

Request for Proposals

STEM Innovation and Impact Fund & Spirit of CSN Award

DUE DATE - Friday, March 29, 2019 at 5:00 pm

Have questions? Please contact:

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INSTRUCTIONS

Please complete the application in this electronic format - answers are limited to the space provided in the forms (guidelines are listed next to each response area). Please respond to ALL requested information with the application. Note - you can not proceed to the next page if a question is not answered so be sure to put something down. Incomplete applications will be returned for further clarification to the Project Leader. We suggest you create a Session ID, which will allow you to save and return to the RFP form at a later time.

Visit www.csn.edu/STEM to find out more about the STEM Innovation and Impact grant and this funding opportunity. The Budget Form is here, an FAQ on what is allowable is posted along with the rubric that the Steering Committee will be using to determine the funded projects.

Visit www.csn.edu/foundation/Spirit of CSN Award to find out more about the Spirit of CSN Award before you apply. More details about the award criteria is available there.

**You may apply for a STEM grant and Spirit of CSN Award with one application. Or choose one.
Please indicate which you are applying for here: ***

STEM Innovation & Impact Fund Spirit of CSN Award

Both (be sure to differentiate the two funds in your budget)

Project Leader *

First Name Last Name

Contact Number (office extension or cell) *

Area Code Phone Number

Contact Email *

first.last@csn.edu

LinkedIn URL

<http://linkedin.com/in/>

Twitter Handle, ie @.....**Facebook page or profile****Title of Proposal ***

Think about a headline that will draw attention or make someone want to read more.

School and Department ***Campus ***

Henderson

North Las Vegas

West Charleston

CSN Site

This request is for (check all that apply) *

Programming

Equipment/Supplies

An experience

Pilot Project

Other – write in

Checklist *

Completed RFP including direct supervisor signature.

Completed budget form

Provided supporting documentation for budget request (speakers, training, etc.)

Provided supporting documentation for equipment/supplies budget request (estimates and item specifications from proposed vendors)

OTS and Facilities has reviewed and approved any proposal elements that will require their assistance or support (i.e. room reservations, equipment installation, server/training requirements for hardware or software etc.)

PI Signature**Date ***

Month Day Year

Start with Why: Background & Rationale *

Why is this project important, needed and how it aligns with CSN student success; Students First and CSN commitment to graduate, complete, transfer and prosper. Tell a story that will engage and call others to action.

What will project success look and feel like to you and CSN students? *

Tell a story of what success will look and feel like? Think about the end and the feeling, finished project, satisfaction, celebration or forward movement your work will have accomplished.

The What: Issue to be Addressed *

This will be used in the media and promotion - think elevator pitch to anyone who will listen and get excited. What is the challenge you are solving for and how does it support CSN's commitment to Students First, STEM and focuses on student-centered projects. What challenges will your project address?

Measurement: Goals & Outcomes *

Clearly explain the goals and outcomes for the project and how it aligns to CSN and NSHE goals - see below.

Which of the following does your project align. Check all that apply. *

Exceptional Learning Environments - which integrate career and liberal arts education to shape well-rounded, engaged citizens, employees, and community leaders.

Developing Solution-Oriented Strategies to help students overcome barriers to educational access and success.

Culture of Accountability in which we use data-informed decision making to promote student success and is supported by stakeholders, individuals, and customers.

Collegial Work Environment that makes CSN the "employer of choice" for an exceptional workforce that is engaged in and accountable for the quality of CSN's learning environment, and that benefits from excellent support, growth opportunities, and competitive total compensation packages.

Quality Community Partnerships that provide resources and educational opportunities to accelerate "marketable skill" certificates aligned to career pathways that address critical employer skill gaps.

Cultural and Academic Initiatives that promote the advancement and appreciation of the arts, sciences, and humanities, contributing to the richness of our multicultural community.

Which of the following from NSHE goals does your program align? Check all that apply. *

Access

Success

Close the Achievement Gap

Workforce

Research

Here is the link to NSHE on the goals: <https://nshe.nevada.edu/initiatives/strategic-planning/>

The How - Action Plan *

Provide a detailed explanation of how you will implement your project. Keep in mind this needs to be understood by internal and external stakeholders. Use clear, concise language, avoid acronyms and academic jargon which may be unique to your area of expertise but not understood by others. Your proposal will be read, reviewed and judged by a diverse committee representing a variety of groups within CSN. This will also be used to publicize the awards and celebrate success.

The When - Timeline *

Provide an estimated timeline for the project - including deadlines, benchmarks, key activities/event dates etc. This will be used to create follow up and reporting deadlines.

Student Impact *

Tell us about the student population your project will most impact. How will your project change students' POV, learning environment, success, achievement? For the STEM grant you must also address how will it contribute to equity? How will project ensure and advance equitable access to, participation in, and/or persistence and completion through opportunities by historically underserved populations and low achieving rate as well as student learning effectiveness.

Measurements/Metrics *

Outline how assessment will determine the projects' success. What will be measured and how often; Baseline: Benchmark (if pertinent); Target; Anticipated date for hitting target.

Project Effectiveness - Your Assessment Plan *

An assessment plan is the intentionally development sequence of activities that ensures coherence from program planning through implementation. With that in mind: What tools or measurements will you use to evaluate the effectiveness of your project. The plan needs to answer: What will be measured? What type of measure? What data is required? Does your budget support your measurement tools? Please provide more details and elaborate on the Measurements/Metrics section.

Budget & Resources *

Provide a summary of the budget and list resources that are required in addition to other financial support you are seeking beyond this grant or award. Attach the Budget Form to the proposal.

Internal Stakeholders *

Collaboration is encouraged. Please list CSN colleagues who have agreed and will help insure the success of your project.

Impact on CSN schools, departments or facilities *

Think about others at CSN that may be impacted by your project (i.e. other CSN schools, departments, OTS, facilities, etc.), and share how you have communicated with them about their involvement or potential impact - positively or negatively as well as their willingness to participate.

Student Stakeholders *

Provide information on how students have been consulted on the project to show their buy-in, explain how it will impact them and directly address their needs.

External Stakeholders *

Share with us what community institutions and people outside of CSN who you will engage and contribute to the success of your project. Please include name, title and organization.

Raising awareness *

Share with us how your project, work, impact and results of your project will be shared with internal and external stakeholders. Remember social media, CSN outlets, traditional media, newsletters etc.

Long-term Sustainability & Scalability *

Describe the plan to sustain and institutionalize the project.

Director level or above Signature

Date *

Month Day Year