

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION



Improving our future by degrees

April 17, 2020

Dear Colleagues:

The Oklahoma Teacher Connection is pleased to introduce the new 2020-2021 Collegiate Grant application for your consideration. The mission of the Oklahoma Teacher Connection is to “recruit, retain and place teachers in Oklahoma schools” and these grants help facilitate this process.

Read each section very closely and review the language and terms outlined in the RFP. The grant application is now in a fillable, online format. Please have the President’s Signature page signed and emailed to our office. You may also email the grant application. Use the format provided so that there is consistency among applicants. All applications are due Friday, June 12, 2020. No late applications will be accepted.

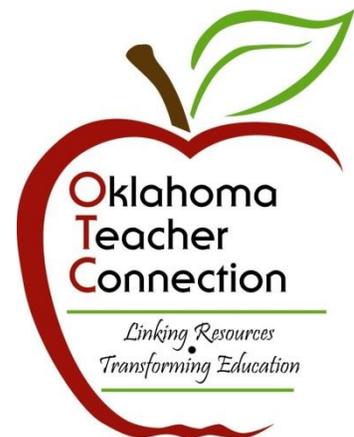
If you have any questions about the application process, please email me at mfoster@osrhe.edu. I will be more than happy to assist you. Thank you for helping to fulfill the mission of the Oklahoma Teacher Connection to recruit, retain and place teachers in Oklahoma schools.

Much Appreciation,

Melissa A. Foster, M.Ed
Coordinator, Oklahoma Teacher Connection

- *Collegiate Grants*
- *Educators Rising*
- *Lead Oklahoma*
- *Teach Oklahoma*

Oklahoma State Regents for Higher Education
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Oklahoma Teacher Connection

Linking Resources • Transforming Education

2020-2021

**Oklahoma Teacher
Connection
(OTC)**

Collegiate Grant RFP

Oklahoma Teacher Connection Collegiate Grant Application



2020-2021 Proposal Reference Information

Applicant Institution:

New Project? **Yes** **No** **Repeat Grant?** **Yes** **No**

Project Title:

Project Director(s):

Address:

City:

State:

Zip:

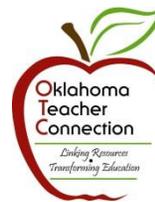
Telephone:

Cell:

E-Mail:

Oklahoma State Regents for Higher Education

Oklahoma Teacher Connection 2020-2021 Collegiate Grant Application



Collegiate Grant Overview

The Oklahoma Teacher Connection (OTC) annually sponsors programs and grants which help support its objectives to recruit, retain and place teachers in Oklahoma K-12 schools, as well as provide vital interaction among colleges and universities from around the state with students.

To qualify for a grant application the following indicators are important to notate:

- These grants are awarded to eligible colleges and universities.
- The university or college must be a state accredited institution to apply for a grant through The Oklahoma Teacher connection.
- The college of education must be accredited to apply for the grant.
- The person applying for the grant has to be an official employee of the university that they are representing.

Important deadlines and other information:

- The grant application must be submitted on or before 5:00 pm, Friday, June 12, 2020.
- There will be no late proposals accepted.
- All grants should be submitted electronically to mfoster@osrhe.edu.
- Any documentation forms requiring signatures should be scanned, emailed and submitted with the electronic application by the same date the application is due.

For 2020-2021, two competitive grant categories are offered:

College Connection Grants

These are **year-long grants** which help in the recruitment, retention, and placement efforts of teachers in Oklahoma. The College Connection programs, while focusing on OTC goals and objectives, vary in activity and scope. A proposal may be submitted for the following:

- Support pre-collegiate student visitations to colleges of education;
- Provide effective, research-based professional development in any content area for current teachers, emergency certified teachers, para professionals or substitute teachers.
- Provide professional development support and experiences to pre-service teachers planning to go into high need schools or shortage areas.

- This grant can be used to highlight and showcase the teaching profession through meaningful, well planned and constructed site visits to high schools from university staff and teacher education professors.

Foundational Enhancement Grant

This is a grant that is focused on providing ***clear support and reinforcement*** in retention or recruitment initiatives with a specific audience.

Retention of:

- Entry year teachers (2-5 years of experience)
- Alternatively certified teachers
- Emergency certified teachers
- Teachers in high need, urban or rural districts
- Special Education teachers

Recruitment of:

- Para professionals
- Career changers
- Substitute teachers
- Undecided college students

Suggestions include hosting professional development workshops/seminars or meetings in the following areas:

- Intensive researched based classroom management
- Pathways to teaching/college resources
- Teacher entrance exams - study guides and tips
- Professional development meeting on trauma sensitive instruction
- Literacy or reading instruction and delivery
- Mentor/mentee support/teacher induction programs
- Co-teaching model

This grant is specifically designed to assist these participants in year-long projects.

SPECIAL NOTE:

Due to COVID-19, we are currently operating under a social distancing mandate to prevent further spread of the virus and to keep individuals safe. Experts are diligently working to find appropriate treatments for combating the virus; however, this effort will take time. Due to this situation, some uncertainties exist with regard to our overall ability to interact in public gatherings in the coming months, possibly year. For this reason, please consider submitting proposals that will account for this possibility.

In the event that in-person activities are prohibited, please provide detail on how the grant will be implemented under those conditions, while still having a positive and effective impact on participants.

Application Process

Attached is the electronic application for the Collegiate Grants. Please complete the application in the order it is written, making sure that the grant you select reflects the type of project you are conducting. Make sure the President's Signature page is included in the lineup in the appropriate order. Any additional attachments should be clearly labeled and placed in the appropriate order as requested in the application. To streamline the process, all applications are to be submitted electronically to mfoster@osrhe.edu by 5:00 pm, **June 12, 2020**.

Depending on whether or not the reviewers recommend funding, and pending Regents approval of the budget and availability of funds, grants will be awarded September 2020 and the duration of the grant award is through **June 1, 2021**. **ALL** invoices must be submitted by June 1, 2021.

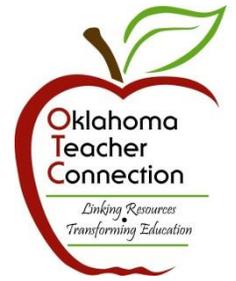
Purchase orders will be closed after this date. Please note that **grant funds are accessed through reimbursement ONLY**, rather than direct allocation. Reimbursement will be made based upon funds available. If you have any questions regarding the application process, send inquiries to mfoster@osrhe.edu.

If your grant is funded, please contact the OTC coordinator regarding the official dates of your events or meetings throughout the year. ***Site visits are part of the grant protocol and are conducted, if at all possible, with each grant awarded.***

A mid-year brief grant report (1-2 pages) will be required by December 11, 2020, showing the progress of your grant, and is to be submitted to Melissa Foster at mfoster@osrhe.edu grant coordinator.

Oklahoma Teacher Connection Collegiate Grant Application

2020-2021 Proposal Reference Information



Grant Project Selection

The mission of the OTC is to work in the interest of recruiting, retaining, and placing teachers in Oklahoma schools.

For 2020-2021 the OTC will fund activities through request for proposals (RFP). Contingent upon the availability of funds, grant awards will be distributed to institutions of higher education for projects that meet the requirements for one of the areas below. Grant awards will not exceed \$7,000. The Oklahoma Teacher Connection reserves the right to make all final determination on final grant awards.

(Please choose ONE)

- **COLLEGE CONNECTION**
1 Grant Term
- **FOUNDATIONAL ENHANCEMENT GRANT**
1 Grant Term

Key Elements

Please provide a narrative that details the plan of operation for implementing the project. Additionally, if this is a repeat grant please include data results (2-3 pages) from previous years. The length of the proposals **should not exceed 20 total pages**, and must include the following:

I. STATEMENT OF NEED

Title Page: Title of grant project, Category applied for, University, Principal investigator of grant

Fully describe the:

- + Goal
 - Objectives
 - Activities
- + Target Audience
- + Research Based Need (*Please include proof of criteria*)
- + Potential Impact of Project
- + Must use and follow the actual format of the grant application

Important: Include a table of contents with entries for each section of the proposal and include page numbers for each page of the application.

II. PROJECT DESIGN

Include:

- + Project Personnel and Responsibilities
- + Ongoing and/or potential partnerships with Local Education Associations (*i.e., school districts and school sites*)
- + Schedule of Events
 - Timeline – (*Specific dates and times for project events/ activities*)
- + Project Evaluation Plan
 - Data collection method(s)
 - Include copies of all evaluations and assessment instruments
- + Innovative or Powerful Features of the Project

Note: If the grant is funded, the grantee agrees to submit an end of the year reflective report showing the impact of the grants, including quantitative and qualitative data. **This is due along with the final invoice on June 1, 2021.**

III. BUDGET

Provide:

- + Proposed budget (**\$7,000 maximum request**) for the project (*amount is provided on page 7*). Budget should not exceed allotted amount and should be adequate for project needs. **Do not apply for more than what the anticipated needs may be.** No indirect costs or video productions allowed for the grant.
- + Budget narrative - (*Ensure that the budget and narrative reflect the timeframe and scope of the project*). Line item amounts should be well stated and for which purpose the money will be utilized. Materials should be described very clearly. If stipends are being paid to students or people assisting with the grant, the name(s) of the employee receiving the stipend and the amount they will receive should be noted. **Detailed justification for this stipend should also be included.**
- + **Percentages listed within your budget.** Please list the percentage that each category is allotted, for example: materials: 25%, transportation 20%, speaker 20%, advertising 10%, building usage 20%, stipends or scholarships to students 5%. This is just an example, not a definite guideline or recommendation.
- + List of Supplemental or Matching Funding from other Sources (*if any*). Budget records and reporting should account for this additional funding as well.
- + **No revised budgets will be accepted or considered after April 1, 2021.**

IV. REFERENCE CHART

Provide:

- + Add the following information in an easy to read format. You may choose to use a chart or a table. This will be helpful for reviewers to refer to when reading the grant.
 - Total cost and top-level breakdown of budget among the categories "Personnel," "Food," "Materials," "Transportation," and "Other."
 - Disaggregated number of participants impacted and breakdown to show types (i.e., classroom teachers, teacher candidates, high school students, middle school students, paraprofessionals, etc.).
 - Estimated average contact hours per participant.
 - Key event date(s) for grant meetings, activities and events.

*****NOTE: Purchase of equipment is not an allowable expense.**

THE SCOPE OF OKLAHOMA TEACHER CONNECTION GRANT PROJECTS

TEACHER ACADEMY

To expose high school juniors and/or seniors to careers in teaching by hosting workshops, seminars, and interactive activities that educate about the profession. The academies may occur at any time during the year of the grant award and must engage students in a way that is interesting and educational. Students may be allowed to commute or remain in residence on the campus during this time period.

TEACHER PLACEMENT

To facilitate the employment of teachers in urban and hard-to-staff school districts in Oklahoma. Process must include innovative methods to create a systemic model which places the first year teacher in an Oklahoma urban or hard-to-staff district.

TEACHER RECRUITMENT

To recruit middle school and high school students into the teaching profession by highlighting the “how to” of application to college and teacher education programs. This can occur during a campus visit, through hosting a series of seminars or workshops that highlight the teaching profession and provide in-depth activities designed to orient them to the field of education. The seminars or workshops should give preference to Educators Rising, Lead Oklahoma and/or Teach Oklahoma students. A special emphasis in teacher recruitment into shortage areas or low socioeconomic schools can occur during these teacher recruitment visits. Unlike the Teacher Academy, these activities are ongoing throughout the year and involve different schools or groups of students. Other recruitment activities might include projects that involve teacher education personnel and pre-service teachers to target shortage areas and hard-to-staff districts.

TEACHER RETENTION

To retain teachers, especially novice, alternative or emergency certified teachers (1- 3 years of experience) in urban and hard to staff districts by using innovative methods and processes which may include mentoring activities, motivational speakers, conferences, trainings, seminars/ workshops, and research based presentations.

Report Guidelines

Please use the following guideline to assist you with your OTC Collegiate Grant Report:

✚ Method of Evaluation

- State what evaluation process and tool you used to collect data.
- Include how the data was collected among participants (i.e., telephone, computer, email, mail, separate groups, controlled environment, etc.).
- State how data was analyzed.
- Explain how data will be used for future grants if funded.

✚ Measured Outcome

- State if the data collected was quantitative, qualitative or mixed methods.
- Explain the specific individual and overall results. (Be sure to include all statistical information, including the number of racial/ethnic participants, social security numbers and any percentages dealing with the data analysis).
- State the direct impact the program had had on participants as it relates to education and project specific goals.
- Based on follow-up analysis, give concrete information that can be provided on the future goals, intent or location of each participant.
- **Provide the number of actual grant participants or those affected by the grant directly or indirectly.**

✚ Challenges

- Detail if there were any setbacks, obstacles or major challenges that delayed or prevented any of the objectives or activities as noted in the project proposal (i.e., deviations in the timeline).
Explain what could have caused the dilemma.
- State how this was addressed.
- Explain future plans to attempt to prevent this re-occurrence.

✚ Highlights

- Name specific highlights or special uplifting moments in the project where participants were positively impacted.
- List anything that should be replicated and possibly shared with other institutions of higher education for statewide use.
- Share if there were any publications or public media attention for the project.

✚ Project Structure

- Carefully list any area in the project outline that was not adequately planned for (i.e., budget, resources, etc.).
- Explain if a revised budget was requested at any time during the grant cycle. State why it was needed and the outcome of the request.
- List the amount of grant funds that were remaining, if any. Give suggestions on how this can be prevented in the future.

Final Reports are due June 1, 2021

OKLAHOMA TEACHER CONNECTION 2020-2021 COLLEGIATE GRANT PROGRAM

AGREEMENT

Your institution certifies that the 2020-2021 Collegiate Grant awarded and the program developed for the 2019-2020 academic year will follow Oklahoma statutes and other applicable state and federal laws.

Your signature indicates that the institution agrees to indemnify the Oklahoma State Regents and/or the Chancellor for any liability they may incur as a result of the institution's selection of participants for its 2020-2021 grant year.

Your institution agrees to furnish to the State Regents' office any information related to this program that may be requested. Such information will include, but not necessarily be limited to, the following:

- **Submit final invoice(s) with receipts and documentation detailing revenues and expenditures. Submit invoices within *two weeks* of completion.**
- **Written report including items as detailed in the report guidelines (see page 11 of RFP).**
- **Submit written reports with receipts by June 1, 2021.**

The State Regents agree to make funds available in the following manner:

Once the grant contract and budget has been received and approved as well as any other information requested by Regents' staff, the funds (contingent upon availability) will be disbursed on a reimbursement basis as invoices are received.

WE AGREE TO THE GRANT TERMS AND WILL CONDUCT THIS COLLEGIATE GRANT LAWFULLY AND UNDER THE TERMS INDICATED ABOVE.

GRANT NAME:

INSTITUTION :

PRESIDENT'S SIGNATURE:

DEAN'S SIGNATURE:

GRANT DIRECTOR'S SIGNATURE:

DATE:

Please return this document VIA EMAIL by June 12, 2020 to:



Oklahoma State Regents for Higher Education
Melissa Foster, OTC Coordinator
655 Research Parkway, Suite 200
Oklahoma City, Oklahoma 73104

