

REQUEST FOR PROPOSALS (RFP)
2012-13 TENNESSEE TECH COLLEGE OF ENGINEERING
STRATEGIC PLANNING IMPLEMENTATION GRANTS

PURPOSE

To support the Tennessee Tech University (TTU) College of Engineering (COE) Strategic Plan--2020 *Destination* → *Eminence* by funding new innovative projects that will lead to academic excellence, fiscal sustainability, enhanced enrollment management and/or a stronger sense of community.

ELIGIBILITY

All TTU faculty, staff, chairs, directors, students and alumni. You may serve as a *collaborator* on any number of proposals; however, you may serve as the *project director* on only *one* grant per fiscal year. The project director must be a faculty member.

NATURE OF THE PROPOSED ACTIVITIES

Proposals must include one or more of the following:

- *Individual/Group Project.* A new Project, submitted by an individual or group of individuals must address strategic plan priorities identified in the next section entitled “Strategic Plan Priorities”. Total awards will range from \$2,500 to \$10,000 and the grant is limited to one year. Projects are expected to include and impact several departments in the college and may include partners from other TTU college(s)/division(s) and/or community. A project must primarily address educating the 21st Century Renaissance Engineer (see strategic plan for definition).
- *Innovative Center or Innovative Program.* A college Innovative Center (physical or virtual) or Innovative Program that will have positive college-wide and regional impacts. Innovative Centers and Innovative Programs must be multi-disciplinary team efforts and those that are likely to become self-sufficient. An Innovative Program is a large-scale academic effort that cuts across several academic degree programs, for example: common freshman year, common senior capstone design, entrepreneurship, service learning, etc. Centers and Programs are to be designed to address one or more Strategy Actions of 2020 *Destination* → *Eminence*. The Centers should also address the needs of the State, and will ultimately lead to external funding support and eventually self-supporting. Each award may be funded to a maximum of \$25,000 and length of one and half years. In addition to funds, space may be requested for the duration of the effort. Centers and Programs are also expected to include and impact several departments in the college and should include partners from other college(s)/division(s) and/or community. Centers and Projects must primarily address educating the 21st Century Renaissance Engineer (see strategic plan for definition).

The strategic planning implementation grants are not to be considered as research projects. The objectives of the strategic implementation grants are two-fold. First, they are intended for the implementation of the strategies associated with the strategic plan. Second, successful strategic implementation grants are to be used as a proof-of-concept to attract external educational research grants.

2012-13 Strategic Plan Priorities

The following strategies in the Strategic Plan--*2020 Destination* → *Eminence* are the priorities of the strategic planning implementation grants and must be *explicitly* addressed in the grant:

- Strategy 1: Student-Centered. The College creates/fosters a student-centered educational paradigm that integrates technical, global and professional leadership.
- Strategy 2: Student Success. The College leads in the quality and diversity of its student population and in retention and graduation rates.
- Strategy 5: Increasing Student Research. The College increases percent/number of students (undergraduate and graduate, and diversity) engaged in research to a level that meets the college mission.

Actions for each strategy are stated in the strategic planning document. The proposal for the grant must clearly state what actions will be addressed. The priorities stated above are partially based on the strategic planning steering committee meeting survey and the college survey.

EVALUATION CRITERIA

The following criteria will be applied to the evaluation of proposals:

1. *Focus*. A well-defined focus on what is to be accomplished and what will be the deliverables, as well as the direct connection to one (or more) Strategic Priorities and Action item(s) as identified in *2020 Destination* → *Eminence* for the grant this year. (20 points)
2. *Impact*. Proposal shows potential to effect significant, positive and long-term change in the college, university and/or community and educating 21st Century Renaissance Engineers. (20 points)
3. *Partnerships*. Ideas that involve partnerships that impact several departments in the college and can include partners from other colleges and/or those that impact a wider audience (campus and community). (20 points)
4. *Value*. Expected cost effectiveness and enhanced efficiencies (Innovative Centers should clearly describe plans for long-term sustainability). (10 points)
5. *Plan*. A well-defined methodology of approach to realize the goals established in the proposal. (10 points)
6. *Expertise*. A demonstrated record of the necessary skills and expertise by the project participants. (10 points)
7. *Success*. Clearly defined measures for proposal accomplishment and/or assessment. (10 points)

Each proposal *must satisfy* the following criteria in order to be funded:

1. Impact several departments in the college.

2. Actions strategically aligned to Strategic Plan--*2020 Destination* → *Eminence* for the grant period.
3. Supports educating the 21st Century Renaissance Engineer (refer to strategic plan for definition).
4. Proposal includes adequate assessment plan.
5. Project has a plan for sustainability.

REVIEW COMMITTEE

The review committee will consist of one faculty member designated by the Department Chair from each COE Department and three members of the Dean's Advisory Board designated by the DAB chair. The committee chair will be appointed by the Dean of Engineering. The committee will make recommendations to the Dean and Associate Deans of Engineering. The Deans will make the final decision on what projects to fund. All funding decisions are final.

2012-13 FUNDING FOR STRATEGIC PLANNING IMPLEMENTATION GRANTS

The COE has over \$100,000 to this competition for the fiscal year 2013. Funding is designed for one-time seed money to launch new initiatives or to enhance on-going efforts. These efforts must have a clear and direct connection to the strategies identified in the section entitled "Strategic Plan Priorities". The college may have additional resources depending on the number of high quality proposals and innovative ideas for educating the 21st Century Renaissance Engineer. Funding will fall into two categories: Individual/Group Projects; and Innovative Centers and Innovative Programs. It is expected that at least two Innovative Centers and/or Innovative Programs will be awarded.

PROPOSAL INSTRUCTIONS

Complete proposals (Items 1 through 5, as listed below) must follow the guidelines, heading order and page limits for each section. The font size must be no smaller than 12 point, pages must have at least 1 inch margins, and pages should be numbered. **Proposals not adhering to the guidelines stated in this section will not be reviewed.**

The following items and headings must be included in all proposals, in the following order:

1. *Title Page*. The required format is appended. (1 page)
2. *Summary*. Limited to 150 words. (separate page)
3. *Description*. The project description must include the sub-sections based on the evaluation criteria. (5 page maximum, including tables and figures)
 - a. Focus
 - b. Impact
 - c. Partnerships
 - d. Value
 - e. Plan
 - f. Expertise
 - g. Success

4. *Budget and Budget Justification.* The required format is appended. What funds are being requested, what funds are already committed (if any), and detailed line item budget with justification for the requested amounts. (2 page maximum)
5. *Space and Space Justification.* The required format is appended. State the reason why space is needed and the characteristics of the space to carry out the project. (1 page maximum)

PROPOSAL ENDORSEMENT

Proposals **must** be endorsed and signed by the relevant Department Chair/Center Director. Chairs or Center Directors serving as project director can write endorsement.

BUDGET LIMITATIONS

The required format is appended. The budget for Individual/Group Projects ranges from \$2,500 to \$10,000 and the maximum budget for Innovative Centers and Innovative Projects is \$25,000. The budget can include academic year course release time of faculty by supporting an adjunct faculty member (maximum \$1,250 per credit hour). The budget can also include student workers to assist with the project at maximum rates of \$10, \$12 and \$16 for BS, MS and PhD students, respectively. Academic year discretionary funds and summer salary is limited to 25% of the total amount requested. Summer salary includes benefits and the academic year discretionary funds cannot be used for salary. Travel expenses are limited to 15% of the funding request and must be directly related to the project. Contributions by other sources, e.g., faculty course release, student course fees, space, etc., will demonstrate a commitment by academic departments/research centers that will strengthen the proposal.

GRANT DURATION AND ADMINISTRATION

Individual/Group Projects will start on November 1, 2012 and end December 31, 2013. Innovative Centers and Innovation Projects will start on November 1, 2012 and must end by June 13, 2014 (may end at an earlier date). If deadlines for submission of requests for payment are not met, *grant funds will be surrendered*. The grants will be administered by the Departments. Awards must be spent during the 2012-13 and 2013-14 fiscal years.

SUBMISSION AND DEADLINE

Proposal complete with all signatures (Department Chair/Center) must be emailed in a pdf file to the Associate Dean for Research Dr. Periasamy Rajan at PKRajan@tntech.edu by **3:00 PM CDT Monday, September 24, 2012**.

AWARD ANNOUNCEMENT

The awards will be announced during the week of October 15, 2012.

STATUS REPORT

Awardees will be required to present a status report to the Dean's Advisory Board and Strategic Planning Committees during the grant period.

FINAL REPORT

An assessment report is due within 30 days of proposal completion date (as noted on cover page). Final reports in pdf file are forwarded to the Associate Dean for Research Dr. Periasamy Rajan at PKRajan@tntech.edu.

**2012-13 TENNESSEE TECH COLLEGE OF ENGINEERING
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Title Page

Project Director Name: _____

Project Director Unit: _____

Name(s) of Collaborator(s) and
Associated Units: _____

Title of Proposal: _____

Project Start Date: _____

Project End Date: _____

Project Type (Select One): _____ Individual/Group Project _____ Innovative Center & Programs

Other Funds are Sought: _____ Department/Center Budget _____ Other Grants

Amount Requested: _____

Amount Contributed by Other Sources: _____

Total Costs: _____

2012-13 TENNESSEE TECH COLLEGE OF ENGINEERING
STRATEGIC PLANNING IMPLEMENTATION GRANTS
Department Chair or Center Director Recommendation

A 250 word (maximum) recommendation is required. If the department or center is providing financial support, faculty release time and/or space, please explain.

Signature of Department Chair or Center Director

Date

**2012-13 TENNESSEE TECH COLLEGE OF ENGINEERING
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Budget Form & Budget Justification**

Budget Form for Fiscal Year _____ (Complete a single form for each fiscal year for which funding is being requested.)			
Item	Amount Requested	Amount Contributed by Other Sources	Total Costs
Equipment			
Supplies			
Assessment			
¹ Travel			
² Student Stipends			
³ Faculty Course Release Academic Year (Adjunct Support)			
⁴ Faculty Academic Year Discretionary Funds			
⁴ Faculty Summer Salary			
⁵ Other (Please Specify)			
TOTAL			

¹Limited to 15% of the funding request and must be directly related to the project.

²Maximum of \$10, \$12 and \$16 per hour for BS, MS and PhD students, respectively.

³Maximum \$1,250 per credit hour. Adjunct support can only be requested for the academic year.

⁴Limited to 25% of the total amount requested for faculty academic year discretionary funds and faculty summer salary. Summer salary including benefits. Academic year discretionary funds cannot be used for salary.

⁵State funding rules apply.

Budget Justification

Explain how your project is cost effective providing enough information for the reviewers to determine the economic appropriateness of your request. Explain what is the plan for sustaining the project once the strategic planning implementation grant is exhausted.

**2012-13 TENNESSEE TECH COLLEGE OF ENGINEERING
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Space Request Form**

Why is space required?: _____

Number of Rooms Needed: _____

Explain the Purpose and Type
of Each Room Requested: _____

Can space be shared? If not,
explain. _____

When do you need space?: _____

COE Strategic Planning Implement Grants

2012-13 Grant Proposal Rating Form

Amount Requested: _____ Project Director: _____

Proposal Title: _____

Place an X beside your recommendation.

	FUND
	DO NOT FUND

If recommendation is to fund, place an X beside your priority of funding.

_____ Low _____ Moderate _____ High

Proposals MUST meet all of the following conditions in order to be funded.

(Please place an X next to conditions met.)

	Impact several departments in the college.
	Actions strategically aligned to Strategic Plan--2020 <i>Destination</i> → <i>Eminence</i> for the strategic planning grant period.
	Supports educating the 21 st Century Renaissance Engineer.
	Proposal includes adequate assessment plan.
	Project has a plan for sustainability.

Criteria	Criteria Description	Maximum Points	Points Awarded
1. Focus	A well-defined focus on what is to be accomplished and what will be the deliverables, as well as the direct connection to one (or more) Strategic Priorities and Action item(s) as identified in <i>2020 Destination</i> → <i>Eminence</i> for the grant this year.	20	
2. Impact	Proposal shows potential to effect significant, positive and long-term change in the college, university and/or community and educating 21 st Century Renaissance Engineers.	20	
3. Partnerships	Ideas that involve partnerships that impact several departments in the college and can include partners from other colleges and/or those that impact a wider audience (campus and community).	20	
4. Value	Expected cost effectiveness and enhanced efficiencies (Centers of Excellence should clearly describe plans for long-term sustainability).	10	
5. Plan	A well-defined methodology of approach to realize the goals established in the proposal.	10	
6. Expertise	A demonstrated record of the necessary skills and expertise by the project participants.	10	
7. Success	Clearly defined measures for proposal accomplishment and/or assessment.	10	
TOTAL		100	

Strengths:

Weaknesses: