College for all Texans

Texas Higher Education Coordinating Board

Engineering Recruitment Program

Engineering Summer Programs

Request for Applications

FY 2009

January 2009

Texas Higher Education Coordinating Board

Texas Higher Education Coordinating Board

Robert W. Shepard, CHAIR	Harlingen
A.W. "Whit" Riter III, VICE CHAIR	Tyler
Elaine Mendoza, SECRETARY OF THE BOARD	San Antonio
Charles "Trey" Lewis III, STUDENT REPRESENTATIVE	Houston
Laurie Bricker	Houston
Fred W. Heldenfels IV	Austin
Joe B. Hinton	Crawford
Brenda Pejovich	Dallas
Lyn Bracewell Phillips	Bastrop
Robert V. Wingo	El Paso

Raymund A. Paredes, COMMISSIONER OF HIGHER EDUCATION

Mission of the Coordinating Board

The Texas Higher Education Coordinating Board's mission is to work with the Legislature, Governor, governing boards, higher education institutions and other entities to help Texas meet the goals of the state's higher education plan, *Closing the Gaps by 2015*, and thereby provide the people of Texas the widest access to higher education of the highest quality in the most efficient manner.

Philosophy of the Coordinating Board

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 Coordinating Board will engage in actions that add value to Texas and to higher education. The agency will avoid efforts that do not add value or that are duplicated by other entities.

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.

Table of Contents

Overview 1

Program Description 2

Appendix A: Eligible Institutions 3

Appendix B: Sample Interagency Contract 4

Appendix C: State Demographics 10

Appendix D: Application 11

Proposed Budget Form 14

Appendix E: On-line Cross-Site Evaluation Requirements 15

Appendix F: Local Evaluation Plan 17

Appendix G: Local Evaluation Report 18

Appendix H: Final Report Form 19

Final Budget Form 22

(This page left blank for double-sided printing.)

Texas Higher Education Coordinating Board

Engineering Recruitment Program
Engineering Summer Program

Fiscal Year 2009
Overview

In 2007, the 80th Texas Legislature passed House Bill 2978, codified as Texas Education Code 61.791, which required the Coordinating Board (CB) to establish and administer the Engineering Recruitment Program (ERP), Engineering Summer Program (ESP). The ESP gives middle and high school students the opportunity to participate in one-week summer engineering experiences offered on the campuses of public general academic institutions. The goal of the ESP experiences is to enhance student interest in engineering as a potential career, develop middle and high school students' analytical skills, and help students prepare for college-level courses. Students participating in an ESP receive instruction in math, science, and engineering concepts.

Texas general academic institutions that offer engineering degree programs may apply to receive funding to support these one-week experiences. Admission to the institutional summer engineering experiences is selective and participation must reflect the demographic diversity of the state. Students underrepresented in engineering programs include underrepresented minorities and females. The institutions participating in the ESP are encouraged to set a minimum participation level of 20 students in the week-long program.

Twenty-six public general academic institutions are eligible to apply for funding to support a summer engineering experience in summer 2009. A list of the general academic institutions eligible to apply for funds is included as Appendix A. Applications will be provided to each of the eligible general academic institutions in late January and funding for the summer 2009 ESP experiences will be provided to the institutions in early spring.

Funding will be provided to each institution that submits a completed application. Institutional awards will depend on the number of completed applications received. Eligible institutions will be required to submit an application for funding on or before the close of business February 13, 2009. Institutions will be sent an electronic copy of the Coordinating Board's ESP interagency agreements, which will be in effect from the day of execution through August 31, 2009.

Program Description

Institutions applying for and receiving Coordinating Board ESP funds agree to provide the following services on their campuses during summer 2009:

1. Conduct a one-week ESP for middle and high school students on the campus of the institution (minimum of 36 contact hours).

2. Recruit for the ESP area middle and/or high school students and provide selected students with instruction in math, science, and engineering similar in content to that encountered by an engineering student.

3. Offer the ESP as either a residential or day program.

4. Admit a minimum of 20 students to the ESP. Award funds may be reduced pro-rata in case of smaller student participant numbers.

5. Recruit students to the ESP who are typically underrepresented in engineering education, including underrepresented minority and/or female students.

6. The institution is encouraged to include the following program content:
    - student team competitions
    - project presentations
    - field trips
    - industry site visits
    - panel or luncheon discussions with professional engineers and scientists
    - parent/guardian information that covers the Texas university application process, financial aid system, and scholarship opportunities.

7. Submit an application to offer the ESP (Appendix D) including the local evaluation plan (Appendix F), enter into a contract with the Coordinating Board (Appendix B), and submit a final report within 30 days of the end of the grant period, using the form provided (Appendix H).

8. Submit a proposed budget prior to funding (Appendix D) and submit a final financial report (Appendix H) within 90 days of the end of the grant period, using the budget form provided.

9. Agree to cooperate fully in the THECB cross-site evaluation (Appendix E) and submit the final local evaluation report (Appendix G).

10. The institution may solicit and use external funding or in-kind support and supplement ESP funding.

Appendix A

Engineering Recruitment Program
Engineering Summer Program

Eligible Public General Academic Institutions

1. Lamar University
2. Midwestern State University
3. Prairie View A&M University
4. Tarleton State University
5. Texas A&M International University
6. Texas A&M University
7. Texas A&M University at Galveston
8. Texas A&M University-Commerce
9. Texas A&M University-Corpus Christi
10. Texas A&M University-Kingsville
11. Texas A&M University-Texarkana
12. Texas State University-San Marcos
13. Texas Tech University
14. The University of Texas at Arlington
15. The University of Texas at Austin
16. The University of Texas at Brownsville
17. The University of Texas at Dallas
18. The University of Texas at El Paso
19. The University of Texas at San Antonio
20. The University of Texas at Tyler
21. The University of Texas of the Permian Basin
22. The University of Texas-Pan American
23. University of Houston
24. University of Houston-Clear Lake
25. University of North Texas
26. West Texas A&M University

Appendix B

Engineering Recruitment Programs
2009 Summer Engineering Experience

STATE OF TEXAS

SAMPLE -- INTERAGENCY CONTRACT

This Agreement is entered into by and between the Texas State Agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of the Interagency Cooperation Act, Texas Government Code, Chapter 771, et seq.

I. CONTRACTING PARTIES ("Parties")

Performing Agency: [Institution Name]
(An Institution of Higher Education and a Texas State Agency)

Receiving Agency: Texas Higher Education Coordinating Board ("THECB")
(A Texas State Agency)

II. PURPOSE

The purpose of this Contract is to contract state appropriated funds for a one-week engineering summer program to take place on the campus of [Institution Name].

III. STATEMENT OF SERVICES TO BE PERFORMED

The Performing Agency shall provide the following services:

Institutions applying for and receiving Coordinating Board Engineering Summer Program (ESP) funds agree to provide the following services on their campuses during summer 2009:

1. Conduct a one-week ESP for middle and high school students on the campus of the institution (minimum of 36 contact hours).
2. Recruit for the ESP area middle and/or high school students and provide selected students with instruction in math, science, and engineering similar in content to that encountered by an engineering student.
3. Offer the ESP as either a residential or day program.
4. Admit a minimum of 20 students to the ESP. Award funds may be reduced pro-rata in case of smaller student participant numbers.
5. Recruit students to the ESP who are typically underrepresented in engineering education, including underrepresented minority and/or female students.
6. The institution is encouraged to include the following program content:
    - student team competitions
    - project presentations
    - field trips
    - industry site visits
    - panel or luncheon discussions with professional engineers and scientists
    - parent/guardian information that covers the Texas university application process, financial aid system, and scholarship opportunities.

7. Submit an application to offer the ESP including the local evaluation plan, enter into a contract with the Coordinating Board, and submit a final report within 30 days of the end of the grant period, using the form provided.
8. Submit a proposed budget prior to funding and submit a final financial report within 90 days of the end of the grant period, using the budget form provided.
9. Agree to cooperate fully in the THECB cross-site evaluation and submit the final local evaluation report.
10. The institution may solicit and use external funding or in-kind support and supplement ESP funding.

IV. CONTRACT AMOUNT

The basis for computing reimbursable costs shall be as follows:

1. Personnel
   a. Project leader/co-project leader salaries and wages
   b. Other salaries and wages
   c. Fringe benefits
   d. No overhead (indirect cost recovery) is allowable
2. Other Direct Cost
   a. Materials and supplies
   b. Scholarships
   c. No cost for meal or drink service is allowable
3. Travel
   a. No domestic travel is allowable
   b. No foreign travel is allowable
4. Capital Equipment
   a. No equipment may be purchased with these funds

Other costs not listed above, may be eligible, based on prior written approval of the THECB.

THECB shall make payment to the Performing Agency based upon the following schedule: payments will be issued as lump sum payment upon execution of the contract.

A. THECB Acceptance – Upon delivery of final program and final financial reports, THECB shall approve or reject each of the services listed in Section III within 30 working days of receipt or notice from the Performing Agency that the services have been provided. If acceptable, the services shall be deemed to be approved for payment. If not acceptable, THECB shall notify the Performing Agency of the specific deficiencies in writing. The Performing Agency shall then undertake all steps necessary to correct deficiencies at no additional charge to THECB.

B. Payment by THECB shall be issued in accordance with Texas Government Code, Chapter 2251, et seq., (commonly referred to as the Texas Prompt Payment Act.) This Act requires that payments for goods and services are due 30 days after goods are provided, services are completed, or a correct invoice is received, whichever is later.

C. The total fees and expenses paid by THECB to the Performing Agency during the term of this Contract shall not exceed [Spell out amount] [($ dollar amount)].

V. TERM OF CONTRACT

This contract will be effective on the date executed by both Parties and shall remain in effect until August 31, 2009, or upon completion, acceptance, and payment of all services contemplated herein.

VI. TERMS AND CONDITIONS

A. AMENDMENT: This Contract shall be modified only by written amendment executed by the Parties hereto. All amendments shall be approved by THECB Program Director prior to execution. **No contract amendment shall occur without the issuance of a written contract amendment by THECB Contract Management Services office.** Costs not included and pre-approved by THECB shall not be eligible for reimbursement.

B. ASSIGNMENT OR SUBCONTRACTING: No contractual rights, interest, or obligation shall be assigned, delegated, or subcontracted by the Performing Agency without prior written permission of THECB's Contract Management Services office. Any attempted assignment, delegation, or subcontract by the Performing Agency shall be wholly void and ineffective for all purposes unless made in conformity with this section. No assignment, delegation, or subcontract shall relieve the Performing Agency of any obligation or responsibility under this Contract.

C. DISPUTE RESOLUTION: The dispute resolution process provided for in Texas Government Code, Chapter 2260, et seq., shall be used by THECB and the Performing Agency to attempt to resolve any claim for breach of contract.

D. TERMINATION: THECB may terminate this Contract in accordance with the following:

1. Convenience – THECB may terminate this Contract for convenience upon thirty (30) days written notice to the Performing Agency.

2. Cause – Either party may terminate this Contract immediately for failure of the other party to perform a contractual obligation, provided such breach has not been cured within thirty (30) business days of the party receiving written notice specifying such breach in reasonable detail.

3. Interpretation – Either party may terminate this Contract immediately upon notice to the other party in the event federal or state law is amended or judicially interpreted so as to render continued fulfillment of the Contract, on the part of either party, commercially unreasonable or impossible.

4. Non-Appropriation – This Contract may be terminated if funds allocated to THECB should become reduced, depleted, or otherwise unavailable during the Contract term and to the extent that THECB is unable to obtain additional funds for such purposes. Upon receipt of THECB's written termination notice, the Performing Agency shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable.

5. Upon termination for any reason, the Performing Agency shall deliver to THECB all work products produced hereunder as well as a comprehensive program evaluation.

E. VENUE: The exclusive venue of any suit brought concerning this Contract or its incorporated documents is fixed in any state or federal court of competent jurisdiction in

Travis County, Texas.

F. AUDIT AND ACCESS TO RECORDS: Pursuant to Texas Government Code, Section 2262.003 et seq., the Performing Agency understands that acceptance of funds under this Contract acts as acceptance of the authority of (1) the Texas State Auditor's Office or any successor agency, (2) the Texas State Auditor's Office or any successor agency, under the direction of the Texas Legislative Audit Committee, (3) THECB Internal Auditor, and (4) THECB external auditors, (collectively referred to as "Audit Entities") to conduct an audit or investigation in connection with those funds. The Performing Agency further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. The Performing Agency shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Performing Agency and the requirement to cooperate is included in any subcontract the Performing Agency awards.

1. Maintenance of Records – The Performing Agency shall establish, maintain, and utilize internal program procedures sufficient to provide for the appropriate and effective management of all activities relevant to this Contract. Records and accounts shall be maintained in a manner that assures a full accounting for all funds received and expended by the Performing Agency in connection with this Contract. The Performing Agency shall make available for review, inspection, and/or audit all books, records, documents, and other evidence reasonably pertinent to performance on all work under this Contract, including any amendments hereto, in accordance with accepted professional practices for a minimum of three (3) years after completion or termination of this Contract.

2. Reimbursement – THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records on work performed under this Contract. The Performing Agency shall reimburse THECB for any over-payments within thirty (30) calendar days of receipt of THECB written notice.

G. OWNERSHIP OF WORK: All work products generated as a result of the Contract, either completed or partially completed, shall be the sole property of THECB, and all rights, title, and interest in and to the work product shall vest in THECB upon payment for the work product. All property rights, including publication rights, to all work products hereunder shall be retained by THECB, and the Performing Agency shall assert no right in law or equity to such work product. THECB shall have the right to obtain and to hold in its own name any and all patents, copyrights, marks, or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof. The Performing Agency shall ensure that this provision is contained in any subcontract the Performing Agency awards.

H. INDEPENDENT CONTRACTORS: For purposes of this Contract and all services to be provided hereunder, the parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other party. Neither party shall have the authority to make any statements, representations, nor commitments of any kind, nor to take any action that shall be binding on the other Party, except as may be expressly provided for herein.

I. PROVISION OF WORK PRODUCT: Upon any request by THECB for the remittance of any work product, the Performing Agency shall immediately remit such work product. Any

failure to immediately remit such work product shall be considered a breach of Contract.

J. LIABILITY AND INDEMNIFICATION: To the extent permitted by applicable law, the Performing Agency agrees to hold THECB harmless from, and indemnify THECB against, any and all claims, demands, and causes of action of whatever kind or nature, including but not limited to personal injury or illness, bodily injury (including death), and property damage asserted by any third party and occurring in any way incident to, arising from, or in connection with any acts of the Performing Agency, its agents, employees, or subcontractors pursuant to the terms of this Contract. Additionally, if the Performing Agency uses any trademark or design, device, material, or process covered by letters of patent or copyright, the Performing Agency shall indemnify, defend, and hold harmless the State of Texas and THECB as well as THECB officers, directors, agents, and employees to the extent permitted by applicable law from (1) any liability for any and all third party claims, demands, fees, suits, or actions of any nature whatsoever of infringement of third party intellectual property rights by reason of the use of any such trademark or patented or copyrighted design, device, material, or process in connection with the work agreed to be performed and (2) any cost, expense, royalty, or damage that THECB as well as THECB officers, directors, agents, and employees may be obligated to pay by reason of any infringement of third party intellectual property rights by the use of the work product provided under this Contract at any time during the performance of or after completion of the work.

K. IRB APPROVAL: Pursuant to federal regulations found at 45 CFR 46, any research conducted by the Performing Agency involving human subjects must receive approval from the Performing Agency's Institutional Review Board (IRB).

L. STRICT PERFORMANCE/WAIVER: Failure by THECB at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish THECB's rights thereafter to demand strict compliance.

M. FERPA: In compliance with the Family Educational Rights and Privacy Act (FERPA), the Performing Agency agrees (1) to protect any confidential student information it receives or accesses that could make a student's identity traceable, and (2) any data analysis or report shall not be disclosed to any third party without THECB's prior written consent.

N. CONTACTS: Primary contacts for routine communications related to the performance of work under this Contract are as follows:

THECB Staff	Performing Agency Staff
Program Manager: Reinold R. Cornelius, Program Director P.O. Box 12788 Austin, TX 78711-2788 (512) 427-6156 Phone (512) 427-6168 Fax E-mail: Reinold.Cornelius@thecb.state.tx.us	[Name] [Title] [Address] [City, State, Zip] [(XXX) XXX-XXXX] Phone [(XXX) XXX-XXXX] Fax E-mail: [XXXX]

O. NOTICE: Notices occur when there are substantial changes that effect the Contract terms and conditions in the form of an amendment or termination of the Contract. All notices required to be given hereunder shall be in writing and shall be given by delivery thereof or by overnight courier or certified or registered mail, postage prepaid, to the

office shown below. Notices may be sent by facsimile during normal business hours; however, they shall be followed up with a hardcopy original document via one of the above delivery methods. Any notice served shall be deemed given on the date of hardcopy original document delivery.

THECB Notice Address	Performing Agency Notice Address
Texas Higher Education Coordinating Board Office of Contract Management Services P.O. Box 12788 Austin, TX 78711-2788 (512) 427-6472 Fax	[Name] [Title] [Address] [City, State, Zip] [(XXX) XXX-XXXX] Fax

P. ENTIRE AGREEMENT AND ORDER OF PRECEDENCE: This Contract consists of the following documents, as applicable: (1) This Contract, (2) Any negotiation documents, (3) THECB's solicitation document, and (4) the Performing Agency's response to THECB's solicitation document. These documents are incorporated into and made a part of this Contract for all purposes, supersede any prior or contemporaneous understandings between the parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the parties. In the event of any conflicts or inconsistencies between the Contract documents, such conflicts or inconsistencies shall be resolved by reference to the documents in the numerical order of precedence listed above.

Q. SIGNATURE: By signature hereon, the individuals below represent and warrant they are duly authorized representatives of their respective agencies and have the authority to bind their respective agencies in a contractual agreement.

RECEIVING AGENCY

Texas Higher Education Coordinating Board

By: _____

Arturo Alonzo, Jr.
Deputy Commissioner for Business and Finance/Chief Operating Officer

Date: _____

PERFORMING AGENCY

[Full Agency Name]

By: _____

[Enter Name of Person Signing]
[Enter Title of Person Signing]

Date: _____

Appendix C

Engineering Recruitment Program
Engineering Summer Program

State Demographics

Texas Population Estimates	Age	Total	Total Male	Total Female	Anglo Total	Black Total	Hispanic Total	Other Total
Total Population	All Ages	23,900,000	**50%**	**50%**	**47%**	**12%**	**37%**	**4%**
"Middle School" Total	12-14 Years	1,050,000	**51%**	**49%**	**39%**	**14%**	**44%**	**4%**
“High School" Total	15-18 Years	1,470,000	**51%**	**49%**	**40%**	**14%**	**42%**	**4%**

Based on data from the Texas State Data Center, Texas Population Estimates 2007.

Appendix D

Engineering Recruitment Program
Engineering Summer Program

FY 2009 Application

The Institution's Office of Sponsored Projects (OSP) representative shall submit one signed copy (PDF or hard copy), with an editable word-processing file version of this report, to Reinold.Cornelius@THECB.state.tx.us. Please add to section(s) as necessary.

Title of Engineering Summer Program:
Project Number:
Project Leader (PL):
Project Co-Leader
Department:
Institution:
Address:
Email:

Signature/Date, PL _____

Person responsible for evaluation data:
Title:
Email:

Signature/Date _____

OSP Representative:
Title:
Email:

Signature/Date, OSP _____

Type of Program:
___ Residential (all students resided on campus during the summer program)
___ Day Program (all student commuted to the campus during the summer program)
___ Residential Combined (more than half of the students resided on campus)
___ Day Combined (more than half of the students commuted to the campus)

The institution applying for Coordinating Board ESP funds agrees to provide the following services on their campuses during summer 2009:

1. Conduct a one-week ESP for middle and high school students on the campus of the institution (minimum of 36 contact hours).
2. Recruit for the ESP area middle and/or high school students and provide selected students with instruction in math, science, and engineering similar in content to that encountered by an engineering student.
3. Offer the ESP as either a residential or day program.

4. Admit a minimum of 20 students to the ESP. Award funds may be reduced pro-rata in case of smaller student participant numbers.
5. Recruit students to the ESP who are typically underrepresented in engineering education, including underrepresented minority and/or female students.
6. The institution is encouraged to include the following program content:
    - student team competitions
    - project presentations
    - field trips
    - industry site visits
    - panel or luncheon discussions with professional engineers and scientists
    - parent/guardian information that covers the Texas university application process, financial aid system, and scholarship opportunities.
7. Submit this application to offer the ESP including the local evaluation plan, enter into a contract with the Coordinating Board, and submit a final report within 30 days of the end of the grant period, using the form provided.
8. Submit a proposed budget prior to funding and submit a final financial report within 90 days of the end of the grant period, using the budget form provided.
9. Agree to cooperate fully in the THECB cross-site evaluation and submit final local evaluation report.
10. The institution may solicit and use external funding or in-kind support and supplement ESP funding.

Collaboration:
Please list all institutions/organizations identified as collaborators on this project. Examples include local, area, and regional middle and high schools, and independent school districts.
1.
2.
3.

Project Discussion: *Recruitment and Enrollment*
Describe in detail your institutional recruitment for the ESP. What process will be used to determine how students may potentially benefit from the ESP? A sample of recruitment efforts are given.

1. Printed advertisement
2. Letter campaign
3. Brochures and flyers
4. Visits at secondary schools
5. Collaboration with school counselors
6. Radio and television reports
7. Other

Project Discussion: *Curriculum & Activities*
Describe the proposed ESP curriculum and activities, including planned contact hours. How will the curriculum and activities encourage students to seriously consider careers in engineering?

Demographic Data:

Describe the targeted demographics (gender; race and ethnicity) of the students expected in the ESP.

Male:
Female:
White:
Hispanic:
African-American:
American Indian/Alaskan Native:
Asian and Pacific Islander:
Other:

Project Discussion: *Evaluation*

Use the THECB cross-site evaluation (Appendix E) and the local evaluation plan (Appendix F) for your evaluation. The cross-site evaluation is done through on-line data input and a tutorial and set-up will be provided after contract execution. The local evaluation plan (Appendix F) is part of the application.

Previous Summer Program:

If your institution held one or more summer engineering programs previously, or is holding other summer engineering programs in 2009, please give a brief synopsis of the programs and how they relate to this proposed summer program.

Other Summer Programs at Your Institution:

Provide a list of other summer programs you institution will be holding over the summer of 2009. Please provide web-links, if available, and contact persons with contact information. The THECB may post the web-links and names of the summer programs on its web site.

Engineering Recruitment Program
Engineering Summer Program

Proposed Budget

Application ESP grant budget not to exceed $8,000.

Project Leader: Title: Department:	Project Number:
Title of ESP:	

Budget				
A. Personnel (show number of people in brackets)			**ESP Grant Budget** up to $8,000	**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				
		Total – Salaries, Wages and Fringe Benefits		
B. Other Direct Cost				
	1.	Materials and Supplies		
	2.	Scholarships		
	3.	Conference Registration Fees/Publication Costs		
	4.	Computer (ADPE) Services		
	5.	Subcontracts/Consultant Services		
	6.	Room and Board for Participating Students (excluding any meal or drink service)		
	7.	Other (specify):		
		Total – Other Direct Costs		
Total Direct Costs:				
Total In-Kind (Specify):				
Total Cost:				

Project Leader's Typed Name and Signature (required prior to funding)

Signature: Date:

Institutional Representative's Typed Name, Title and Signature (required 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:

Appendix E

Engineering Recruitment Program
Engineering Summer Program

On-Line Cross-Site Evaluation Requirements

The on-line cross-site evaluation will be conducted via the CB's Microsoft Office SharePoint server. CB staff will have opportunities for an informational phone conference for the set-up and a tutorial in March. A first conference will be scheduled for March 23, 2009.

1. Student Intake Form (a draft of the intake form elements is given below): complete all information for all students applying to the program prior to the first day of the engineering summer program and enter into the THECB cross-site database. A common student application form will be provided to contractors to gather data for the intake form elements.

2. Registration Flag: code a "1" in the THECB cross-site database for each student who was officially enrolled in the engineering summer program on the first day of the program (census day).

3. Withdrawal Flag: code a "1" in the THECB cross-site database for each student who withdrew from the engineering summer program after the census date.

4. End of program participant survey (a link to an online survey will be provided): all participants must be asked to complete the survey on the last day of the engineering summer program.

5. Program report to be completed by the project leader within 30 days of completion of the program (Appendices G and H).

Draft of Intake Form Elements:

A. Application Data:
    - Application date.
    - Student's first and last name.
    - Student's date of birth.
    - Student's gender.
    - Student's social security number.
    - Student's high school ID number.
    - Student's race-ethnicity.
    - Student's primary language spoken in the home.
    - Other languages spoken in student's home.
    - Educational attainment of student's mother.
    - Educational attainment of student's father.
    - Does student or any member of student's family qualify for the free or reduced lunch program during the 2008-09 school year?
    - Student's extracurricular activities.
    - Student's awards and honors.
    - Student's community service activities.
    - Student's enjoyment of school.

- Student's grade level in spring 2009.
- Student's expectation of graduation under which high school plan.
- Name of school student is attending in spring 2009.
- City where student's school is located.
- Independent school district in which student's school is located.
- Student's plan to go to college (before summer program).
- Student's parents/guardians encouragement of student to go to college (before summer program).
- Student's friends plans on going to college (before summer program).
- Student's teachers(s)/counselor(s) care if student will go to college (before summer program).
- Student's interest in (a) specific college(s) (before summer program).
- Student's specific career goal(s) (before summer program).
- How did student hear about the program?
- Is the student's consent form signed?

B. Student Survey Data:

- Is student officially enrolled on the first day of the program?
- Did student withdraw from the program after the first day?
- Reason for withdrawal.
- Student's plan to go to college (after summer program).
- Student's parents/guardians encourage student to go to college (after summer program).
- Student's friends plan on going to college (after summer program).
- Student's teachers(s)/counselor(s) care if student will go to college (after summer program).
- Student's interest in (a) specific college(s) (after summer program).
- Student's specific career goal(s) (after summer program).
- Student's interest in a career in engineering.
- Has participating in the summer program encouraged student to go to college?
- Student's overall satisfaction with program.
- Did student team competitions help the student to understand more about what it is like to be an engineer?
- Did working on a project presentation help the student to understand more about what it is like to be an engineer?
- Did field trips help the student to understand more about what it is like to be an engineer?
- Did industry site visits help the student to understand more about what it is like to be an engineer?
- Did discussions with professional engineers and scientists help the student to understand more about what it is like to be an engineer?

Appendix F

Engineering Recruitment Program
Engineering Summer Program

Local Evaluation Plan

The Texas Higher Education Coordinating Board has identified three goals for the funding of the engineering summer program:

Goal 1 Enhance student interest in engineering as a career.
Goal 2 Develop middle and/or high school students' analytical skills.
Goal 3 Help middle and/or high school students prepare for college.

Applicants will indicate how they plan to meet these goals and include reliable and valid measures of their ability to achieve these goals in their Project Evaluation.

Provide a description of how each of the goals of this project will be evaluated. Using the table in this Appendix indicate 1) the goal you are trying to reach; 2) anticipated activities/strategies you plan to develop to reach that goal; 3) anticipated short and long-term outcomes; 4) measures that you will use to evaluate the success of each strategy's ability to meet the proposed outcome(s); 5) the stakeholders impacted by this goal; and 6) the methods used to gather the data. Evaluation activities should be included in the project timeline. The methods used should be both qualitative and quantitative, and all stakeholders should be included. Finally, include a short description of the individuals responsible for conducting the evaluation and their qualifications.

Applicant agrees to participate in the THECB cross-site evaluation (Appendix E). Applicants must have authority to gather, review, and report to THECB appropriate data from all partners. The THECB evaluator will send standard data entry and transmission instructions and program evaluation reporting templates to project leaders. Applicants must designate an individual who will be responsible for generating these data and reports.

Project Evaluation Plan
(complete and include in your letter of application)

Goal	Activities/ Strategies	Outputs	Expected Outcomes	Measures of success	Persons from whom data is being collected	Methods for collecting data

Appendix G

Engineering Recruitment Program
Engineering Summer Program

Local Evaluation Report

The Texas Higher Education Coordinating Board has identified 3 goals for the Engineering Recruitment program funding:

Goal 1 Enhance student interest in engineering as a career.
Goal 2 Develop middle and/or high school students' analytical skills.
Goal 3 Help middle and/or high school students prepare for college.

Using the local evaluation table you submitted as part of your application indicate: 1) the goal you are trying to reach; 2) activities/strategies used to reach that goal; 3) outputs (number of students served, etc.); 4) short-term outcomes achieved and how they were measured. Please be as specific as possible about the outcomes achieved and the measure you used.

Local Evaluation Report			
Goal (For example, To encourage students to go to college)	**Activities/ Strategies** (For example, Financial aid help for students and their guardians/parents)	**Outputs** (For example, number of students attending financial aid help, number of contact hours, etc.)	**Short-term Outcomes and How they were measured.** (For example, 50% of the students on the end-of-program survey say they will definitely go to college versus 25% at the beginning of the program.)

Appendix H

Engineering Recruitment Program
Engineering Summer Program

FY 2009 Final Report

The Institution's Office of Sponsored Projects (OSP) representative shall submit one signed copy (PDF or hard copy), with an editable word-processing file version of this report, to Reinold.Cornelius@THECB.state.tx.us. Please add to section(s) as necessary.

Title of Engineering Summer Program:
Project Number:
Project Leader (PL):
Project Co-Leader
Department:
Institution:
Address:
Email:

Signature/Date, PL _____

Person responsible for evaluation data:
Title:
Email:

Signature/Date _____

OSP Representative:
Title:
Email:

Signature/Date, OSP _____

Type of Program:
___ Residential (all students resided on campus during the summer program)
___ Day Program (all student commuted to the campus during the summer program)
___ Residential Combined (more than half of the students resided on campus)
___ Day Combined (more than half of the students commuted to the campus)

Synopsis:
Please provide a *synopsis* of the Engineering Summer Program that occurred on your campus under the Engineering Recruitment Program. Limit the synopsis to 100 words or less.

Collaboration:
Please list all institutions/organizations identified that collaborated on this project. Examples include local, area, and regional middle and high schools, and independent school districts. Include name of institution/organization, service provided, value of service, and students reached.
1.
2.
3.

Project Discussion: *Recruitment and Enrollment*
Describe in detail your institutional recruitment for the ESP. What process was used to determine how students may potentially benefit from the ESP? A sample of recruitment efforts are given. Include information about grade level and preparedness level, and expectations and needs of students involved.
1. Printed advertisement
2. Letter campaign
3. Brochures and flyers
4. Visits at secondary schools
5. Collaboration with school counselors
6. Radio and Television reports
7. Other

Program Content:
With a few words outline each program content area your summer program used.
1. Student team competitions
2. Project presentations
3. Field trips
4. Industry site visits
5. Panel or luncheon discussions with professional engineers and scientists
6. Parent/guardian information that covers the Texas university application process, financial aid system, and scholarship opportunities.
7. Other

Demographic Data:
Describe the targeted demographics (gender; race and ethnicity) of the students involved in the ESP.
Male:
Female:
White:
Hispanic:
African-American:
American Indian/Alaskan Native:
Asian and Pacific Islander:
Other:

Project Discussion: *Curriculum & Activities*

Describe the ESP curriculum and activities. How were the curriculum and activities designed to encourage students to consider careers in engineering? Provide a table of lesson units and activities with corresponding contact hours.

Project Discussion: *Evaluation*

Use the THECB cross-site evaluation (Appendix E) and the local evaluation report (Appendix G) for your evaluation. The cross-site evaluation is done through the CB's Microsoft Office SharePoint server. The local evaluation report (Appendix G) is part of the final report.

Success Stories:

Describe any "success stories" that have resulted from work on this project.

Other Summer Programs at Your Institution:

Provide a list of other summer programs you institution held over the summer. Please provide web-links, if available, and contact persons with contact information. The THECB may post the web-links and names of the summer programs on its web site.

Engineering Recruitment Program
Engineering Summer Program

Final Budget

Project Leader: Title: Department:	Project Number:
Title of ESP:	

Budget				
A. Personnel (show number of people in brackets)			**ESP Grant Budget**	**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				
		Total – Salaries, Wages and Fringe Benefits		
B. Other Direct Cost				
	1.	Materials and Supplies		
	2.	Scholarships		
	3.	Conference Registration Fees/Publication Costs		
	4.	Computer (ADPE) Services		
	5.	Subcontracts/Consultant Services		
	6.	Room and Board for Participating Students (excluding any meal or drink service)		
	7.	Other (specify):		
		Total – Other Direct Costs		
Total Direct Costs:				
Total In-Kind (Specify):				
Total Cost:				

Project Leader's Typed Name and Signature (required prior to funding)

Signature: Date:

Institutional Representative's Typed Name, Title and Signature (required 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:

This document is available on the Texas Higher Education Coordinating Board Website:
http://www.thecb.state.tx.us/AAR/Research/EngRecruitment/

For more information, contact:

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711
512/427-6130

Reinold R. Cornelius
Program Director
Academic Affairs and Research

Stacey Silverman
Director of Academic Research and Grant Programs
Academic Affairs and Research