



2019-2020

Veteran Reconnect Grant:

**Focusing on Student Veterans Academic Success:
Individual Institution, Collaboration, or Research**

**TENNESSEE HIGHER EDUCATION COMMISSION
REQUEST FOR PROPOSALS (RFP)
and
GUIDELINES FOR SUBMISSION**

LETTER OF INTENT TO SUBMIT DUE

October 4, 2019

FINAL PROPOSALS DUE

October 18, 2019

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I. General Information

A. Purpose Statement

There are an estimated 169,474 veterans in Tennessee with no college credit, and another 157,179 veterans in Tennessee with some college credit or an associate's degree.¹ When a veteran transitions from the military to higher education and on to the civilian workforce they encounter unique challenges not experienced by other populations of students. The transition from military life to a civilian college or university can be more challenging than anticipated. Although many do not recognize it, service members are making a cultural change when leaving the military. For military, veterans, and their dependents to successfully adapt to academic life, higher education institutions should understand the unique needs of the military-affiliated student population. Public Chapter 612, the Tennessee Veterans Education Transition Support (VETS) Act, also emphasizes that veterans' need comprehensive, statewide support to aid them in transitioning from military service to enrollment at institutions of higher education².

Campus administrators, faculty, and staff should have the tools necessary to understand how to better serve military-affiliated students. "An important means of building inclusive communities on campuses is to provide services that support the needs of unique groups of students...the goal is to promote student success by recognizing the importance of individualized support, based on the unique needs of the subset of the student body."³ These services or tools for the veteran population include accurate and relevant student data, policies and processes affecting this population, research regarding military-affiliated students' academic performance, and collaboration and networking between institutions. These tools can pay dividends towards helping military-affiliated students achieve academic success.

Previous research such as the Million Records Project: Research from Student Veterans of America⁴ and the National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post 9/11 GI Bill⁵, delved into student veterans' postsecondary academic success by focusing on a national study of student veterans using just the GI Bill[®]. Tennessee has had limited success examining the academic success of student veterans as a whole at public institutions. Research into veterans' academic

¹ American Community Survey (2013-2017). 5 yr. estimates. Public Use Microdata.

² PC 612 <https://publications.tnsosfiles.com/acts/108/pub/pc0612.pdf>

³ From Combat to Campus: Voices of Student-Veterans (2008). D. DiRamio, R. Ackerman, R. Mitchell

⁴ Million Records Project: Research from Student Veterans of America (2014). Student Veterans of America

⁵ National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post 9/11 GI Bill[®] (2017). Student Veterans of America

success could lead to future policy guidance to better support student veterans in the state of Tennessee.

Academic performance is only one piece of the spectrum for veterans transitioning from the military to higher education and on to the workforce. Pathways to future employment open up opportunities for adult students and motivate them to overcome hurdles. Employers seek out workers with the skills engrained in service members while they are in the military. Some of these skills are dedication to the mission, promptness, and teamwork among many others. Because veterans have these skills, employers seek them out as assets to their business. However, veterans often encounter challenges during the hiring process because they do not have the requisite academic certifications for the advertised positions, easily translatable skills, or they incur other barriers to finding employment. Linking veterans' skills and experience to a plan for earning a postsecondary credential and to the needs of potential employers can be a motivator for veterans to complete their program of study.

Overall the purpose of this grant is to enhance the academic success of military-affiliated students in public and private not-for-profit higher education institutions across the state of Tennessee and prepare them for future employment.

NOTE: For clarification and for the purposes of this Request for Proposals (RFP), standard terms will be used for military-affiliated students in reference to those associated with higher education:

Military-Affiliated: any student fitting within the description of Student Veteran or Veteran Dependent below. NOTE: For this RFP, the term veteran or student veteran may also be used interchangeably as a generalized term.

Student Veterans: Any students who are currently serving, former, or inactive members of the active-duty military, the National Guard, or Reserves of the United States Armed Forces, regardless of deployment status, combat experience, legal veteran status as per the Department of Veterans Affairs (DVA), or using of DVA or Department of Defense (DoD) educational benefits.

Previously Serving: Any student who previously served in the active-duty military, National Guard, or Reserves, regardless of deployment status, combat experience, and type of discharge or use of DVA or DoD educational benefits.

Currently Serving: Any student who is currently serving in the active-duty military, National Guard, or Reserves in active or inactive status regardless of use of DVA or DoD educational benefits.

Veteran Dependents: Students attending a higher education institution who are the qualified spouse, natural, adopted, or stepchild or parents of the veteran or military service member. Generally these students are tracked due to using DVA or DoD educational benefits such as the GI Bill®. Use of these benefits is not a requirement to fit this definition.

B. Veteran Reconnect

The Tennessee Higher Education Commission (THEC) is issuing a competitive Request for Proposals (RFP) to all Tennessee public and private not-for-profit institutions of higher education and Tennessee higher education governing systems for implementation of veterans programs or to conduct research. **This grant is open to individual institutions, collaborative partnerships between institutions, or to faculty researchers.** The focus of this Request for Proposals is to improve the transition of veterans' from the military into higher education, facilitate their academic success and credential attainment, and ultimately promote a successful transition to the civilian workforce. Proposals should fit along the spectrum starting from student veteran enrollment in postsecondary education, through attendance and earning a credential, and concluding at their employment immediately following earning a credential. Research should also fit within this same spectrum to study the academic performance of student veterans attending public higher education institutions across the state of Tennessee.

There are three potential areas for supporting student veterans:

1. **Individual institutions** focusing on new and/or innovative programs, policies, or procedures along the spectrum of student veterans experience in higher education
2. **Collaboration between institutions, or the coordination of higher education governing bodies,** to meet the needs of student veterans focusing on the needs of individual institutions in order to develop new and/or innovative programs, policies, or procedures along the spectrum of the student veteran experience in higher education
3. **Research** conducted by faculty regarding the academic performance factors of student veterans attending public higher education institutions across the state of Tennessee and/or research into recommendations for academic supports for student veterans

Examples of appropriate uses of grant funds may include but are not limited to:

- Create/implement data tracking systems of veterans academic performance
- Revamp admissions program to clearly identify veterans/military affiliated students
- First year orientation or retention program; Note: reference GI Bill®, DVA, or DoD education benefits limitations
- Develop transition programs for veterans such as Upward Bound
- Create advising/mentoring programs for veterans
- Enhance capacity for veterans academic success at institutions
- Job placement programs for veterans after completion of program of study
- Other programs helping veterans academic success
- Data systems and data sharing at institutions

Research topics may include but are not limited to:

- Research of public institutions across Tennessee
 - o Research veterans academic performance at TCATs, community colleges, or universities
 - o Research processes, policies, or academic needs to enhance veterans academic success in Tennessee
 - o Research to determine initial academic performance metrics for veterans' entering higher education, such as GPA in postsecondary courses, scores on standardized tests of academic preparedness for college/university, and high school academic performance, which could be used to compare to their performance when attending higher education institutions state-wide
 - o Jobs placement and success for veterans after completing a program of study
 - o Research the effect of Prior Learning Assessment (PLA) on veterans academic performance at higher education institutions across the state
 - o Other research determining veterans academic success across Tennessee

C. Technical Assistance

THEC will provide technical assistance in the form of consultation with successful grant awardees.

D. Grant Award Amounts and Eligibility

The 2019-20 Veteran Reconnect program will provide grants of up to 12 or 24 months with funding amounts of approximately \$50,000 - \$150,000 for individual or research proposals or up to \$200,000 for collaborating institutions or governing bodies. The intent of these

grants is to create new and innovative programs or research focused on the academic performance of student veterans' in postsecondary education in Tennessee. The intent is not to request funds to meet existing unfunded institutional needs.

Total grant funding for the 2019-20 year will be divided by 2/3 for proposals from individual institutions and collaboration between institutions and 1/3 for research. These grant funds allocations may be adjusted depending on the number of proposals submitted as a part of this RFP. The amount of available grant funds may change during the proposal process.

Personnel from eligible campuses or faculty (research) submitting proposals must be employed by Tennessee public or private not-for-profit institutions or the Tennessee Board of Regents (TBR) or University of Tennessee system and must be officially domiciled within the state of Tennessee.

Budget proposals should estimate as closely as possible the amount of funds needed to support the final program contract or to accomplish the research project. The THEC selection committee will scrutinize budgets carefully. Once a proposal is selected for funding, THEC will collaborate with the project director to finalize the budget line items and amounts budgeted for specific line items. During this process, line item amounts may be modified, and any items deemed unnecessary may be requested to be removed from any proposal before the final budget is approved.

If two or more institutions collaborate to submit a proposal, **one of the campuses or governing boards is required to be the fiscal agent for the grant budget. The proposal must clearly indicate the fiscal agent.**

NOTE: Any entity submitting proposals will not negotiate or create any contracts dependent on Veteran Reconnect Grant funding with outside agencies until awarding and execution of the final grant contract. The maximum allowed for indirect costs for implementing this grant is 8% of the total amount of all other grant budget line items. All budgeted costs must meet the overall intent of the grant proposal and final contract.

Limitations for use of funding:

Funding limitations: THEC selection committee has the right to determine authorized or allowed funding within the proposal. Individual institutions, collaborative groups, coordinating governing agency, or researchers must clearly justify the need for funding. Funding requests falling within the following limited funding areas may only be available after distributing all other grant funds. As a reminder, requests for funds under the limited funding area must also fit into the overall evaluation plan for the grant proposal.

LIMITED: funds to develop or improve existing veterans' centers

- Any proposals must have strong evidence that vets center funding is needed and demonstrate how it will improve veterans academic success
- Institutions must contribute at least 50% in matching funds

LIMITED: funds for marketing

- Funds must meet the intent of the contract and not just relay the costs of marketing from the institution to the grant
- Institutions must contribute at least 50% in matching funds

LIMITED: funding personnel

- Institutions should clearly demonstrate that the institution budget will sustain funding personnel beyond the term of the contract or clearly state how the new employee is only needed for implementation of the proposed program
- Proposal must define hiring process for grant funded personnel and clearly show coordination with Human Resources department verifying that the proposal meets the hiring policies of the institution; include qualification requirements and verify salary and benefit rates for the proposed position or a comparable position
- Institutions must have matching funds for salaries of at least 25%
- If the personnel are short term grant funded personnel, institutions should clearly demonstrate that funds will cover the timeframe of the grant-funded program from the date of hiring new personnel to the end of their contract or the timeframe they are needed

LIMITED: use of funding for external professional development conference or training attendance by staff, faculty, or administrators involved with the grant (example: NASPA, TEAVPA, AVECO), or to hire external agencies as a form of professional development

- This does not include meetings developed or external agencies hired as a training, orientation, or conference to meet the needs of the proposal plan; any item fitting this criteria must be clearly articulated
- Conferences or training sponsored by THEC are not included in these limitations; funding will be coordinated if a THEC-sponsored conference or training is scheduled
- If awarded grant funds in this category, there will be a maximum of one conference or training event allowed within these grants and it must be clearly justified
- Conference or training attendance must show the attendance will enhance or improve veterans success
- Institutions must contribute at least 50% in matching funds

II. Grant Criteria

Grantees will complete the following deliverables:

Single institution:

- Grantees will develop programs, policies, or procedures enhancing veterans' transition to a higher education institution, through attendance and completion of a credential, or on to the civilian workforce that is associated with their program of study
- Grantees will create an evaluation plan measuring performance of proposal enhancements and determine performance improvement levels indicating success of the proposal program. The evaluation plan **MUST** measure continued performance for up to 1-2 years beyond the end of the contract. (example: 2% improvement within 2 years)

OR

- Grantees will develop programs enhancing the data capability, programming, or education and training availability of student veterans attending their higher education institution and create an evaluation plan to measure continued performance for up to 1-2 years beyond the end of the contract.

Collaborative efforts:

- Grantees will develop programs, policies, or procedures enhancing veterans' transition to higher education institution, through attendance and completion of a credential, or on to the civilian workforce that is associated with the program of study.

Or

- Grantees will develop programs enhancing the data capability, programming, or education and training availability of student veterans attending their higher education institution or in collaboration with other institutions

Either collaborative effort will:

- Create an evaluation plan measuring performance of proposal enhancements and determine performance improvement level indicating success of proposal program. The evaluation plan **MUST** measure continued performance for up to 1-2 years beyond the end of the contract. (example: 2% improvement within 2 years)

Research:

- Grantees will conduct research involving the academic performance factors or workforce factors of student veterans attending public higher education institutions in the state of Tennessee; these include TCATs, community colleges, or universities within the state.
- Grantees will conduct either qualitative, quantitative, or mixed methods research through available methods.

III. Application Requirements

A. Proposal Components

Applicants should submit the following items as part of the application:

- **Cover Sheet** (Appendix E)
 - Applicants must complete the cover page and include all required signatures.
 - Applicants must designate a project manager and a primary contact (these can be the same individual) to report to THEC.
 - Applicants should identify the contact(s) by listing first and last name, title and contact information on the cover page.
- **Proposal** (all components as defined on pages 10-13)
- **Budget** (Appendix C)

NOTE: The narrative portion of the proposal should be limited to 10 pages. This does not include the cover page, project abstract, budget template, and appended lists. Use 12 point font and 1.5 spacing when writing the proposal.

B. Letter of Intent to Submit

A Letter of Intent to Submit proposals for this grant is due through e-mail to Ken.Hanson@tn.gov by **12:00 PM (CT) on October 4th, 2019**. The format of the Letter of Intent to Submit is included in Appendix D of this document.

The *Letter of Intent to Submit* must include the following information:

- Name of Higher Education Institution(s)
- Project Manager / Point of Contact
- Contact information

C. Proposal Submission and Timeline

Send final proposals, including all components described in this RFP, by email to Ken.Hanson@tn.gov no later than **12:00 PM (CT) on October 18th, 2019**.

Date	Activity
9.16.2019	Release of Request for Proposals
9.19.2019	Webinar for interested applicants at 10:00AM CDT Note: at least one representative from the applying institution should attend this webinar in order to receive full points on the grant scoring rubric. Registration is available at https://tngov.webex.com/tngov/j.php?MTID=m129b49b3bca2e95e6521c60ab1f875fb
10.4.2019	Letter of Intent to Submit Due
10.18.2019	Final Proposals Due
11.13.2019	Award Announcement
Nov-Dec 2019	Contract Processing
January 2020	Projects Commence

IV. Proposal Format and scoring

For consistency in scoring proposals, each subsection of the rubric is allocated up to four points when scoring. After scoring is completed, each subsection is then weighted by percentages to create a total of 100 available percentage points. Collaboration between institutions or governing bodies will also earn four additional points (2% of the overall score) over single institution proposals. Potential grantees also receive four points (2% of the overall score) for attending a webinar scheduled for September 19, 2019 at 10:00AM CT. Registration is available by following this link:

<https://tngov.webex.com/tngov/j.php?MTID=m129b49b3bca2e95e6521c60ab1f875fb>

Webinar attendance: 2% of overall score

Collaborative effort between institutions: 2% of overall score (not research)

Section 1: Introduction- 68% of overall score

Introduction/Abstract: Limit introduction to 300 words maximum: Under the subheading "Introduction", provide an overall synopsis of the proposal to include a description of the programs, processes, collaboration, or research (qualitative, quantitative, or mixed methods) intended to be accomplished with this grant. Use a narrative format for the introduction (**3 %**).

Individual institutions: Describe the military-affiliated population intended to be served by this proposal and if the proposal includes increasing military-affiliated students, then include a description of the student veteran population in the region serviced by the proposal and the anticipated population numbers in this pool of students. Include a brief description of the evaluation process and goals planned to be achieved during the grant and within 1-2 years after the end of this contract proposal.

Institution Collaboration: Provide a brief description of the institutions involved, the military-affiliated population intended to be served by this proposal and if the proposal includes increasing military-affiliated students, then include a description of the student veteran population in the region serviced by the proposal and the anticipated population numbers in this pool of students. Include a brief description of the evaluation process and goals planned to be achieved during the grant and within 1-2 years after the end of this contract proposal.

Research: Provide the overall research statement, intended research method(s), student veteran population (must include state-wide population), public institutions studied (TCATs, community colleges, universities, or a combination of public institutions), timeframe to complete research.

1.1 Personnel: In a narrative format, provide a list of proposed personnel/job positions, teams, and/or agencies involved with achieving this proposal. Include a description of all duties and timeframes of their involvement. Be sure to consider stages such as planning, designing, implementation, closeout (financial and/or reconciliation), research, and/or final evaluation and write-up of this proposal, and any other personnel requirements not mentioned that are needed with this proposal. Before submitting the proposal, be sure to show that personnel involved have been notified of their potential involvement with the grant **(10%)**.

1.2 Proposal: In a narrative format, provide a clear description of the intended grant proposal. This should be a thoughtful and detailed description of the intended plan to be accomplished during the grant contract period **(30%)**.

Individual and Collaborative: Include comprehensive description of proposal plan. Include stages of implementation, timeframes of each of these stages, needed coordination within or between institutions, and plans if issues arise during the grant. If there are multiple plans, be sure to provide the same details for each plan. Keep in mind the ability of personnel to accomplish their tasks and timeframe of this grant when developing the proposal plan.

Research: provide a clear description of student veteran population to be researched, intended methodology, and focus areas. Include anticipated data resources, approvals, and resources to be acquired if approved for grant. Provide timeframes of developing each stage of the research project.

1.3 Evaluation Plan: (10%)

Individual and Collaboration: Develop an evaluation plan to determine the performance levels of the proposed program. Include the beginning levels of performance and the planned levels at the end of the grant contract. The evaluation plan **MUST** measure continued performance for up to 1-2 years beyond the end of the contract. Provide planned reporting timeframes to show when measurements will be taken, and should have a plan for interventions if anticipated levels are not met. Evaluation should also contemplate interventions if the proposed plan is not on schedule. Consider aligning this evaluation plan with institutional or governing body strategic plans.

Research: Develop an evaluation plan to determine if the research is within scheduled timeframe. Include backup plan for potential changes to research project allowing time to complete the research within timeframe of grant.

1.4 Indirect Cost: Provide explanation of any anticipated indirect costs associated with planning, developing, and implementing this proposal. Indirect costs are limited to 8% of the total budget. Costs may include administrative costs, overhead costs, planning meeting expenses, research costs, and any expenses not directly related to the proposal **(5%)**.

1.5 Implementation Schedule: Provide a schedule of implementation of proposal or research. This plan should include for each stage and evaluation of plan throughout timeframe of the grant contract if accepted. Include the anticipated date, activity, and those involved. This should also take into consideration all institutions involved if there is more than one institution involved with the proposal **(10%)**.

Date	Activity	Job Position or Person(s) involved (institution)

Section 2: Budget and Budget Narrative- 30% of overall score

2.0 Budget Narrative: In narrative format, describe the plan to use awarded funds for this grant to address the development and management of this project. Provide a specific narrative for each line item of budget clearly describing the funding requested. Ensure that all funding takes into account the entire timeframe of grant **(15%)**. **(See Appendix C for more details)**

2.1 Budget: Complete the budget template provided in Appendix C and all appropriate expanded line-item details. Be sure to use both the budget summary and budget line item-detail sheets provided. Attach the budget to your proposal in the order described in Appendix C, directly after the budget narrative **(15%)**.

V. Legal Information

A. Proposal Review and Award Process

All projects will be scored against a standard rubric (Appendix B) and awarded on a competitive basis. A THEC review committee will be assembled to evaluate all proposals and make recommendations to the Executive Director of THEC.

Project proposals will be distributed to the THEC review committee upon closure of the proposal submission time period. **Based on final selection scores, the THEC review committee may recommend an in-person presentation of the proposal.** This presentation will be an informal meeting with members of the THEC review committee to provide additional information or clarification of proposal. The institution or researcher selected for an in-person presentation may be responsible for travel costs to THEC for this presentation.

Final recommendation to Executive Director: The committee will recommend any required conditions for this funding. Each institution will have the opportunity to accept these conditions before the committee submits the final recommendation to the Executive Director. The committee will recommend the top proposals with any agreed upon changes to the THEC Executive Director for final approval.

B. Anti-Discrimination Policy

THEC operates all programs and activities free from discrimination on the basis of sex, color, race, religion, national origin, age, marital status, pregnancy, or disability.

C. Funding

This RFP is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, THEC reserves the right to terminate this RFP upon written notice to the applicants.

THEC reserves the right to fund a proposal in full or in part, to request additional information to assist in the review process, to reject any of the proposals responding to the RFP and to re-issue the RFP and accept new proposals if THEC determines that doing so is in the best interest of the state of Tennessee.

All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable from grant funds.

THEC reserves the right to withhold funding if at any point the program is not adhering to the grant contract requirements of the state-funded program, applicable laws and regulations, stated results and outcomes, or the goals and objectives declared in this RFP. THEC staff reserve the right to attend any training, project activity, or site visit to ensure the fidelity of this program.

Appendix A: Proposed Program Schedule

Target Date	Activity
January 2020	Contracts implemented
January 2020 December 2021	24 Month: Contract implementation (individual and collaborative) Research completed (research)
Or	Or
January 2020 December 2020	12 Month: Contract implementation (individual and collaborative) Research completed (research)
January 2022- December 2022	Continued evaluation of proposal (as necessary)

This program schedule provides an overview of planned program activities. THEC reserves the right to modify this program schedule and will notify grantees of necessary modifications.

Appendix B: Scoring Rubric

Score each item with 0, 1, 2, 3, or 4; general descriptions of 0, 2, and 4 rubric provided

Individual, Collaborative, & Research Rubric						
	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Webinar Attendance	Attended webinar.	-	Did not attend webinar.		2%	
Section 1.0: Introduction/ Abstract	Provides clear synopsis of the proposal to include description of programs, processes, collaboration, or research to be accomplished	Provides limited overview of proposal; missing details	Introduction either missing, misleading, or inadequate		3%	
Section 1.1: Personnel	<p>Provides a clear list of personnel/job positions, teams, or agencies involved in the proposal; includes clear description of duties and timeframes of duties; listed and detailed functions during stages such as planning, designing, implementation, and closeout/final evaluation of proposal; personnel are aware of potential duties.</p> <p><i>Personnel requirements and duties are sufficient to accomplish proposal as described</i></p>	<p>A somewhat complete list of personnel/job positions, or agencies involved in the organization of event; details may be vague or limited for a successful proposal; details need to be asked if proposal is to be accepted; personnel may be sufficient to accomplish proposal as described.</p> <p><i>Personnel requirements and duties can accomplish proposal as described</i></p>	<p>An incomplete description of personnel requirements of proposal; not enough detail to justify acceptance of personnel responsibilities or sufficient personnel to accomplish proposal successfully</p> <p><i>Personnel requirements and duties are insufficient to accomplish proposal as described</i></p>		10%	

Individual & Collaborative Institutional Rubric 1.2 & 1.3						
	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 1.2: Proposal: Institutional/ Collaboration	<p>Provides a clear detailed description of proposal; proposal includes detailed description of stages and timeframes of implementation; proposal includes clearly defined coordination actions between personnel and/or institutions;</p> <p><i>Proposal has the potential to be successful within the timeframe of the grant</i> <i>Proposal effectively supports veterans</i></p>	<p>Provides a description of proposal; contains description of stages and timeframes of implementation; includes coordination actions between personnel and/or institutions;</p> <p><i>Proposal has the potential to be completed within the timeframe of the grant</i> <i>Proposal supports veterans</i></p>	<p>Proposal has a vague description of the anticipated actions during the grant period</p> <p><i>Proposal does not have the potential to be completed and/or be successful during the grant timeframe</i> <i>Proposal will not effectively support veterans</i></p>		28%	
Section 1.3: Individual and Collaborative Evaluation Plan	<p>Evaluation plan is designed to effectively determine performance of proposal; evaluation is comprehensive to measure various overall effects of proposal; plan measures performance beyond timeframe of grant</p> <p><i>Evaluation effectively meets needs of student veterans</i></p>	<p>Evaluation plan is designed to determine performance of proposal; evaluation measures various overall effects of proposal; plan measures performance beyond timeframe of grant</p> <p><i>Evaluation effectively meets needs of student veterans</i></p>	<p>Evaluation plan is not designed to effectively determine performance of proposal; evaluation plan has limited measurements of effectiveness of proposal; plan does not measure performance beyond timeframe of grant.</p> <p><i>Evaluation does not meet the needs of student veterans</i></p>		10%	

Research Rubric for section 1.2 & 1.3

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 1.2: Research	<p>Provides a clear detailed description of proposed research; proposal includes detailed description of stages and timeframes to accomplish research; provides detailed list of research resources, approvals, and methods to obtain necessary resources</p> <p><i>Research has the potential to be successful within the timeframe of the grant Research effectively studies student veterans within public higher education in Tennessee</i></p>	<p>Provides a description of proposed research; proposal includes description of stages and timeframes to accomplish research; provides research resources, approvals, and methods to obtain necessary resources</p> <p><i>Research has the potential to be completed within the timeframe of the grant Research studies student veterans within public higher education in Tennessee</i></p>	<p>Does not provides a clear description of proposed research or description of stages and timeframes to accomplish research; vague description of research resources, approvals, or methods to obtain necessary resources</p> <p><i>Research will not be completed within the timeframe of the grant Research does not effectively study student veterans within public higher education in Tennessee</i></p>		30%	
Section 1.3: Research Evaluation plan	<p>Evaluation plan is designed to effectively determine if research can be accomplished within grant timeframe; backup plan in place for potential issues</p>	<p>Evaluation plan is designed to determine if research can be accomplished within grant timeframe; backup plan available</p>	<p>Evaluation plan is ineffective</p>		10%	

Individual, Collaborative, & Research Rubric						
	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 1.4: Indirect Cost	Contains realistic and thorough list of anticipate indirect costs associated with organizing event; costs are within 8% of total budget	Requires more detail for the list of anticipated costs for organizing the proposal or research; costs are within 8% of total budget	No details for indirect costs and/or indirect costs are exceed 8% of total budget		5%	
Section 1.5: Implement ation schedule	Schedule is detailed to implement proposed plan and integrates evaluation plan; plan divides duties equitably <i>Schedule will successfully accomplish proposed plan or research</i>	Schedule is sufficient, from planning and includes an evaluation plan; may require additional details <i>Schedule will accomplish proposed plan or research</i>	Insufficient or missing schedule		10%	
Section 2.0: Budget Narrative	Budget narrative clearly links budget to proposal plan; cost estimates are well researched; overall budget estimates are reasonable and within range of estimated actual costs <i>Budget is aligned with the intent of grant</i>	Budget narrative links budget to proposal plan; cost estimates are researched but may contain guesses; overall budget estimates are within range of estimated actual costs <i>Budget meets the intent of the grant</i> <i>Budget may contain unnecessary funds</i>	Budget narrative was not well thought out and/or does not relate to proposal details; budget amounts are rounded up and evident of guessing <i>Budget funds do not meet the intent of the grant</i> <i>Budget contains unnecessary funds</i>		15%	
Section 2.1: Budget	Budget is well researched and matches budget narrative and estimated costs for implementation of proposal or research	Budget meets anticipated costs for implementation of proposal or research	Budget is not well thought out and/or does not meet needs for implementing proposal or research		15%	

Appendix B: Scoring Rubric Summary: Individual/Collaborative

Scoring Rubric: Individual/Collaborative	Proposal Score	Weighted Score	Overall Comments
Section 1.0 Introduction/Abstract		3%	
Section 1.1: Personnel		10%	
Section 1.2 Proposal: Institutional/Collaboration		28%	
Section 1.3 Individual and Collaborative Evaluation Plan		10%	
Section 1.4: Indirect Cost		5%	
Section 1.5: Implementation Schedule		10%	
Section 2.0: Budget Narrative		15%	
Section 2.1: Budget		15%	
Overall Score		98%	
Bonus points: Webinar attendance		2%	
Bonus points: Collaborative effort between institutions		2%	
Total Score		100%	

Institution:	
Reviewer Name:	
Reviewer Signature	
Date:	

Appendix B: Scoring Rubric Summary: Research

Scoring Rubric: Individual/Collaborative	Proposal Score	Weighted Score	Overall Comments
Section 1.0 Introduction/Abstract		3%	
Section 1.1: Personnel		10%	
Section 1.2 Research		30%	
Section 1.3 Research Evaluation Plan		10%	
Section 1.4: Indirect Cost		5%	
Section 1.5: Implementation Schedule		10%	
Section 2.0: Budget Narrative		15%	
Section 2.1: Budget		15%	
Overall Score		98%	
Bonus Points: Webinar Attendance		2%	
Total Score		100%	

Institution:	
Reviewer Name:	
Reviewer Signature	
Date:	

Appendix C – Budget

GRANT BUDGET LINE-ITEM DETAIL (Add Lines as Needed):

SALARIES, BENEFITS & TAXES	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

PROFESSIONAL FEE, GRANT & AWARD²	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

SUPPLIES, TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATIONS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

OTHER NON-PERSONNEL²	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

CAPITAL PURCHASE²	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

Appendix C – Budget

GRANT BUDGET LINE-ITEM DETAIL

Line 1 Salaries And Wages

On this line, enter compensation, fees, salaries, and wages paid to grant program staff.

Line 2 Employee Benefits & Payroll Taxes

Enter (a) the organization's contributions to pension plans and programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance.

Line 3 Total Personnel Expenses

Add lines 1 and 2.

Line 4 Professional Fees

Enter the organization's fees to outside professionals, consultants, part-time staff, stipends, and personal-service contractors. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Line 7 Postage And Shipping

Enter the organization's expenses for postage, messenger services, and overnight delivery.

Line 10 Printing And Publications

Enter the organization's expenses for producing printed materials, purchasing books and publications, and buying subscriptions to publications.

Line 11 Travel

Enter the organization's expenses for travel, including transportation, meals and lodging, and per diem payments for institution staff.

Line 12 Conferences And Meetings

Enter the organization's expenses for conducting or attending meetings, conferences, and conventions.

Line 15 Grants And Awards

Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations, including travel and equipment allowances. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Line 18 Other Nonpersonnel Expenses

Enter the organization's allowable expenses for advertising, promotions, and, recruiting. Include the organization's and employees' membership dues in associations and professional organizations. Include testing fees for software licenses, testing, permits, registrations, etc. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Line 20 Reimbursable Capital Purchases

Enter the organization's purchases of fixed assets and other purchases with a minimum life expectancy of one year. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Appendix D – Letter of Intent to Submit

Veteran Reconnect Grant- Letter of Intent to Submit

Name of Higher Education Institution(s), Governing Agency or Researcher institution

Project Manager (name, title, phone, address, and email information)

Please return this information via email by 12:00 PM (CDT) on Oct 4, 2019

Ken Hanson
615-253-7449
Ken.Hanson@tn.gov

Appendix E: Cover Sheet

**NAME OF INSTITUTION, GOVERNING AGENCY, OR
RESEARCHER AND INSTITUTION**

(Minimum 18 point font)

**Veteran Reconnect Grant:
Focusing on Student Veterans Academic Success:
Individual Institution, Collaboration, or Research**

Project Director Name, Title

Mailing Address

Project Director's Telephone

Project Director's E-mail Address

Individual Institution

Collaborating or Governing Body
(Select one)

Research

Funding amount requested:

\$ _____

**President or Approval Authority of
Higher Education Institution**

Project Director