

Nevada System of Higher Education
Sponsored Programs & EPSCoR



Request for Proposals:
Gaining Early Awareness and Readiness for
Undergraduate Programs (GEAR UP)
Fiscal Year 2019 Subgrant

Announcement for:

University of Nevada, Reno; University of Nevada, Las Vegas;
Nevada State College; College of Southern Nevada;
Truckee Meadows Community College;
Great Basin College; Western Nevada College

Submission Deadline:

Thursday June 14, 2018



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PART I: SUBGRANT INFORMATION

A. Overview

The State of Nevada has been awarded a GEAR UP Grant of approximately \$21 million over a seven-year period by the United States Department of Education (USDE), Higher Education Office. The federal objective of the grant is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. The amount of approximately \$1,100,000.00 is available in subrecipient funds for postsecondary institutions for Year 7 (fiscal year 2019). These Year 7 funds will be available for activities funded from **September 1, 2018 to August 31, 2019**.

The Nevada State GEAR UP program is a collaboration of efforts between higher education institutions and GEAR UP schools. NSHE subgrantees will be responsible for direct outreach services for GEAR UP students, introducing them to college campuses in an effort to develop a more proactive approach to transitioning students from high school to postsecondary education. Additionally, NSHE subgrantees will provide STEM education and longitudinal studies and research to achieve Nevada GEAR UP goals.

B. Nevada GEAR UP Goals

1. To increase the academic performance and preparation for postsecondary education of GEAR UP students.
2. To increase the rate of high school graduation and participation in postsecondary education of GEAR UP students.
3. To increase GEAR UP students' and families' knowledge of postsecondary education options, preparation, and financing.
4. To create a college-going culture in GEAR UP schools to ensure that all students have the opportunity, support, guidance, and information to obtain the skills and knowledge necessary to apply for and succeed in postsecondary education.

C. Required Components of NSHE Subgrant Proposals

1. **NSHE-** GEAR UP Subgrant Administration, Program Leadership with the Ambassador Program Coordination, and Communications.
2. **University of Nevada, Reno (UNR)-** Research and Longitudinal Studies.
3. **University of Nevada, Reno (UNR) Cooperative Extension –** STEM VEX Robotics Program
4. **University of Nevada Reno (UNR) Dean's Future Scholars (DFS) -** Direct and Indirect Services/Activities for GEAR UP Students, Parents, and Staff.
5. **University and College Ambassador Programs-**Direct and Indirect Services/Activities for GEAR UP Students, Parents and Staff. Ambassador and GEAR UP Specialist Campus and School-based Activities.

**D. GEAR UP Ambassador Programs Outreach Service Areas and Schools**

GEAR UP School	NSHE Institution	
<ul style="list-style-type: none"> • Chaparral High School • Del Sol High School • Desert Pines High School • Las Vegas High School • East Career & Technical Academy • Southeast Career & Technical Academy 	<p>College of Southern Nevada</p> <p>Nevada State College</p>	<p>Partner with all colleges and GEAR UP Schools</p> <p>University of Nevada, Las Vegas</p> <p>University of Nevada, Reno</p>
<ul style="list-style-type: none"> ❖ Elko County: <ul style="list-style-type: none"> • Owyhee High School • Jackpot High School • Wells High School ❖ Humboldt County: <ul style="list-style-type: none"> • McDermitt High School ❖ Nye County: <ul style="list-style-type: none"> • Pahrump Valley High School • Beatty High School • Tonopah High School ❖ Mineral County: <ul style="list-style-type: none"> • Mineral County High School ❖ Pershing County: <ul style="list-style-type: none"> • Pershing County High School 	<p>Great Basin College</p>	
<ul style="list-style-type: none"> • Hug High School • Wooster High School • Academy of Arts, Career & Technology 	<p>Truckee Meadows Community College</p>	
<ul style="list-style-type: none"> ❖ Lyon County: <ul style="list-style-type: none"> • Silver Stage High School • Yerington High School 	<p>Western Nevada College</p>	

Note: The above listed Service Areas and Schools represent the minimum expectations as they apply to the NSHE institutions and the schools they will serve. It is the intention of this subgrant that all Ambassadors will work together to serve all GEAR UP students to the fullest extent possible.



GEAR UP FY19 Subgrant RFP

E. FY19 GEAR UP Subgrant Funding

GEAR UP Subgrant funding for each program year is appropriated by the Nevada Department of Education based on program evaluations and needs. The Following table shows FY19 GEAR UP Subgrant funding allocations for NSHE subgrant programs and NSHE institutions. Applicants can apply for funds up to maximum funding available. Upon application review, requested funds will be approved or budget revision will be required.

- **Cost Share Match**

100% cost share match for subgrant funds is mandatory (1:1 match is required).

- **Funding Period:** September 1, 2018-August 31, 2019

GEAR UP Subgrant Funding Appropriation for FY19		
Program Code & Name	Institution	Maximum Funding Available
A: GEAR UP Subgrant Administration, Program Leadership. A-1: GEAR UP Ambassador Programs Coordination & Communications	Nevada System of Higher Education	\$156,000
B: GEAR UP Research and Longitudinal Studies	University of Nevada, Reno	\$62,000
C: Dean's Future Scholars	University of Nevada, Reno	\$75,000
D: GEAR UP Ambassador Programs	University of Nevada, Reno	\$150,000
	University of Nevada, Las Vegas	\$150,000
	Nevada State College	\$83,000
	College of Southern Nevada	\$83,000
	Truckee Meadows Community College	\$83,000
	Great Basin College	\$95,000
	Western Nevada College	\$68,000
F: VEX Robotics Program/STEM	University of Nevada, Reno	\$95,000

Note: Maximum funding indicates total subgrant costs including 8% indirect costs.



PART II: PROGRAM NARRATIVE REQUIREMENTS

NOTE:

In order to streamline application and review process, not all subgrant programs are required to provide program narrative or plan of operation matrix. See following instructions.

INSTRUCTIONS:

- ❖ *If program narrative is required*, statement of each bullet point of program narrative requirements must be included. Responses to each bullet point should not be more than **one paragraph**.
- ❖ Program narrative is not required for Dean's Future Scholars program and GEAR UP Ambassador programs.
- ❖ *If program narrative is not required*, Plan of Operation Matrix must be delineated with detail information.

A: Nevada System of Higher Education (NSHE) Subgrant Management and Leadership

Scope of Work	The Nevada System of Higher Education (NSHE) will provide subgrant administration and program leadership, oversight, and coordination of NSHE GEAR UP subawards; ensure compliance of cost share documentation by the of NSHE institutions; and provide interim and annual subgrant performance and cost share reports to Nevada Department of Education GEAR UP. In addition, NSHE will create and facilitate the annual college access, CoNVerge Conference.
Program Narrative: One paragraph for each bullet	<ul style="list-style-type: none">• Discuss the roles and responsibilities of subgrant administration and program leadership, including compliance of cost share documentation of NSHE institutions, assistance in the development of annual report for the USDE.• Discuss the roles and responsibilities of the NSHE Projector Director in relation to subgrant leadership and oversight.• Describe key project personnel and related responsibilities.



A-1: Nevada System of Higher Education (NSHE) Ambassador Program Coordination and Communications

Scope of Work	<ul style="list-style-type: none">○ Coordination: The NSHE Coordination program will work with GEAR UP Ambassadors and GEAR UP Specialists across the state; offer training to Ambassadors and GEAR UP Specialists; oversee and help with scheduling of the Ambassadors through the Event Management System (EMS); and provide professional development to GEAR UP Ambassadors and GEAR UP Specialists.○ Communications: NSHE will provide current and pertinent information regarding Nevada GEAR UP via paper and electronic communication, including the website and social media.○ Business Network: NSHE will collaborating with NDE to create a business network to help support GEAR UP. NSHE will work with NDE to create a plan of action to move the project forward.
Program Narrative: One paragraph for each bullet	<ul style="list-style-type: none">• Describe how the Coordination program will support the GEAR UP Ambassadors and GEAR UP Specialists at NSHE institutions.• Describe how the program will coordinate and provide professional development and facilitate communication for GEAR UP Ambassadors and GEAR UP Specialists, especially for activities that involve more than one NSHE institution, e.g. summer camps.• Describe key project personnel and related responsibilities.• Describe plans for use of paper and electronic communication, website and social media regarding the Nevada GEAR UP program.• Describe how program activities relate to the four Nevada GEAR UP goals.



B: University of Nevada Reno (UNR) Research & Longitudinal Studies

Scope of Work	The University of Nevada Reno will produce longitudinal case studies of GEAR UP schools to understand the role relationships play in the development of an academic self-identity and the impact of GEAR UP on persistence in postsecondary settings.
Program Narrative: One paragraph for each bullet	<ul style="list-style-type: none">• Describe how this project benefits the statewide GEAR UP program.• Describe how these studies relate to the four Nevada GEAR UP goals.• Discuss the roles and responsibilities of the subgrant Principal Investigator and program staff including a breakdown of time and effort related to the scope of work.
Note	NO PLAN OF OPERATION MATRIX IS REQUIRED.

C: University of Nevada Reno (UNR) Dean's Future Scholars

Scope of Work	The University of Nevada Reno's Dean's Future Scholars program, in collaboration with Washoe County School District and Lyon County School District will identify students with aspirations to be first-generation college students; provide USDE approved GEAR UP services to DFS students and families; provide an intensive six-week summer program to students and maintain regular contact with GEAR UP parents and families.
Program Narrative:	A PROGRAM NARRATIVE IS <u>NOT</u> REQUIRED; HOWEVER, A DETAILED PLAN OF OPERATION MATRIX IS A REQUIREMENT FOR THE YEAR 7 SUBGRANT.
Plan of Operation Matrix	<ul style="list-style-type: none">• A Proposed Objective should be included for each activity or service.• Planned Activities & Deliverables should be detailed enough to clearly understand what it is and for whom.• Timeline should be at minimum a month and year• Estimated costs should not reflect salaries and benefits.• At the end of the Plan of Operation Matrix, please list three priorities on which activities will focus that is specific to the grade level of the GEAR UP students and the benchmarks to be accomplished.



D: GEAR UP Ambassadors Program

Scope of Work	<p>Nevada GEAR UP Ambassadors will promote a college-going culture and provide relevant outreach to the students and schools they serve; provide students and families with information regarding college affordability, admission requirements, financial literacy, college life and other pertinent information regarding college and career readiness. Ambassadors will also provide relevant, engaging, and appropriate first-year programming to the freshman GEAR UP students matriculated at their institutions throughout Year 7. Full-time Nevada GEAR UP College Ambassadors must be available during the summer months on the same regular schedule as their fall and spring schedules for work with GEAR UP district and/or school events, on-campus orientation and transition programming, and multi-institution summer programming collaborations on NSHE campuses. Collaborative planning of all such activities and programs will occur between district or school staff and the NSHE GEAR UP Ambassador Programs under the oversight of the Nevada Department of Education. In addition, GEAR UP Ambassador Programs are strongly encouraged to include a GEAR UP Specialist (undergraduate student) at each NSHE institution.</p>
Collaboration	<p>GEAR UP program planning is expected to occur as appropriate between NSHE Ambassadors and Ambassador Coordinator, SPIFs and school or district personnel. Authority over the NSHE GEAR UP Ambassadors lies jointly with the Nevada Department of Education (NDE) and NSHE. Any issues that may arise between district or school staff and the Ambassador programs will be communicated to the NSHE Ambassador Coordinator who will then work with NDE toward resolution. NDE is the final authority in making decisions regarding any GEAR UP matter.</p>
Program Narrative	<p>A PROGRAM NARRATIVE IS <u>NOT</u> REQUIRED; HOWEVER, A DETAILED PLAN OF OPERATION MATRIX IS A REQUIREMENT FOR THE YEAR 6 SUBGRANT.</p>
Plan of Operation Matrix	<ul style="list-style-type: none">• A Proposed Objective should be included for each activity or service• Planned Activities & Deliverables should be detailed enough to clearly understand what it is and for whom.• Timeline should be at minimum a month and year.• Estimated costs should not reflect salaries and benefits.• At the end of the Plan of Operation Matrix, please list three priorities on which activities will focus that is specific to the grade level of the GEAR UP students and the benchmarks to be accomplished.



Ambassador Program Priorities

1. Enhance activities on College Application and FAFSA Completion based on FY 2017-18 best practices.

- Increase 2018-19 FAFSA and college application completion rates and successful application rates relative to 2017-18 grant year.
- Provide diversified, dedicated test preparation resources to students needing both remedial and general standardized-test assistance, and professional training to SPIFs/Ambassadors to assist.
- Assess diversity and interval of services to ensure students are receiving appropriate and timely information for their academic skills and intended career paths.
- Develop and assess strategies to ensure parent sessions are flexibly scheduled, well-advertised, and attended.
- Ensure planned activities meet the needs of those attending community colleges or CTE programs as well as attending universities.
Engage Business Network resources to assist in job shadowing, internships, college alumni talks, and similar activities.

2. Assess, further develop, and sustain summer transition and first-semester programming.

- Assess summer transition programming from 2018; suggest and implement improvements for summer 2019 programming.
- Pursue ongoing contacts with students during the summer to ensure completion of necessary actions to matriculate successfully.
- Encourage matriculated students' participation in existing transition programming such as academic boot camps, summer orientation programming, mentorships, etc.
- Engage recently-matriculated GEAR UP students in (formal or informal) mentoring and advising roles for current GEAR UP high school seniors.
- Ensure content of summer programming sets high expectations and develops useful college survival and thriving skills.
Create content of first-year seminars or workshops to include research opportunities, study abroad, financial aid, service learning, and transfer policies. Encourage creation of 2- and 4-year academic plans.

3. Incorporate best practices in retention to ensure GEAR UP freshmen persist and graduate after services to this cohort cease.

- Actively engage matriculated students in participating in a breadth of on- and off-campus activities.
- Create regular GEAR UP meetups, clubs, or similar activities for cohort support.
- Intentionally provide individualized on-campus resources for academic remediation.
- Monitor attendance in required and voluntary class activities; intervene to improve attendance where needed.
- Maintain ongoing relationships with specific college and university student services units for referrals (advisors, tutors, disability and mental-health centers, etc.).
- Develop professional relationships between students and appropriate university/college faculty.
- Ensure GEAR UP Ambassadors are integrated into orientations and similar events for advisors and other student success professionals on campus.



Ambassador Program Requirements

- ❖ **One full-time** staff person at each NSHE institution must be designated as the Ambassador, and that person is the primary point of contact for all relevant GEAR UP communications, including direct communications from the Ambassador Coordinator, NDE Staff, and SPIFs. He or she also has primary and final responsibility for entering, updating, and certifying the accuracy of required data in the EMS during the grant period. The designated Ambassador is required to attend monthly Ambassador video conferences, required meetings, professional conferences, and professional development workshops as indicated below. In the absence of the Ambassador, the PI shall be expected to attend the required monthly videoconferences, meetings, professional conferences and workshops as indicated instead.
- ❖ All GEAR UP office locations at NSHE institutions must include visible signage for the GEAR UP office and Ambassador. If in a shared space, the signage should be the same size and type as any other unit signs.
- ❖ When an Ambassador is organizing/hosting an event or an activity that does not include SPIF participation, it is the responsibility of the Ambassador to collect GEAR UP student/parent sign-in sheets and to submit completed sheets to NDE GEAR UP staff at GEARUP@doe.nv.gov.
- ❖ For Ambassador-coordinated events, the Ambassadors must review the GEARS database at the beginning of each month to verify that the EMS activity entries align with what has been entered in the GEARS database. If there are discrepancies, Ambassadors must notify the appropriate Student Parent Involvement Facilitator (SPIF) and NDE GEAR UP staff at GEARUP@doe.nv.gov.

GEAR UP Training and Professional Development-Mandatory Attendance

- ❖ Ambassadors (or, in their absence, their PIs, as above) will budget and plan to attend the following training meetings:
 - Team-Building and FY 2018-19 Kickoff meeting (**Reno**, September 2018, date TBA)
 - End-of-The Year Wrap-Up Meeting: **Las Vegas**, Late April or early May 2019 (dates to be announced).
- ATTENDANCE FOR THE ENTIRE DURATION OF MEETINGS IS REQUIRED BY GEAR UP AMBASSADORS UNLESS OTHERWISE STATED.**
- ❖ GEAR UP Ambassadors (or, in their absence, their PIs, as above) are required to attend three Professional Development conferences each year. The Professional Development conferences for all Ambassadors for the 2018-2019 grant year are as follows:
 - **2018 GU West, October 14-16, 2018, Boise Idaho.**
 - **2019 CoNVerge Conference, March 20-22, 2019, Las Vegas.**
 - **2019 Annual NCCEP/GEAR UP National Conference, San Francisco, CA, July, 2019.**

COSTS FOR ALL REQUIRED PROFESSIONAL DEVELOPMENT MUST BE INCLUDED IN THE FY19 PROPOSED SUBGRANT BUDGET.



GEAR UP Training and Professional Development-Optional Attendance

❖ Below are allowable, but optional GEAR UP professional development meetings and conferences for all Ambassadors for the 2018-2019 grant year:

- 2019 NCCEP/GEAR UP Capacity Building Workshop, San Antonio, TX, February 10-13, 2019.
- 2019 ACT Conference, Reno, NV, February, 2019.

NOTE: NDE reserves the right to require Ambassador attendance at additional meetings as deemed necessary. NDE will provide funding and match for such meetings.

E: University of Nevada Reno (UNR) VEX Robotics Program and STEM

Scope of Work	University of Nevada Reno Cooperative Extension will provide leadership and guidance for STEM programs and projects at Nevada GEAR UP high schools. In conjunction with school faculty, UNR C.E. staff will implement VEX Robotics program; provide students with STEM learning opportunities and coordinate intra-school STEM activities.
Program Narrative: One paragraph for each bullet	<ul style="list-style-type: none">• Describe the VEX Robotics program to be implemented, including which grades will participate, program objectives and how the programs will be funded.• List the roles and responsibilities for participating UNR staff.• Describe additional STEM learning opportunities proposed for the school year.• Describe key project personnel and related responsibilities.• Describe how your program activities relate to the four Nevada GEAR UP goals.• Describe how this project benefits the statewide GEAR UP program.
Plan of Operation Matrix	<ul style="list-style-type: none">• A Proposed Objective should be included for each activity or service• Planned Activities & Deliverables should be detailed enough to clearly understand what it is and for whom.• Timeline should be at minimum a month and year.• Estimated costs should not reflect salaries and benefits.
Note	When the VEX Program Facilitator is organizing/hosting an event or an activity that does that not include SPIF participation, it is the responsibility of the Facilitator to collect GEAR UP student/parent sign-in sheets and to submit completed sheets to NDE GEAR UP staff at GEARUP@doe.nv.gov .



PART III: GENERAL AND MANDATORY REQUIREMENTS

A. Assurances

Each sub-recipient must adhere to the assurances for accessing the federal GEAR UP funds. FY19 Assurances are found in **Appendix B**. By signing the cover page, a sub-recipient is agreeing to assurances as provided in this application.

B. Program Performance

Each NSHE Institution that accepts subgrant funding is fully responsible for executing the approved subgrant plan as indicated in the FY19 Subgrant Application, Scope of Work and Approved Budget. Additionally, any and all proposed changes to an approved NSHE Institution's Scope of Work must be submitted immediately to NDE for approval through the NSHE Sponsored Programs Office.

C. Reporting

NSHE Subgrantees will be responsible for:

- Providing data to NDE for entry into the GEAR UP database.
- Providing first-quarter program performance reports by December 10; interim program performance reports by March 15, and final program reports within **45 days** after the end of the subgrant period.

D. Cost Share Match

Cost share match should be non-federal and in-kind resources that contribute toward the activities and success of the students. The resources may be from postsecondary institutions, partners and activities hosted by higher education. A record of matching funds will be required each year of the GEAR UP subrecipient award.

E. Application Due Dates and Timeline

<u>EVENT</u>	<u>DATE</u>
RFP Technical Assistance Call	Wednesday, May 16, 2018
Application Submission Deadline to NSHE	Thursday, June 14, 2018
State Review of Subgrant Applications	July 9 – July 13, 2018
Subgrant Modification Requests	July 9 – July 13, 2018
Responses to Modifications Deadline to NSHE	July 24, 2018
Notice of Intent to Award	August 3, 2018
Project Start Date	September 1, 2018
Project End Date	August 31, 2019



PART IV: APPLICATION REVIEW

All applications will be reviewed at the state level. The Technical Review will assure that the applications are "technically" complete. For example, the proposal follows the format guidelines and contains all required information as per the subrecipient application. The technical review will be conducted by consultants from the Nevada Department of Education. If the application is technically complete, it will be forwarded to the GEAR UP Subaward Review Team. Evaluation and scoring will be based upon the written application. The State Review Team, however, reserves the right for clarification from respondents and to request additional written or oral data.

Proposals will be evaluated on the following criteria:

- Does the proposal explain how activities are related to the four Nevada GEAR UP goals or proposed objectives?
- Does the proposal describe program activities in detail?
- Does the proposal identify key personnel roles?
- Does the proposal categorize/identify services as direct or indirect?
- Is the proposed budget practical for proposed services and activities?
- Does the proposal take into consideration both past successes and failures as reported in subrecipient final reports for prior years as well as experiences in the current grant year?
- Does the subgrant reflect a collaborative effort with K-12 and/or higher education partners?

Upon completion of the review, providing the application meets all review criteria, and after final approval by the Nevada Department of Education, a formal notice of award will be made.



PART V: PREPARATION OF PROPOSALS

A. Cover Page (PDF Fillable Form in Appendix A- file attachment)

Signatures of PI and authorizing official from Office of Sponsored Projects/Programs or Grants Office MUST be obtained.

B. Abstract (PDF Fillable Form in Appendix A-file attachment)

An abstract containing a synopsis of the narrative for each of the program components must be included as separate documents. The abstract will be used to provide a succinct overview of the subrecipient's planned program activities and will be posted on the GEAR UP Program web page for informational purposes. Length is restricted and should be fit in the form.

C. Program Narrative (Five Page Maximum, No form required)

A five-page maximum program narrative for each GEAR UP program component of an applicant proposal (except DFS and GEAR UP Ambassador Programs) should include a bullet point statement of program narrative requirements in the RFP and provide *one paragraph* responses to each bullet point.

D. Plan of Operation Matrix (Word Form in Appendix A-file attachment)

The proposal must also contain a Plan of Operation Matrix (unless its exception is indicated) of proposed objectives for activity or service, planned activities and deliverables, grade level of students served, timeline, indication of direct/indirect student services, and proposed budget expenditures excluding salaries and fringe benefits.

E. Program Evaluation Plan (One Page Maximum, No form required)

Explain in *no more than one (1) page* how you will evaluate your project.

- The project evaluation should be an integral part of the project's design and implementation, not something done after the project is completed. The evaluation should be clearly tied to project objectives and outcomes.
- The evaluation should be a systematic means for monitoring and evaluating the program throughout the grant period based on the objectives.
- The evaluation should be a *tool for making mid-grant programmatic changes*. The application should describe a plan for collecting data throughout the project to be used for project improvement.
- The evaluation plan should describe what information will be collected, how frequently, by whom it will be collected, and whether a quantitative and/or qualitative method of analysis will be employed.



F. Budget and Cost Share (Excel Form in Appendix A-file attachment)

- Budgets must be realistic and provide a clear explanation of expenses listed.
- The budget summary form should present all planned expenditures for GEAR UP program and required one to one (1:1) cost share / in-kind match.
- The budget summary should clearly link all costs to the project activities detailed in the Plan of Operation Matrix.
- Required subgrant budget and cost share numbers must be *rounded up*.

G. Budget Narrative (No form required)

- Applicants must provide *delineated* budget narrative for both subgrant funds and cost share match according to the budget preparation guidelines included in Appendix C.
- Use a separate sheet following the budget summary to provide budget narrative descriptions for each budget line item.

H. Resume of PI and Key Staffs (Two Page Maximum, No form required)

- *Resume is required for only new hires after September 1, 2017.*
- Limited to two pages per person, include staff resumes, including the PI, Co-PI(s) and key support staff involved who are represented as having a major role in the project.

PART VI: PROPOSAL FORMAT REQUIREMENTS

- 1) Proposal MUST be typed, single-sided, *paginated*.
- 2) Proposals MUST be single-spaced with one-inch margins and **11 or 12-point Time New Roman font**.
- 3) Program narrative MUST NOT exceed **five (5)** single-spaced pages.
- 4) Document orders in proposal: (1) Cover page, (2) Abstract, (3) Program Narrative and/or Plan of Operation Matrix, (4) Evaluation Plan, (5) Budget Summary, (6) Budget Narrative, and (7) Resume.
- 5) All proposals MUST be submitted on the required forms provided in **Appendix A-file attachments** except for those sections indicated.

Note: Failure to follow the format provided in the application package or follow the instructions may result in the application not being accepted, but returned to the respondent without consideration.



PART VII: PROPOSAL SUBMISSION

A. Application Submission Deadline

The applications must be received by the issuing office by 5:00 pm. PST.

Thursday, June 14, 2018 via e-mail. *No extensions of this deadline will be made.*

B. Electronic Submission

Submit proposal electronically to NSHE Sponsored Programs & EPSCoR Office via email to mpark@nshe.nevada.edu and copy to nshespo@nshe.nevada.edu

C. Specific Submission Requirements

- Applicants **MUST** submit their complete proposal including all attachments as **ONE Adobe PDF document** (*.pdf).
- Proposal file **MUST** be named as the GEAR UP subgrant fiscal year-program code, abbreviation of institution, PI last name, and date of submission.
For example: GU FY19-B_UNR_Usinger_6.14.2018

Program Code:

- A: NSHE Subgrant Administration, Program Leadership, Ambassador Program Coordination, and Communications
- B: UNR Research and Longitudinal Studies
- C: UNR Dean's Future Scholars
- D: GEAR UP Ambassador Program
- E: UNR VEX Robotics Program/STEM

- Proposal **MUST** be reviewed, signed, and submitted by applicants' Office of Sponsored Programs/Projects or Grants Office. (Exception: WNC submission by a PI)

D. Contact Information

- **Technical Assistance:** If you have questions about submitting a proposal electronically, please contact **MinSun Park, Research Administrator** at 702-522-7074 or mpark@nshe.nevada.edu
- **Questions regarding NSHE GEAR UP Subgrant Program Requirements** should be addressed to: **Nate Mackinnon, NSHE GEAR UP Program Director** at (775) 784-3430 or nmackinnon@nshe.nevada.edu and **Daniel Villanueva, GEAR UP Ambassador Coordinator** at (775) 784-3414 or dvillanueva@nshe.nevada.edu



PART VIII: TECHNICAL ASSISTANCE CONFERENCE CALL

- ❖ Date: Wednesday May 16, 2018 11:00-12:00 PM PST
- ❖ Conference Call Number: (267) 930-4000
Participant Code: 844-704-786



APPENDIX A

FORMS-See file attachments*

- **COVER PAGE-Fillable PDF**
- **ABSTRACT-Fillable PDF**
- **PLAN OF OPERATION MATRIX-Word**
- **BUDGET STATEMENT-Excel Spreadsheet**

***Note:**

- 1) In order to see the file attachments, please *download* this RFP file and save it in your computer.
- 2) Make sure to enable all Adobe program features and click *paper clip* usually appeared on the left side of a document.



APPENDIX B

ASSURANCES-See file attachment*

*Note:

- 3) In order to see Assurances file, please ***download*** this RFP file and save it in your computer.
- 4) Make sure to enable all Adobe program features and click ***paper clip*** usually appeared on the left side of a document.



APPENDIX C

GUIDELINES (ENCLOSED IN THIS RFP)

- **BUDGET PREPARATION GUIDELINES**
- **SPECIFIC ALLOWABLE COSTS & GUIDELINES BY NEVADA DEPARTMENT OF EDUCATION (NDE)**



GEAR UP Subgrant Budget Preparation Guidelines

Subgrant Budget and Cost Share Amounts MUST be Rounded Up.

Budget and Budget Narrative MUST be *delineated* for both GEAR UP subgrant funds and cost share match and show breakdown of expenses. If funds are assigned to any given category in the budget, there must be a corresponding explanation in your program plan. All costs associated with the Nevada GEAR UP Program must follow all federal guidelines for use of federal funds.

Salaries and Benefits: The grant can pay salaries and benefits of professional personnel, graduate, and undergraduate students dedicated to GEAR UP projects. Time contribution of a person for projects and activities should be indicated and calculations of salaries and fringe benefit should be provided. Base salaries and fringe benefit rate should be complied with institution's HR policies.

Travel: Includes travel budget for the mandatory GEAR UP conferences and meetings. Specify *in-state travel* and *out-of-state travel* and show breakdown of expenses including transportation, accommodations, Per Diem, mileage, etc in budget narrative.

Materials and Supplies: Materials and Supplies must be associated with the program activities and must be fully justified. Routine office supplies and general operating expenses are not allowable. Show breakdown of expense and provide detail description in budget narrative.

Services: Professional or contracted services for program activities or GEAR UP events are allowable. Conference registration fees should be budgeted under Services

Food & Beverage Expenses: Food and Beverage budget for *GEAR UP program specific and students-driven events* are allowable. Any food and beverage purchase totaling \$250 or more per event must receive prior approval. Refer to GEAR UP Subgrants Food & Beverage Costs Guidelines provided by Nevada Department of Education (NDE) in Appendix C.

Other: Specify expenses and provide detail explanation with associated activities in budget narrative.

Indirect Cost: Indirect Cost cannot be greater than **8%** of Modified Total Direct Cost (MTDC) for the GEAR UP Grant and Applicant's Cost Share Budget. The difference between the 8% limit and the grantee's negotiated rate may NOT be used for cost sharing or matching purposes, charged to direct cost categories, or charged to another Federal award

Participant Support: Participant Support costs are exempt from indirect costs in federally sponsored projects according to Uniform Guidance.

Tuition Assistance: Tuition assistance for a graduate assistant who works for GEAR UP programs can be paid by GEAR UP funds.



Specific Allowable Costs & Guidelines

Federal Cohort & Priority Schools



Allowable Incentives		
Description	Amount	Purpose
Educational items for drawings held at the end of an event	One item per meeting valued up to \$25	Attendance incentive for parent/family meetings
Clothing items w/GEAR UP or college messages. Any printing/set-up charges must be included	*Prior NDE approval is required	Students, staff, chaperones to wear on field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork, and safety (on field trips)
Pencils/Pens	Up to \$1 each	Student reward or incentive
Magnets or Key Chains	Up to \$2 each	Student reward or incentive
Stickers	Up to \$0.50 each	Student reward or incentive
Backpacks	Up to \$20 each. *Prior NDE approval is required	Incentive for academic achievement, attendance, or service
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$10 per student per year	Student reward or incentive
Coffee Mugs/Cups/Water Bottles	Up to \$6 each	Student reward or incentive, appreciation tokens for volunteers
Hats, scarves, bags and pennants w/GEAR UP or college messages	Up to \$10 each. *Prior NDE approval is required	Student reward or incentive
Career or educational books	Up to \$20 each	Student reward or incentive
Educational CDs	Up to \$20 each	Student reward or incentive
Educational DVDs	Up to \$20 each	Student reward or incentive
Snacks	Up to \$2 per person	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

NOTE:

1. The reward/incentive budget shall not exceed 2% of total budget each grant year.
2. **iTunes or similar items are considered entertainment and are therefore not an allowable expense.**



Specific Allowable Costs & Guidelines

Federal Cohort & Priority Schools



Food and beverage may be offered to participants only in conjunction with GEAR UP training, workshops, and structures activities where the participants are receiving GEAR UP information. Use the following guidelines when planning to provide food for a GEAR UP event.

Meal, Beverage and Snack Allowances		
Description	Amount	Purpose
Meals	Up to \$10 per student, parent, or staff. *Prior NDE approval is required	Family/Parent Night Event
Meals	Up to \$10 per student, per meal. *Prior NDE approval is required	Field trips, college visits or test-taking
Healthy, nutritious snacks (i.e. granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$2 per day, per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (i.e. fruit, bagels, donuts, muffins, cookies or crackers and cheese)	Up to \$5 per person, per day. *Prior NDE approval is required	Advisory meetings, volunteer meetings, chaperone meetings

Note: GEAR UP allows expenses related to dual credit options, credit recovery, student camps and placement tests. Use the following guidelines when planning for these expenses.



GEAR UP FY19 Subgrant RFP

Student Classes, Camps and College Credit		
Description	Amount	Purpose
College classes, online classes for credit retrieval, AP tests, AP re-tests	Allowable	Activities associated with academic college credit and test fees
Student camps/bridge programs on college campuses	Request Pre-Approval	Academic support or enrichment
ACT Tests	Published amount Note: GEAR UP will pay for the required ACT CCRS tests	Pre-college testing
College Placement Tests (ASSET, Compass, etc.)	Published amount when no waiver is available	Placement Tests
Summer School	Course costs	Academic support or remediation
College Applications	One college application per student	Postsecondary enrollment