional licensures/ endorsements.

### **III. CRITERIA FOR THE EVALUATION OF PROPOSALS**

The following criteria will be used in the evaluation of proposals:

#### **A. The Project and Plan of Action (40 points)**

The purpose of the project and its objectives are clearly defined. Objectives have appropriate rationale for inclusion in the project.

The project activities are clearly and fully described and are related to the successful achievement of the objectives.

Characteristics of the program that contribute to a long-term reduction of teacher shortages in hard-to-fill disciplines or underserved geographic areas are thoroughly described. (Do not include service requirements of scholarship programs.)

The project is of high quality and of sufficient duration to achieve its objectives.

The scope of the project is appropriate.

The timetable for the project activities is reasonable and appropriate.

The targeted number of participants is specified and is appropriate.

The plan for recruitment, selection and retention of participants is well developed.

Include any program admission requirements along with the program's course of study.

Describe any collaborations with other universities, community colleges or school districts (if appropriate).

## **B. Applicant's Commitment and Capacity (10 points)**

The key personnel are well qualified to conduct the project. Briefly describe their duties.

Include any distinctive characteristics that make the institution a particularly good choice for this project. Do not include receipt of awards or acknowledgements; instead, include distinctive practices or outstanding program outcomes.

## **C. Management Plan (20)**

The management plan is adequate to achieve the objectives of the proposed project on time and within budget. Include clearly defined responsibilities, timelines and milestones for accomplishing project tasks.

There are adequate procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

The time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

## **D. Evaluation Plan (10 points)**

The evaluation plan is thorough, feasible, and appropriate to the goals, objectives and outcomes of the proposed project. A timeline is included.

The evaluation plan examines the effectiveness of project implementation and strategies, including the retention of teachers and/or candidates involved in the grant.

The evaluation plan uses objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

The evaluation plan includes descriptions of procedures for assessment and evaluation of the candidate's mastery of the teaching discipline.

## **E. Budget and Cost Effectiveness (20 points)**

The proposed expenditures are directly related to the objectives and activities of the project and are reasonable.

The proposed budget is cost effective as measured by cost per participant and/or the potential impact of the project.

The proposal includes a detailed explanation and justification for each budget line.

The budget summary form is included.

#### **F. Other Considerations**

Other characteristics of proposals may be considered in making awards. Among them may be:

The number and type of grants which receive awards.

Success of previously funded projects.

Other appropriate considerations.

### **IV. SUBMISSION AND REVIEW PROCEDURES**

#### **A. Submission**

Submit the entire proposal (less signatures) as an e-mail attachment by 5:00 pm December 1, 2010. An original hard copy of any pages with signatures should be forwarded by U.S. mail and should be postmarked no later than December 3, 2010. Proposals that are late, incomplete, or submitted by ineligible institutions will be disqualified. Submit materials to:

Kansas Board of Regents  
Attn: Jean Marie Redeker, PhD  
1000 SW Jackson St, Suite 520  
Topeka, KS 66612  
[jredeker@ksbor.org](mailto:jredeker@ksbor.org)

#### **B. Review and Award Procedures**

The Board will convene an independent evaluation panel to review the proposals and rank them in order of merit. Panelists shall be free of any direct involvement in any proposal. The panel may include K-12 teachers or administrators, college or university faculty, staff of the Kansas Board of Regents, staff of the Kansas State Department of Education and other appropriate individuals. The recommendations of the panel may be contingent upon the project director accepting certain changes in the project or the budget. All applicants will be

notified in writing of the decisions of the Board. Non-funded applicants may request information from the Board staff regarding the concerns of the evaluation panel about the proposal.

## **V. BUDGET GUIDELINES**

Items to consider when preparing budgets include:

Institutions are required to provide matching funds to support the project at the rate of \$1 for every \$2 of grant funds.

The grant will not fund indirect or overhead costs.

Funds may not be used to pay for activities, salaries and/or other expenses that, in the absence of the Teacher Education grant funds, are paid for by Federal, State or local funds.

Funding for purchase of equipment must clearly demonstrate the relationship of the equipment to the objectives of the grant and may not exceed \$5000.

Only travel essential to completion of the project is eligible for funding.

## **VI. FORMAT FOR THE PROPOSAL**

Proposals must have all pages consecutively numbered and include the following:

1. Signed application cover sheet.
2. Table of Contents.
3. Abstract of no more than 250 words. Abstracts of funded proposals will be posted on the KBOR website.
4. Narrative that does not exceed fifteen pages with one inch margins in font size of 11 or larger. Single-space the pages with double-spacing between paragraphs. Clearly identify subsections A through E, which correspond to the evaluation criteria in Section IV.
5. Budget Summary Form.
6. Two-page resumes of key personnel. Emphasize experience and skills directly relevant to the proposed project. For key personnel that will be hired if the project is funded, include a position description.
7. Signed statement of assurances.