

Program Announcement

Texas Higher Education Coordinating Board

P. O. Box 12788

Austin, Texas 78711-2788



October 25, 2001

Program Announcement – The Higher Education Coordinating Board authorizes the Commissioner to publish a Program Announcement for the grant program

November 1, 2001

Program Announcement Published – The Higher Education Coordinating Board publishes the Program Announcement for the 2002 grant competition

December 14, 2001

Rosters – Institutions submit student rosters to Higher Education Coordinating Board by this date

December 14, 2001

Proposals – Proposals due at the Coordinating Board by 5:00 p.m. on this date

January 24, 2002

Proposals – Successful proposals announced at Higher Education Coordinating Board meeting

Texas Higher Education Coordinating Board

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Carey Hobbs	Waco
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Coordinating Board Mission

The mission of the Texas Higher Education Coordinating Board is to provide the Legislature advice and comprehensive planning capability for higher education, to coordinate the effective delivery of higher education, to efficiently administer assigned statewide programs, and to advance higher education for the people of Texas.

Coordinating Board Philosophy

The Texas Higher Education Coordinating Board will promote access to quality higher education across the state with the conviction that access without quality is mediocrity and that quality without access is unacceptable. The Board will be open, ethical, responsive, and committed to public service. The Board will approach its work with a sense of purpose and responsibility to the people of Texas and is committed to the best use of public monies.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

Building a 21st century workforce for a 21st century Texas

Texas Technology Workforce Development Grants Program - 2002

Cautionary Note

This proposal announcement is being published to expedite implementation of the Texas Technology Workforce Development Grants Program. As of the date of its publication, however, rules for the administration of the program have not been adopted, matching funding provided by the Legislature is not available for distribution, and certain other organizational requirements have not been finalized. The Higher Education Coordinating Board is unable to guarantee that the schedule described in this document can be followed or that any grants will eventually be made as a result of this solicitation.

Background and Purpose

The 77th Texas Legislature and the Governor adopted the Technology Workforce Development Act (Senate Bill 353). The purpose of the Act is to increase both the quantity and quality of baccalaureate-level engineers and computer scientists produced in Texas universities.

The Act authorizes the creation of the Texas Engineering and Technical Consortium, a consortium of Texas public and independent universities that offer engineering and computer science programs and technology companies that employ graduates of those programs. The consortium is intended to foster cooperative relationships and activities involving technology companies and universities that offer engineering and computer science degrees.

The Act also creates a grant program to be administered by the Texas Higher Education Coordinating Board. For the 2002-2003 biennium, the Legislature appropriated \$5 million per year for the grant program with the condition that expenditures from these funds be matched by an equivalent sum raised from other sources by consortium members.

The purpose of the grant program is to provide seed money that would enable institutions to expand enrollments in engineering and computer science programs. The initial emphasis of the grant program is on electrical engineering and computer science. Electrical engineering includes related disciplines such as computer engineering and telecommunications engineering. The plan is based on the assumption that institutions would use grant funds to expand enrollment, and that these increases would be sustained in future years with increased formula funding provided by the Legislature and used by institutions to increase budgets for the enlarged programs.

The enabling legislation authorizes a broad range of activities including:

- (1) increase the number of graduates with baccalaureate degrees in engineering and computer science;
- (2) increase the size of engineering and computer science programs;
- (3) recruit students to enter engineering and computer science programs, including:
 - (A) students from groups or backgrounds that are traditionally underrepresented in the fields of engineering and computer science, including female students; and
 - (B) students from public community colleges, private junior colleges, public technical colleges, and private institutes.

- (4) provide scholarships for students in engineering and computer science programs;
- (5) provide retention and mentoring programs for students in engineering and computer science programs;
- (6) provide supplemental compensation for faculty and support personnel in engineering and computer science departments;
- (7) provide research and laboratory equipment to engineering and computer science departments;
- (8) provide for distance learning programs in engineering and computer science; and
- (9) fund other related activities.

The Act that created the grant program also mandated the creation of an advisory committee made up of six industry members and five academic members to provide oversight to the grant program. It also specified that awards would be made using a peer review process.

The 2002 competition will provide the first cycle of grants to be made under the Technology Workforce Development grant program. It is anticipated that the next round of grants will be made in October 2003 and every year thereafter.

Eligible Institutions and Number of Proposals

Institutions that are members of the Texas Engineering and Technical Consortium and agree to participate in the Texas Higher Education Coordinating Board's Technology Workforce Tracking System are eligible to submit proposals and participate in the grant program.

For further information on the consortium, contact Andrew Blanchard at Ablanch@UTDallas.edu. For further information on the Technology Workforce Tracking System, a contact person is designated on the inside back cover of this document.

Each institution may submit a single proposal for each program. For example, an institution with an eligible electrical engineering program and an eligible computer science program could submit two proposals. An institution with only an eligible computer science program could submit one proposal.

In addition, each institution may participate in one "joint" proposal for each program. A joint proposal is a proposal submitted by multiple eligible institutions.

Measuring Progress

The goal of the grant program is to increase the number of graduates. While some increase in graduates can be obtained in the near term by increased retention, in general, it requires four to six years to produce a graduate, so three pre-graduation enrollment measures are defined. All four measures will be tracked by participating institutions:

ENTERING-EE or ENTERING-CS – a student with a declared major in electrical engineering or computer science who has a GPA of at least 2.0 and who has completed fewer than 30 semester credits that count toward his or her degree.

PROGRESSING-EE or PROGRESSING-CS – a student with a declared major in electrical engineering or computer science who has a GPA of at least 2.0 and who has completed

between 30 and 89 semester credits that count toward his or her degree, including two semesters of calculus and two semesters of a required science course.

ADVANCED-EE or ADVANCED-CS – a student who has been admitted to an electrical engineering or computer science degree program and who has accumulated at least 90 semester credits that count toward his or her degree with a GPA of at least 2.0.

GRAD-EE or GRAD-CS – a student who was awarded a baccalaureate degree in electrical engineering or computer science during the previous fiscal year.

Eventually, institutions will use the Coordinating Board's Technology Workforce Tracking System to report progress in increasing the numbers of students at each level. To initialize the system, public institutions will be provided lists of declared majors on EXCEL spreadsheets and will be asked to edit those lists prior to submitting their initial proposals. Independent institutions will be asked to prepare similar lists. Lists should be requested from the contact person listed on the inside back cover of this report.

Proposals must include data indicating the number of students in each category for fall 2001, with explicit enrollment goals for fall 2002 and fall 2003 and strategies for achieving those goals.

Resources Available

Resources available for this grant program will depend upon funds made available through the Texas Engineering and Technical Consortium. Potentially, \$10 million per year will be available. The Texas Legislature appropriated \$5 million per year to the program, but those dollars must be matched by contributions from other sources. The Texas Comptroller of Public Accounts is responsible for determining the available grant funds.

Electrical Engineering Programs (Including related programs such as computer engineering, and telecom engineering)

- Amount to be determined.

Computer Sciences Programs

- Amount to be determined

Proposal Format

Each proposal should consist of the following elements, in the order shown:

- Cover page – use form provided on page Proposal-1
- Proposal summary – use form provided on page Proposal-2
- Proposal budget – use form provided on page Proposal-3
(Independent institutions need to list mandated match of state contributions.)
- Proposal body (8 double-spaced pages, maximum for sole proposals; 12 pages for joint proposals)
 - *Description of undergraduate program* [electrical engineering or computer science]
 - overview of historical and fall 2001 enrollments (ENTERING, PROGRESSING, ADVANCED, and GRAD) – provide numbers, quality indicators, and gender/ethnic breakdown

- baccalaureate graduates, Fiscal Years 1997 through 2001
- placement experience for graduates from Fiscal Year 2001
- expansion goals for fall 2002 and fall 2003 (ENTERING, PROGRESSING, ADVANCED, and GRAD)
- description of faculty who taught in the program, fall 2001
- *Strategies for reaching expansion goals*
 - proposals should be structured in such a way that individual strategies could be funded, if desired
 - impediments to reaching expansion goals
 - responsibilities of key personnel
- *Budget justification*, including
 - description of any additional support to be provided by the institution, industry, federal grants, etc.
 - indicate the cost associated with each strategy
- Attachment – One-page resumes of key personnel (may be single-spaced)
- Other attachments (Reading these is optional for reviewers)

How to Submit Proposals

Proposals will be accepted from Sponsored Programs Officers or other designated officials only. Mail one signed original and five copies of each proposal to:

Technology Workforce Development Grant Program
 Finance, Campus Planning, and Research Division
 Texas Higher Education Coordinating Board
 P. O. Box 12788
 Austin, TX 78711-2788

If the proposals are sent by overnight delivery service or are hand-delivered, the address is Texas Higher Education Coordinating Board, Room 3.230, 1200 East Anderson Lane, Austin, TX 78752, telephone (512) 427-6130.

The deadline for receipt of proposals is 5 p.m. on December 14, 2001. Proposals that are postmarked on December 13, 2001 will be considered timely.

Proposal Review

Teams of external peer reviewers will review each proposal and rank those that are deemed appropriate for funding. The Coordinating Board's Technology Workforce Grant Advisory Committee will review these rankings and make a recommendation to the Coordinating Board. See the back cover of this document for membership of this committee. The Coordinating Board will make the final decision regarding funding of proposals.

Proposals will be selected based on assessments of: (a) program quality; (b) feasibility of expansion plans, and (c) cost effectiveness of proposed plan. See Appendix B for additional information on selection criteria.

Schedule

The schedule for implementing the grant program depends on the formation of the Texas Engineering and Technology Consortium, the availability of funds, and approvals by the Texas Higher Education Coordinating Board. The following schedule is contemplated, but is tentative.

November 1, 2001 – Program announcement requesting proposals is distributed to members of the Texas Engineering and Technical Consortium; lists of declared majors at each institution are available to each academic institution at the same time.

December 14, 2001 – Lists of electrical engineering and/or computer science majors at each institution showing those students classified as ENTERING, PROGRESSING, ADVANCED, or GRADUATED are returned to the Coordinating Board.

December 14, 2001 – Proposals due at the Coordinating Board on this date; first meeting of the Technology Workforce Development Grant Program Advisory Committee by this date.

December 14, 2001 – January 17, 2002 – Proposals are peer-reviewed and ranked, and rankings are reviewed by advisory committee.

January 24, 2002 – Coordinating Board adopts rules for the grant program; grants will be authorized when the rules become effective.

Awards

Awards nominally shall be for the period January 1, 2002 through August 31, 2003. However, it may be the case that funding for individual awards will be “phased in” over time as funds become available or that proposals will be only partially funded by funding specific strategies within proposals. Time extensions may be granted, if authorized by the 78th Texas Legislature in 2003.

Awards are subject to revocation or modification if fall 2002 enrollment/graduation goals are not met or if grant conditions are not satisfied.

For public universities, the Office of the State Comptroller will set up an account against which monetary expenditures may be made. In-kind awards may be used as appropriate.

For independent universities, six equal monetary payments will be made in March 2002, June 2002, September 2002, December 2002, March 2003, and June 2003. In-kind awards may be used as appropriate. The Act requires that independent institutions match any state contribution.

See Appendix A for additional grant conditions.

Appendix A

Texas Technology Workforce Development Grants Program – 2002

GRANT CONDITIONS

1. **Organizational accountability system**

Each grantee institution shall have a system established in writing to ensure that appropriate officials provide necessary organizational reviews and approvals for the expenditure of funds and for monitoring project performance and adherence to grant terms and conditions. The grantee institution agrees to audit a project with its internal audit staff and to furnish a copy of audit to the Coordinating Board if requested to do so.

2. **Audit and records**

Financial records, supporting documents, statistical records and other material pertinent to this grant shall be retained by the grantee for three years following submission of the final project report and shall be made available to the Coordinating Board upon request. This material, the organizational prior-approval system, and the internal project audits are subject to review by the State Auditor and by Coordinating Board staff.

3. **Allowable costs**

All reasonable costs are allowable with the following exceptions:

- No overhead may be charged to these funds.
- Only independent institutions may include fringe benefits in project costs.
- Capital equipment will be defined by the grantee institution.
- Capital equipment included in project costs must be specifically listed and justified.
- Only capital equipment specifically listed in the approved equipment list may be purchased with grant funds.
- No equipment may be purchased after June 1, 2003 without prior Coordinating Board approval.
- Over the life of the grant, no more than a cumulative total of \$10,000 may be moved across budget categories (personnel/permanent equipment/travel/direct other costs) without prior Coordinating Board approval.
- Foreign travel is an allowable charge against the grant only if it appears on the approved project budget.

Additional budget changes will require completion of a Budget Change Request form and submission through the institution's Office of Sponsored Projects (or its equivalent) to the Coordinating Board for approval.

4. **Standards for financial management systems**

Grantee institutions shall have financial management systems that meet the requirements of the State Auditor. Institutions shall account for the receipt and disbursement of all monies by generally accepted accounting practices and the State of Texas Uniform Grant Management Standards (UGMS), to the extent applicable. Grantee institution shall open to inspection all books and records reflecting transactions hereunder to Coordinating Board, its staff, or anyone authorized by the Coordinating Board to inspect such books and records.

5. **Payments**

The grantee institution shall receive payments under this grant through the Office of the State Comptroller.

6. **Title to equipment**

Title to equipment purchased or fabricated with these funds shall vest in the grantee institution.

7. **Site visits**

The Coordinating Board and/or their representatives shall have the right to make site visits to review project accomplishments.

8. **Notification of absence**

The Coordinating Board shall be notified prior to a project leader's absence from campus for a period of more than six weeks.

9. **Changes in project leader**

If a project leader leaves the grantee institution or otherwise relinquishes active direction of the project, the institution must notify the Coordinating Board before the project leader leaves. Awards may not be transferred.

10. **Progress reports**

One copy of a progress report shall be submitted to the Division of Finance, Campus Planning, and Research of the Coordinating Board by June 1 of each year during which the grant is active. The progress report format is specified by the Board.

11. **Final report**

Within 30 days of the expiration of the grant, the grantee must file a final project report with the Coordinating Board in a format specified by the Board. Within 90 days of the expiration of the grant, the grantee institution must file a final financial report with the Coordinating Board that contains information on the final disbursement of funds. At the end of the grant period, unexpended funds shall be returned to the Coordinating Board.

12. **Suspension or termination**
This grant may be suspended or terminated if the grantee fails to comply with the terms and conditions of the grant or if the project leader(s) leaves the university.
13. **Conflict of Interest**
The grantee institution must notify the Coordinating Board of any potential conflicts of interest that arise prior to or during the grant period due to relationships between the investigators or other members of the research team and any industrial collaborator(s).
14. **Nondiscrimination**
No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under this grant on grounds of race, color, national origin, religious affiliation, handicap or gender.
15. **Compliance with regulations**
The project leader must abide by all state and federal regulations related to conduct of this grant.
16. **Dissemination of project results**
The grantee is expected to publish or otherwise make publicly available the results of the work conducted under the grant. Publication in popular media as well as scholarly journals is encouraged. One reprint of any publication should be made available to the Division of Finance, Campus Planning, and Research of the Coordinating Board on request.
17. **Acknowledgment of support**
An acknowledgment of Coordinating Board support must appear in any publication of any material based on this project in terms such as the following:
 “This material is based in part upon work supported by the Texas Technology Workforce Development Program under Grant No. _____.”
18. **Technology Workforce Tracking**
Grantee institution agrees to maintain accurate data on the Board’s Technology Workforce Tracking System.
19. **Retention of Formula Funding**
Grantee institution agrees to pass on to the appropriate college or department any increased formula funding that results from increased undergraduate enrollment in electrical engineering or computer science programs.
20. **Copyright or patent rights**
The project leader shall abide by the intellectual property policy of his/her institution.
21. **Liability**
The Texas Higher Education Coordinating Board shall not be held liable for damages to people or property that

may occur in the course of activities conducted as a result of this grant.

22. **Dispute resolution process**
The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Coordinating Board and the grantee institution to attempt to resolve all disputes arising under these grants.

Appendix B

Texas Technology Workforce Development Grants Selection Criteria

Program Quality (30 percent) – an assessment of the quality of the instructional program provided to students in the undergraduate program.

Evidence that institutions could provide:

- Qualifications of faculty teaching in the undergraduate program
- Accreditation status of program
- Information indicating adequacy of laboratory and other facilities
- Historical percentage of upper division undergraduate courses taught by tenured and tenure-track faculty
- Placement record
- Other information

Feasibility of Proposed Strategy (40 percent) – an assessment of the likelihood that the proposed strategy will successfully achieve the proposed increases.

Evidence that institutions could provide:

- Past enrollment data
- Data indicating historical demand for the program
- Previous experience using the proposed strategy at that institution
- Previous experience using the proposed strategy at other institutions
- Other information

Cost-Effectiveness of Proposed Strategy (30 percent) – an assessment of the likely result if the proposal is funded.

Evidence that institutions could provide:

- Costs for increases in students in the program and graduates
- ... integrated with data on program quality, placement, and feasibility
- Other information

Technology Workforce Development Grant Program – 2002

Project Summary

Leave Blank	Project Leader(s)	Institution
Discipline ("X" one) <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Computer Science		Project Leader's Mailing Address (including department), Phone Number and Internet Address
Title of Proposal		

NOTE: This summary should be suitable for public release. (11-point minimum font size.)

GOALS AND COSTS

	Entering Students (see definition)	Progressing Students (see definition)	Advanced Students (see definition)	Graduated Students (see definition)
(1) Fall 2001 Headcount				
(2) Goal: Fall 2001 to Fall 2002 Headcount Increase; i.e., Projected Fall 2002 headcount less Fall 2001 headcount				
(3) Goal: Fall 2001 to Fall 2003 Headcount Increase, e.g., Projected Fall 2003 headcount less Fall 2001 headcount				
(4) Cost of achieving goal at each enrollment measure. (see note 1,2)				
(5) Dollars per student increase; i.e., (4) divided by (3). (see note 2)				

- Notes:** 1. Sum of dollars per enrollment measure must equal requested amount.
 2. Independent institutions should enter two amounts, one including fringe benefits and one excluding fringe benefits.

Strategies for achieving goals: (Indicate the dollar cost of each strategy)

(continue on reverse)

Strategies for achieving goals (continued):

Technology Workforce Development Grant Program – 2002

Proposal Budget

Leave Blank	Project Leader(s)	Institution:	
Program: (Check One) <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Computer Science Proposal Title (maximum of 100 characters)		Project Leader's Mailing Address (include department)	
A. Personnel (show number of people in brackets)		Totals	Indep. Inst. Only: Matching Funds Budget
1.	()	Project Leader/Co-Project Leader	
2.	()	Other tenure-track faculty	
3.	()	Other Professionals (technician, programmer, etc.)	
4.	()	Non-tenure – track faculty	
5.	()	Graduate Students/Post-Doctoral	
6.	()	Undergraduate Students	
7.	()	Secretarial – Clerical	
8.	()	Other	
Sub – Total Salaries and Wages			
Fringe Benefits (independent institutions only)			
Total – Salaries, Wages and Fringe Benefits			
B. Capital Equipment: All capital equipment included in project costs must be specifically listed and justified on page Proposal – 4. No capital equipment may be purchased after June 1, 2003 without prior Coordinating Board approval.			
Total – Capital Equipment			
C. Travel			
1.	Domestic (including Canada, Mexico and U.S. possessions)		
2.	Foreign (see grant conditions)		
Total – Travel			
D. Other Direct Cost			
1.	Materials and Supplies		
2.	Scholarships		
3.	Conference Registration Fees/Publication Costs		
4.	Computer (ADPE) Services		
5.	Subcontracts/Consultant Services		
6.	Other (specify):		
Total – Other Direct Costs			
Total Direct Costs:			
Total In-Kind (Specify):			
Total Requested Amount			
Project Leader's Typed Name and Signature (required only prior to funding)			
Signature: _____ Date: _____			
Institutional Representative's Typed Name, Title and Signature (required only prior to funding): I hereby certify that I have read and agree to comply with all grant conditions of this grant and agree to return to the Coordinating Board any funds not expended in compliance with those conditions.			
Signature: _____ Date: _____			

Capital Equipment List

Capital equipment included in project costs must be specifically listed and justified.
Only capital equipment specifically listed in the approved equipment list may be purchased with grant funds.

Capital equipment is defined by the grantee institution.

Leave Blank	Project Leader(s)	Institution
Description and Justification		Cost
Total Cost of Requested Capital Equipment		

NEED MORE INFORMATION?

For more information about the program, contact:

Dr. Reinold R. Cornelius
Finance, Campus Planning and Research Division
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711-2788
Phone: (512) 427-6150
FAX: (512) 427-6147
e-mail: Reinold.Cornelius@thehb.state.tx.us

Texas Higher Education Coordinating Board
Technology Workforce Development Advisory Committee

After the Texas Engineering and Technical Consortium is formed, the Commissioner of Higher Education will appoint an advisory committee consisting of six persons representing industry members and five persons representing academic members of the consortium.

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*(year) indicates term expires in December that year
