REQUEST FOR APPLICATIONS

TEXAS HIGHER EDUCATION COORDINATING BOARD

Minority Health Research and Education Grant Program

Allied Health Pathways to Success

NOTICE OF INTENT DEADLINE: 5:00 PM C.T., April 4, 2014

INQUIRY DEADLINE: 5:00 PM C.T., April 25, 2014

APPLICATION DEADLINE: 5:00 PM C.T., May 9, 2014
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OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE: Minority Health Research and Education Grant Program (MHGP)

1.2 SYNOPSIS OF PROGRAM

MHGP was established to provide funding to eligible institutions of higher education to conduct research and educational projects on public health issues affecting one or more minority groups in Texas.

This specific Request for Applications (RFA) seeks to support eligible public and private institutions of higher education that would increase the number of Hispanic and African-American students who would participate and succeed in allied health education. Projects would propose one or more new and sustainable educational pathways to an allied health degree for students who have previously (1) completed certificates or associate degrees and would seek a higher degree in an allied health discipline or (2) completed their general education requirements at a two-year institution and would transfer to a university or health science center to seek their first degree in an allied health discipline. The pathway(s) would transition students to baccalaureate or graduate degrees using curricular reform, industry engagement, innovative practices and programs, and data and accountability systems for program improvement and student assessment.

1.3 PROGRAM AUTHORITY


1.4 POINT OF CONTACT

Applicants shall direct all inquiries and communications concerning this RFA in writing via email to:

Ms. Chris Fowler, Senior Program Director
Telephone: 512/427-6217
FAX: 512/427-6168
Email: chris.fowler@thecb.state.tx.us

Applicants shall make no contact with other Texas Higher Education Coordinating Board (THECB) personnel regarding this RFA. Failure to comply with these requirements may result in disqualification of the Applicant.

AWARD SUMMARY

2.1 MAXIMUM NUMBER OF AWARDS ANTICIPATED AND MAXIMUM AWARD AMOUNT

THECB anticipates a maximum of nine grant awards (Grant Award). Each award will not exceed $400,000 for the Grant Period.

2.2 GRANT PERIOD

The Grant Period (Grant Period) is anticipated to be September 1, 2014 through August 31, 2016. However, Awarded Applicants will have contractual obligations that extend beyond the Grant Period.
At THECB’s sole discretion, the second year of funding (2015-2016) will be contingent upon the Awarded Applicant using the grant funds appropriately and meeting deadlines and producing expected outcomes, results and products in the first year (2014-2015) of the Grant Period.

### 2.3 CALENDAR OF EVENTS

The application process for this RFA is anticipated to proceed according to the calendar below. The THECB reserves the right to revise this calendar or any portion of this RFA by published addendum.

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3, 2014</td>
<td>RFA Posting Date</td>
</tr>
<tr>
<td>April 4, 2014</td>
<td>Notice of Intent Deadline</td>
</tr>
<tr>
<td>April 11, 2014</td>
<td>Notice of Intent Response from THECB</td>
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<tr>
<td>April 25, 2014</td>
<td>Inquiry Deadline</td>
</tr>
<tr>
<td>May 9, 2014</td>
<td>Application Deadline</td>
</tr>
<tr>
<td>July 24, 2014</td>
<td>THECB Announces Grant Awards</td>
</tr>
<tr>
<td>September 1, 2014</td>
<td>Grant Period Begins</td>
</tr>
</tbody>
</table>

### 3 ELIGIBILITY INFORMATION

#### 3.1 ELIGIBLE APPLICANT

An Eligible Applicant (Eligible Applicant or Applicant) is a public or private Southern Association of Colleges and Schools (SACS) accredited general academic or health-related institution, or a Center for Teacher Education, located in Texas, that independently conducts research or educational programs that address minority health issues or that forms a partnership with a minority organization, college, or university to conduct research or educational programs that address minority health issues. Two-year institutions, including community colleges, state colleges, and technical colleges, are not eligible to submit a grant application. However, an Eligible Applicant must have a partnership with one or more two-year institutions to apply to this RFA.

#### 3.2 MAXIMUM NUMBER OF SUBMISSIONS BY APPLICANT

An Eligible Applicant may submit a maximum of three Applications.

### 4 NOTICE OF INTENT TO APPLY REQUIREMENT

Applicants **ARE REQUIRED** to submit a Notice of Intent to Apply on or before April 4, 2014 to the THECB as directed in Section 4.2. Submit the Intent to Apply by email to mhgp@thecb.state.tx.us.

#### 4.1 SUBJECT LINE OF EMAIL

“Intent to Apply to the Allied Health RFA”

#### 4.2 CONTENT OF EMAIL AND ANY ATTACHMENTS

The email shall include:
- the name of the Applicant;
- the name, address, telephone number, and email address of the project director;
- a brief description of the proposed project. The maximum 800-word description shall identify the
major goals and strategies of the project, number of participants, methods, anticipated outcomes, estimated cost of the project (and any existing sources of project funding), and the names of the institutional and industry partners. The description also should demonstrate that the proposed project meets the required components of the education pathway(s) that are defined in Section 8 of this RFA and that the Applicant and institutional and industry partners have the appropriate population and sufficient resources to conduct the project.

4.3 THECB RESPONSE

Based on the information included in the Notice of Intent to Apply, THECB will make the final determination as to whether or not the proposed project qualifies for the RFA. THECB will notify the project director at the Applicant via return email of the status of the Notice of Intent to Apply by April 11, 2014.

5 APPLICATION SUBMISSION

Applications must be submitted by the Applicant according to the guidelines in Section 11. Applications must be submitted to the Point of Contact, Chris Fowler, at mhgp@thecb.state.tx.us.

<table>
<thead>
<tr>
<th>APPLICATIONS DUE: 5:00 PM C.T, May 9, 2014</th>
</tr>
</thead>
</table>

| Late Applications will not be accepted. No mailed, hand-delivered, or faxed Applications will be accepted for this RFA. |

6 INQUIRIES

All inquiries shall be directed to Chris Fowler at chris.fowler@thecb.state.tx.us. Applicant must not discuss an Application with any other THECB employee unless authorized by the Point of Contact. **Questions must be submitted in writing by email and received no later than 5:00 PM C.T., April 25, 2014.** All responses by the THECB must be in writing in order to be binding. Any information deemed by the THECB to be important and of general interest or which modify requirements of the RFA shall be sent in the form of an addendum to the RFA to all Applicants that have submitted a Notice of Intent or an Application. Receipt of all addenda, if any, to this RFA should be acknowledged by returning a signed copy of each addendum with the submitted Application.

7 PROGRAM BACKGROUND

In an October 2002 report, *A Report on Efforts to Increase the Number of Underrepresented Students Enrolled at State Medical Schools*, the Board reviewed articles published in professional journals that discussed and evaluated the recruitment and retention of minorities in medical school. In summarizing the literature review on recruitment efforts, the Board noted that despite “commonalities and the success of some specific programs in recruiting under-represented minorities, there was little quantifiable data which showed the superiority or cost effectiveness of one strategy over another strategy.” Similar findings have been made in other health disciplines that are under-represented by minority students and practitioners.

Reports have discussed the public health implications of having a health workforce that does not reflect the general population. A study by the National Academy of Sciences (NAS) Institute of Medicine linked demographic inequities in the physician workforce to health care quality. To improve the delivery of
health care for racial and ethnic minorities, the NAS study committee recommended increasing the proportion of underrepresented minorities among health care professionals. The MHGP is one effort to address these concerns.

More specifically, this MHGP RFA is intended to fund academic models that enable Hispanic and African-American students to graduate in greater numbers from degree programs leading to recognition, licensure, or certification in allied health occupations. This specific focus responds to Final Report of Best Practices to Address Under-Representation of African-Americans and Hispanics in the Health Professions in Texas, a 2011 study commissioned by the THECB which sought to identify best practices and gaps in recruiting and retaining Hispanic and African Americans in health degree education. A finding from the study identified allied health as the largest discipline without significant best practices in recruiting and retaining Hispanic and African Americans and “gaps in the educational pipeline.” The report also identified a general lack of “vertical alignment” and partnerships between educational pipeline levels for recruiting and retaining under-represented groups into health professions and a lack of communication and common goals between pipeline levels.

8 ELIGIBLE PROJECTS

This RFA is soliciting projects that would increase the number of Hispanic and African-American students who would participate and succeed in allied health education. Projects would propose one or more new and sustainable educational pathways to an allied health degree for students who have previously (1) completed certificates or associate degrees and would seek a higher degree in an allied health discipline or (2) completed their general education requirements at a two-year institution and would transfer to a university or health science center to seek their first degree in an allied health discipline. The pathway(s) would transition students to baccalaureate or graduate degrees using curricular reform, industry engagement, innovative practices and programs, and data and accountability systems for program improvement and student assessment.

8.1 EDUCATION PATHWAYS

The project shall address one or more of these education pathways:

Certificate Instruction or Certificate Attainment to Baccalaureate Degree
Associate Degree-Level Instruction or Associate Degree Attainment to Baccalaureate Degree
Associate Degree-Level Instruction or Associate Degree Attainment to Master’s Degree or Professional Degree

8.2 TARGETED OCCUPATIONS / HEALTH INDUSTRIES

The project shall address one or more of these targeted occupations or health industries:

<table>
<thead>
<tr>
<th>Audiology</th>
<th>Orthotics/Prosthetics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Laboratory Science</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Communication Sciences and Disorders</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Physician Assistant Studies</td>
</tr>
<tr>
<td>Dietetics</td>
<td>Radiation Therapy</td>
</tr>
<tr>
<td>Genetic Counseling</td>
<td>Radiologic Science</td>
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<tr>
<td>Health Administration</td>
<td>Radiography</td>
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<tr>
<td>Marriage and Family Therapy Counseling</td>
<td>Rehabilitation Science</td>
</tr>
<tr>
<td>Mental Health Counseling</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>Speech Pathology</td>
</tr>
<tr>
<td>Optometry</td>
<td>Vocational Rehabilitation Counseling</td>
</tr>
</tbody>
</table>
THECB will make the final determination as to whether or not a proposed pathway and occupation or health industry falls within the intent of this RFA.

8.3 REQUIRED PATHWAY COMPONENTS

The following components are required in the pathway project:

Assessment and Career Guidance – Traditional and online tools including, but not limited to, evaluating students’ prior learning from college and non-college instructional programs, preparing ePortfolios, assessing the need for any developmental education, and helping students engage with health professionals to make informed decisions about occupations and opportunities. Combining expanded career guidance with assessment has shown that students who understand their career options and how advancing their education will help them achieve their goals are more likely to persist through an educational program.

Enhanced Data Collection and Accountability – Participant-level data from systems that capture e.g., student academic progress, student financial information, student assessment information, and employment information. Results of the student assessment would be used to improve the program.

Enhanced Retention Support – Culturally-sensitive and pro-active academic advising and student support services that include the use of retention specialists and/or special services (e.g., transportation, child care) designed for non-traditional students.

Strategic Partnerships with One or More Two-year Institutions and One or More Industries or Health Care Employers

Vertical Alignment Between Different Levels of Education – Development of curriculum alignment between certificate and associate degree programs, baccalaureate degree programs and master’s or professional degree programs so that students entering certificate and associate degree programs have a clear pathway to more advanced programs. Vertically aligned curriculum should be progressive and allow students to build upon skills and knowledge learned in previous courses and programs.

8.4 PREFERRED PATHWAY COMPONENTS

The project would have one or more of the following preferred components:

A Competency-based Curriculum – Instructional process insuring that students attain specific, skills, knowledge, and abilities considered important for the completion of a course and/or degree program. In the context of this RFA, a competency-based curriculum may include the ability of students to show mastery of a competency as a means of translating prior learning into program credits. It could also be a requirement that students demonstrate mastery before moving on to new materials, skills, and courses.

Contextualized Developmental Education – Basic skills instruction in reading, writing, and math embedded into college or university-level courses. This instruction helps students put these skills into relevant context and can improve academic performance.

Use of alternative methods of delivering instruction that provides students options beyond campus-based, semester-long courses (e.g., accelerated courses, work-site instruction).
9 PROJECT REQUIREMENTS

9.1 ELIGIBLE PROJECT DIRECTOR

The project director is the educator responsible for the implementation and oversight of the proposed project. The person shall be a full-time faculty member in a tenured or tenure-track position at the Applicant. One additional co-project director may be named from the Applicant if the person likewise meets these eligibility requirements and shares responsibility for the project.

9.2 PROJECT LENGTH

The planning, implementation, and evaluation of the project must be completed within an anticipated 24 month-period ending August 31, 2016. However, Awarded Applicants will have contractual obligations that extend beyond the Grant Period.

9.3 OTHER PROJECT DESIGN ELEMENTS

The project design shall include:

- easily identifiable outcomes, results, or products during the course of the project that measure increases in the number of targeted students/faculty/instructors and/or graduates, and the quality, cost effectiveness and efficiency of the project;
- costs associated with the project director(s) attending a minimum of five meetings in Austin during the two-year grant period. See Appendix A for the Project Calendar of Events; and
- possible participation in a cross-site evaluation conducted by the THECB. The Awarded Applicant may be required to report on common performance measures of funded projects through an online reporting portal that contains standard data entry and transmission instructions and reporting templates. This cross-site evaluation would be in additional to a local evaluation plan that the Eligible Applicant would be required to complete. An Awarded Applicant should budget a minimum of 10 percent of a staff member’s time to the data reporting requirements for its Local Evaluation Plan and any possible cross-site evaluation.

9.4 FUNDING RESTRICTION

MHGP funds shall not be substituted for any other funds available to the Applicant or its partners.

9.5 BUDGET AND COST RESTRICTIONS

9.5.1 Budget Restrictions. The Applicant may include all reasonable costs in the proposed project budget with a few exceptions. The following kinds of costs shall not be included in the proposed budget or be paid with MHGP funds:

- capital equipment (as defined by the Applicant’s guidelines) that exceeds 10 percent of the total MHGP budget;
- construction or remodeling of facilities;
- costs incurred prior to the Grant Award;
- financial assistance for students;
- foreign travel;
- indirect costs;
- salaries or other stipends that are calculated at a higher pay rate than that which an individual (or similar position) normally receives. Costs for staffing must reflect instructional salaries of the Eligible Applicant or partner appropriate to the tasks that will be performed, and the length and time spent on the project; and
- travel not consistent with State of Texas guidelines.
9.5.2 Cost Restrictions. The Awarded Applicant may not charge any of these costs to the grant without prior approval from THECB:

- capital equipment not specifically itemized in the awarded Application;
- domestic travel not specifically itemized in the awarded Application;
- salaries and fringe benefits for positions other than those specifically identified in the awarded Application; and
- budget transfers across Budget Categories A, B, C, D, and E that exceed 15 percent of the total Grant Award during the Grant Period.

9.6 COST SHARING

Applicants that report local funds to support the project may receive up to five points from THECB staff in the selection criteria. For an Applicant to receive the maximum number of points, the cost sharing must be at least 15 percent of the total budget request. Those funds must represent a cash contribution specifically dedicated to the project from an external entity. The funds may not represent in-kind contributions and must be verified in a letter from the external entity. The letter(s) shall be submitted with the Application as an Attachment.

9.7 PARTNERSHIPS

Partnerships with one or more two-year institutions and one or more industries or health care employers located in Texas are required elements of the project. The role of the partners shall be described in the Project Narrative and must be verified in letters from the partners. The letters shall be submitted with the Application as an Attachment. Applicants that demonstrate a strong commitment and participation of their partners in the project may receive up to 15 points in the selection criteria.

10 SELECTION CRITERIA

This RFA is competitive. It is designed to issue Grant Awards that provide the best overall value to the state. General selection criteria shall be based on: project quality as determined by reviewer criteria; cost of the project; and other factors, including the number of Hispanic and African-American students advancing as a result of the pathways project, financial ability to conduct the project, state and regional needs and priorities, whether the Applicant has been designated as an Historically Black or Hispanic-serving Institution by the U.S. Department of Education, ability to continue project after the Grant Period, and past performance on THECB grants.

Reviewers will use the following specific selection criteria in evaluating Applications submitted for this RFA: A maximum of 130 points may be awarded. See Appendix B for the Reviewer’s Evaluation Form.

Significance of educational project (25 points)

Resources to perform project (15 points)

Project design (25 points)

Cost sharing (5 points)

Cost effectiveness (15 points)

Evaluation and expected outcomes (30 points)

Partnerships (15 points)
11 APPLICATION FORMAT AND CONTENT

11.1 APPLICATION FORMAT

Applications shall be submitted by using one of two sets of available application forms: one set requires Adobe Acrobat or Adobe Reader in version 7.0.5 or later; the second set requires Microsoft Word.

The Application shall be submitted with signatures as two files in .PDF format. The first file shall contain Application Forms 1-8. The file name shall read as the Initials of the Applicant. Application.pdf (e.g., TXSU.Application.pdf). The second file shall contain the Transmittal Letter and any Additional Attachments to the Application. The file name shall read as the Initials of the Applicant. Letter.pdf (e.g., TXSU.Letter.pdf). The Transmittal Letter and any Additional Attachments must be typed in a font no smaller than 11 point and must be formatted and easily reproduced on 8½” X 11” paper.

See Appendix C for a sample Transmittal Letter and required Application Forms shown as Word documents. The .PDF version of the Application Forms varies slightly from the samples shown in this RFA.

11.2 TRANSMITTAL LETTER

A Transmittal Letter addressed to Chris Fowler, Senior Program Director, shall identify the Applicant and project director submitting the Application and include a commitment by that entity and person to carry out the proposed project. The letter must specifically reference this RFA and include “full acceptance of the terms and conditions described in this Request for Application.” Any exceptions must be specified in the letter and clearly identified by Section, and the Applicant’s proposed alternative must be provided. Applicants cannot take a “blanket exception” to this entire RFA. If any Applicant takes a “blanket exception” to this entire RFA or does not provide alternative language, the Applicant’s Application may be disqualified from further consideration. Any terms and conditions attached to an Application will not be considered unless specifically referred to in this RFA and Applicant’s attachment of such terms and conditions to an Application may disqualify the Application. Applicants are strongly encouraged to submit written questions during the inquiry period regarding any term or condition of this RFA.

The letter also must state, “The Application enclosed is binding and valid at the discretion of THECB for a period of ninety (90) days.”

The Transmittal Letter must be signed by a person legally authorized to bind the Applicant.

11.3 COVER PAGE (Application Form 1)

The Cover Page provides summary information about the project and authorized signatures of the Applicant.

11.4 ABSTRACT (Application Form 2)

The Abstract is limited to one page and states the problem to be investigated, summarizes the goals, measurable objectives, methods for carrying out the project, and presents anticipated outcomes.
11.5 PROJECT NARRATIVE (Application Form 3)

The Project Narrative is limited to 8 pages and may include any information needed to properly describe the project; however, the following content should be included:

11.5.1 Project Scope, Goals and Objectives
- Briefly describe the problem that the project is designed to address. Explain what is original and/or important about the project.
- Estimate the number of students affected by the project.
- Explain any relationship between the work proposed and other related funded programs and projects managed by the Applicant’s faculty.
- Describe the goals and objectives of the project. Goals and objectives should be specific and should identify what would be assessed and how objectives would be measured.

11.5.2 Institutional Readiness and Sources of Additional Support
- Briefly describe the Applicant’s commitment and resources available to the project.
- Describe the role of the partners.
- Briefly describe how any local funds would be used to leverage Grant Award funds.

11.5.3 Qualifications of Key Personnel
- Identify the key personnel who would conduct and evaluate the project and briefly list their qualifications and any relevant experience with similar projects.

11.5.4 Methodology
- Include enough information about previous research, methods, and techniques to adequately assess the merit of the project design.
- Describe sources for data collection.
- Outline the general process for conducting the project. Refer to the Timeline for greater detail.

11.5.5 Local Evaluation
- Describe how the project would be evaluated. The evaluation should:
  - have a formative and summative component;
  - include input and feedback from relevant stakeholders and a mechanism by which feedback is used to improve the project;
  - include outcome data on the performance of project participants;
  - have sufficient staffing to ensure that data for the local and any cross-site evaluations are properly collected and reported;
  - follow Family Educational Rights and Privacy Act (FERPA) laws;
  - have a comparative analysis of a similar population not participating in the project; and
  - have funds specifically earmarked for evaluation in the project budget (including, as discussed in the Section 9.3, that a minimum of 10 percent of a staff member’s time is to be budgeted to data reporting requirements for the local evaluation and any cross-site evaluation).
- Identify key performance measures that allow for qualitative and quantitative assessment. Refer to the Local Evaluation Plan (Form 7) and Local Performance Measures and Outcomes (Form 8) for greater detail.
- Explain how the outcomes will be used to assess the project’s effectiveness.
- Describe how project outcomes would be made public (including how outcomes will be FERPA-compliant and reported pursuant to THECB’s prior written consent thereto).
11.5.6 Sustainability
- Describe how the project or similar activity would continue after the Grant Period ends.

11.6 TIMELINE (Application Form 4)

The Timeline, limited to three pages, provides an outline of the key activities and benchmarks for the project in chronological order. Each entry in the timeline should have:
- a span of dates for accomplishing an activity;
- a brief description of the activity and identification of the responsible person or position (often shown in parentheses following the description); and
- the expected results.

While the Applicant has some discretion as to which activities to highlight, the Timeline shall have entries for the following activities (if applicable):
- significant hires;
- major capital equipment purchases;
- project approval by the Institutional Review Board and any regulatory body; and
- signed contract with any compensated partner.

11.7 BUDGET SUMMARY (Application Form 5)

The Applicant should review Sections 9.4 – 9.6 of this RFA before completing this form.

All totals should represent costs for the anticipated 24-month period from September 1, 2014 to August 31, 2015:
- Personnel – salaries of employees at the Applicant only. Salaries of employees at partners should be reported under Other Direct Costs.
- Personnel Travel – domestic travel costs for employees of the Applicant only.
- Capital Equipment – costs for “capital equipment” as defined by the Applicant’s guidelines and intended for the use only by the Applicant or partner entity.
- Participant Costs – costs relating to students, health practitioners, patients, or members of the general public who are beneficiaries of, or research subjects of the project.
- Other Direct Costs – all other costs, including those for partners who act as subcontractors.
- Cost sharing – cash contributions dedicated to the project from an external entity.

THECB shall negotiate a final budget with each Awarded Applicant.

11.8 BUDGET DETAIL (Application Form 6)

The Budget Detail, limited to two pages, must explain proposed costs of the project.

Under a budget category, each row should represent a major cost. The text in each row should describe briefly the cost and its function or importance, explain how the cost was calculated. Reporting formats:
- Personnel – salaries and fringe benefits for specific employees (e.g., project director’s salary) or categories of employees (support staff salaries).
- Personnel Travel – itemized by specific trip (e.g., 2015 professional conference in Boston) or category of travel (e.g., quarterly grantee meetings in Austin). THECB will not fund travel to professional conferences in the first year of the grant period. All travel to professional conferences in the second year must be primarily for the purpose of disseminating the interim or final results of the MHGP project.
- Capital Equipment – may be itemized separately or bundled in multiple purchases of the same item (e.g., 1 simulation manikin or 5 servers).
- **Participant Costs** – may be itemized by type of participant or category of cost.
- **Other Direct Costs** – all other costs, including those for partners who act as subcontractors. Subcontracted costs must be itemized by subcontractor.
- The sum of the two-year direct cost totals shall equal the sum on the **Budget Summary**.
- **Cost sharing** – shall be itemized by source of funding and supported by a letter(s) in an Attachment, verifying the amount.

### 11.9 LOCAL EVALUATION PLAN (Application Form 7)

The Local Evaluation Plan, limited to three pages, describes how the most significant goals and activities/strategies of the project will be evaluated. Each page should represent one of a maximum of three goals that are identified in the **Project Narrative**. A maximum of two activities/strategies may be included under each goal.

**Definitions:**
- **Goals** – the most significant and overarching achievements anticipated from the project. The project may have more than three goals described in the **Project Narrative**, but the Plan should include only a maximum of three of those goals.
- **Activity/Strategy** – the most significant tasks or practices needed to achieve a particular goal. The project may have more than two activities under each goal, but the Plan should include only a maximum of two activities/strategies that are most significant to reaching the goal.
- **Outputs** – the number of objects or participants involved in these activities.
- **Expected Outcomes** – the impact on the participants/institutions/stakeholders that indicates whether or not the goal has been met.
- **Measures/Indicators of Success** – the qualitative or quantitative evidence that indicates success or failure.
- **Persons from or About Whom Data are Being Collected** – in the context of this RFA, they would most likely be students or faculty.
- **Methods for Collecting Data** – the way in which evidence/data are collected.

### 11.10 LOCAL PERFORMANCE MEASURES AND OUTCOMES (Application Form 8)

This form, limited to two pages, projects outcomes of the key performance measures that are tied to the project’s goals and are described in the **Project Narrative**. Applicants will submit a maximum of three performance measures for each goal and proposed outcomes for each performance measure. (Awarded Applicants will report actual outcomes for these performance measures in their interim and final reports, which are further discussed in Section 12.25 of this RFA).

**Definitions:**
- **Goals** – the most significant achievements anticipated from the project. They should be identical to the goals described in the **Project Narrative** and **Local Evaluation Plan**.
- **Baseline** – the measure of the population at the beginning of the project.
- **Outcomes** – the baseline measure plus the increase or decrease to the population, depending upon the performance measure and goal.

**Examples of Local Performance Measures:**

**Student Participation:**
*Number of targeted students admitted to the program(s)*
*Number of targeted community college transfer students persisting to the second semester / second year of the program.*

**Student Success:**
*Percentage of students earning an "A" or "B" in their first semester at the university*
Percentage of credits completed out of those attempted during the semester
Number of graduates
Graduation rate
Number of students admitted to a graduate or professional program
First-time licensure pass rate

Excellence, including efficiency and quality:
Number of student records linking academic progress, financial aid information and assessments
Number of articulation agreements between community colleges and the university or health science center aligning course credit to degree programs
On-time graduation
Percentage of students receiving tuition reimbursement from employers
Percentage of faculty who are "satisfied" or "highly satisfied" with student outcomes
Student/faculty/employer satisfaction
Average time-to-degree in months
Average cost to program completers
Percentage of administrative overhead

11.11 ADDITIONAL ATTACHMENTS

The following Additional Attachments should be submitted (as applicable) with the Transmittal Letter as a single .PDF file:
- Letter from each partner, describing its role in the project (mandatory);
- Letter from any benefactor, verifying cost sharing (mandatory to receive credit in the evaluation process);
- Flow chart or organizational chart of project.

12 PROVISIONS AND ASSURANCES

12.1 COST OF APPLICATION PREPARATION

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to THECB by any successful or unsuccessful Applicant.

12.2 APPLICATION DELIVERY AND LATE APPLICATIONS

12.2.1 Applications must be submitted by an authorized agent of the Applicant.

12.2.2 Applications shall be considered to be "on time" if they are received on or before the established deadline date and time. Applicant shall be solely responsible for ensuring that Application is received by THECB prior to the deadline outlined in Section 2.3. THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. Failure to respond in a timely manner to this request may result in Applicant losing the opportunity to receive a Grant Award. A late Application, regardless of circumstances, shall not be evaluated or considered for a Grant Award.

12.3 CONFLICT OF INTEREST

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of
an Application or termination of a Grant Award resulting from this RFA. If, following a review of this information, it is determined by THECB that a conflict of interest exists, Applicants may be disqualified from further consideration.

**12.4 PAYMENT TERMS**

Payments shall be provided on a cost reimbursement basis. Awarded Applicant will submit expenditure reports on March 6, 2015, September 4, 2015, and March 4, 2016. The final expenditure report is due on November 18, 2016. Payment shall be based upon actual expenditures to the project, up to the amount provided by the Grant Award. All grant–related expenses must be incurred on or prior to August 31, 2016.

At THECB’s sole discretion, the second year of grant funding will be contingent upon the Awarded Applicant using grant funds appropriately and meeting deadlines and producing expected outcomes, results, or products in the first year of the Grant Period.

**12.5 INDIRECT COSTS PROHIBITION**

No Indirect Costs are allowed under this Grant Award.

**12.6 SUPPLANTING PROHIBITION**

A Grant Award may not be used to replace federal, state or local funds.

**12.7 CARRYOVER FUNDS**

At the THECB’s discretion, unencumbered funds from the Grant Award may carry over from the first year to the second year of the Grant Period.

**12.8 GRANT EXTENSION**

An Awarded Applicant that shows success in project outcomes may be eligible to apply for a maximum one-year grant extension on the project, which may be granted at THECB’s sole discretion. Extensions are subject to the availability of appropriated funds and to the eligibility requirements.

**12.9 GRANT AWARD**

**12.9.1** A Grant Award will be negotiated with those institutions/organizations that are selected through the evaluation process to have successful Applications. Submission of an Application confers no rights on Applicant to a Grant Award, if there is one. The issuance of this RFA does not guarantee that a Grant Award will ever be issued. THECB reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the Grant Award and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at THECB's discretion. An individual Application may be rejected if it fails to meet any requirement of this RFA. THECB may seek clarification from Applicant at any time, and failure to respond within a reasonable time frame is cause for rejection of an Application.

**12.9.2** Upon issuance of a Grant Award resulting from this RFA, the term “Applicant” shall have the same meaning as “Awarded Applicant”. Likewise, the terms “Request for Applications” and “Application” shall have the same meaning as the term “Grant Award.”
12.10 PROPRIETARY INFORMATION

During the performance of the program implemented under a Grant Award resulting from this RFA, Awarded Applicant may have access to data, information, files, and/or materials (collectively referred to as "data"), which are the property of THECB and/or a public school district. These data shall be handled in a method that concurs with FERPA.

Applicant agrees to comply with FERPA, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99. Applicant agrees (1) to protect any confidential student information it receives or accesses that could make a student’s identity traceable, and (2) any confidential data analysis or report shall not be disclosed to any third party without THECB’s prior written consent.

Awarded Applicant shall have a system in effect to protect all data received or maintained in connection with the activities of this RFA. Awarded Applicant agrees to use its best efforts to preserve the safety, security, and integrity of the data, and to ensure the privacy and confidentiality of all data. Any disclosure or transfer of proprietary information by Awarded Applicant shall be in accordance with applicable federal or Texas law.

12.11 RELEASE OF INFORMATION BY AWARDED APPLICANT

12.11.1 Awarded Applicant shall NOT release any data that is not FERPA compliant. Failure to follow the guidelines established may result in immediate termination of the Grant Award.

12.11.2 Awarded Applicant agrees to notify and seek prior written consent from THECB Point of Contact prior to releasing any information to the news media regarding the activities being conducted under the Grant Award resulting from this RFA.

12.12 RELEASE OF APPLICATION INFORMATION BY THECB

12.12.1 Public Information Act. Awarded Applicant understands and acknowledges that as a Texas state agency, THECB is subject to the provisions of the Texas Public Information Act, Government Code, Chapter 552 as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Awarded Applicant will cooperate with THECB in the production of documents responsive to any such requests under the Public Information Act. THECB will make a determination whether to submit a Public Information Act request to the Texas Attorney General.

12.12.2 All submitted Applications become the property of THECB after the RFA submittal deadline date. Upon issuance of the Grant Award, all information submitted with Applicant’s Application becomes public record. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable. Any proprietary information included in Applicant’s Application shall be subject to disclosure unless such proprietary information was clearly identified by Applicant, and such identification was submitted concurrently with the original submission of the proprietary information. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information.

12.12.3 If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those sections will be deemed non-proprietary and made available upon public request after the Grant Award is issued. The production of any material under the Grant Award shall not have the effect of violating or causing THECB to violate any law, including the Texas Public Information Act.
12.13 NONCOMPLIANCE

As consistent with applicable law, the THECB may revoke Awarded Applicant’s participation in the program, and terminate the Grant Award, as outlined under Section 11.14 of this RFA, based on the following factors:

12.13.1 Noncompliance with requirements and assurances outlined in the RFA and/or the provisions of this Section.

12.13.2 Lack of program success as evidenced by reports and program data.

12.13.3 Failure to meet performance standards specified in the RFA.

12.13.4 Failure to provide accurate, timely, and complete information as required by the THECB to evaluate the effectiveness of the program.

12.14 AMENDMENT AND TERMINATION

12.14.1 Amendment. Any amendment or change to the Grant Award which becomes necessary shall be accomplished by a formal Grant Award amendment signed and approved by duly authorized representatives of Awarded Applicant and THECB. None of the parties to the Grant Award will be bound by any oral statements, agreements, or representations contrary to the written Grant Award requirements and terms and conditions.

12.14.2 THECB Right to Terminate for Cause: As consistent with applicable law, THECB may terminate the Grant Award, in whole or in part, immediately upon notice to Awarded Applicant, or at such later date as THECB may establish in such notice, upon the occurrence of any material breach. Any instance of non-compliance shall constitute a material breach. THECB may provide Awarded Applicant with an opportunity for consultation with THECB prior to termination. If Awarded Applicant fails or refuses to perform its obligations under the Grant Award, THECB may exercise any and all right as may be available to it by law or in equity.

12.14.3 Interpretation. As consistent with applicable law, the Grant Award may be terminated in the event that federal or state laws or other requirements should be amended or judicially interpreted so as to render continued fulfillment of the Grant Award on the part of either party, unreasonable or impossible. If the parties hereto should be unable to agree upon amendment which would thereafter be needed to enable the substantial continuation of the Grant Award contemplated herein, then, upon written notification by THECB to Awarded Applicant, the parties shall be discharged from any further obligations created under the terms of the Grant Award, except for the equitable settlement of the respective accrued interests or obligations incurred up to the date of termination. THECB reserves the right, at its sole discretion, to unilaterally amend the Grant Award throughout the Grant Term to incorporate any modifications necessary for THECB’s compliance, as an agency of the state of Texas, with all applicable state and federal laws, rules, regulations, requirements, and guidelines.

12.14.4 Effect of Termination. As consistent with applicable law, upon receipt of written notice to terminate, Awarded Applicant shall promptly discontinue its work on the project (unless the notice directs otherwise), and shall deliver or otherwise make available to THECB, a summary of work products developed by Awarded Applicant under the Grant Award, whether completed or in process. Upon any termination, all indemnities, including without limitation those set forth in the Grant Award, as well as Grant Award provisions regarding confidentiality, records retention, and right to audit shall survive the termination of the Grant Award for any reason whatsoever and shall remain in full force and effect. THECB shall be liable to Awarded Applicant for that portion of the project authorized by
THECB which has been completed prior to the effective date of termination, provided that THECB shall not be liable for any work performed that is not acceptable to THECB and/or does not meet Grant Award requirements.

12.14.5 In the event of termination, THECB reserves the right to negotiate another award based on another Applicant’s submission if it is in the state’s best interest.

12.15 NOTICE

Any notice or written communication between the parties shall be considered delivered when emailed or postmarked, except that such notice or written communications sent by certified mail, return receipt requested, or delivered in person to the authorized representative of the party designated in accordance with the Grant Award shall be considered to be delivered when received.

12.16 ASSIGNMENT OR SUBCONTRACTING

No rights, interest, or obligations in a Grant Award resulting from this RFA shall be assigned, delegated, or subcontracted by Awarded Applicant without prior written permission of THECB Point of Contact. Any attempted assignment or delegation by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this Paragraph. No assignment or subcontract shall relieve Awarded Applicant of any responsibility under this RFA.

12.17 LIABILITY AND INDEMNIFICATION

12.17.1 LIABILITY

12.17.1.1 Neither THECB’s review, approval, or acceptance of, nor payment for any of the services provided hereunder shall be construed to operate as a waiver of any rights under the Grant Award, or of any cause of action arising out of the performance of the project required by the Grant Award.

12.17.1.2 THECB shall have no liability except as specifically provided by law.

12.17.1.3 Sovereign Immunity. THECB and Awarded Applicant stipulate and agree that no provision of, or any part of the Grant Award between THECB and Awarded Applicant, or any subsequent change order, amendment, or other Grant Award modification shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the Laws of the State of Texas; (2) to extend liability to THECB beyond such liability provided for in the Texas Constitution and the Laws of the State of Texas; or (3) as a waiver of any immunity provided by the 11th Amendment or any other provision of the United States Constitution or any immunity recognized by the Courts and the laws of the United States.

12.17.2 INDEMNIFICATION: Awarded Applicant agrees to indemnify, defend and hold harmless, to the extent allowed by law, the State of Texas, THECB, as well as officers, agents, and employees of THECB from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, including but not limited to personal injury or illness, bodily injury (including death) and property damage occurring in connection with or in any way incident to or arising out of the use, service, operation or performance of work under the terms of the Grant Award, except claims, demands, fees, suits or actions arising from any negligence by THECB, its officers, agents, employees, contractor, subcontractors or any negligence of a third party, its (their) officers, agents, employees, contractors, subcontractors. THECB shall give Awarded Applicant written notice of each such claim or suit and full right and opportunity to conduct Awarded Applicant’s own defense thereof, together with full information and all reasonable cooperation. Awarded Applicant shall coordinate its defense with the
12.17.3 Additionally, if Awarded Applicant requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, Awarded Applicant shall indemnify, defend and hold harmless the State of Texas, THECB, as well as officers, agents, and employees of THECB, from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify (to the extent allowed by law) the State of Texas, THECB, as well as officers, agents, and employees of THECB, from any cost, expense, royalty or damage which the State of Texas, THECB, as well as officers, agents, and employees of THECB may be obligated to pay by reason of any infringement at any time during the performance of or after completion of the work. Awarded Applicant represents and warrants that it has determined what licenses, patents and permits are required under the Grant Award and has lawfully acquired all such licenses, patents, and permits.

12.17.4 Notwithstanding any indemnification clause, THECB shall have full authority to conduct its own defense, negotiations, and settlements, but Awarded Applicant's indemnification nevertheless remains in full force and effect. Any settlement shall only be reimbursable by Awarded Applicant if Awarded Applicant approves such settlement in advance, and any liability upon unsuccessful defense shall only be reimbursable by Awarded Applicant if Awarded Applicant has full opportunity to participate equally in the defense of the action.

12.18 OWNERSHIP OF WORK

Copyright: When copyrightable material is developed in the course of or under this Grant, Awarded Applicant is free to copyright the materials or permit others to do so. THECB shall have a royalty-free, non-exclusive, fully-paid up, no cost, transferable, worldwide, and irrevocable right and license to reproduce, publish, or otherwise use and to authorize others to use for governmental and educational purposes: (1) the copyright in any work developed under the Grant and (2) any rights of copyright to which a Awarded Applicant (or any sub-grantee or subcontractor of the Grantee) purchases ownership with Grant funds. In no event shall the Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, and independents institutions of higher education (as the terms “institution of higher education” and “independent institutions of higher education” are defined in the Texas Education Code) for any license to use any or all copyrights purchased with Grant funds or in any work developed under the Grant.

Data: The THECB has the right to: (1) obtain, reproduce, publish or otherwise use the data first produced under this Grant and (2) authorize others to receive, reproduce, publish, or otherwise use such data for governmental and educational purposes. In no event shall the Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, and independents institutions of higher education (as the terms “institution of higher education” and “independent institutions of higher education” are defined in the Texas Education Code) for any license to use any or all data first produced under this Grant.

12.19 SEVERABILITY AND STRICT PERFORMANCE

The invalidity, illegality, or unenforceability of any provisions of the Grant Award shall in no way affect the validity, legality, or enforceability of any other provisions.

Each and every right granted to THECB and Awarded Applicant hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and may be exercised from time to time. Failure by THECB or Awarded Applicant at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish the rights of either party thereafter to demand strict compliance.
Neither THECB’s review, approval, acceptance of, nor payment for any of the project provided in the Grant Award shall be construed to operate as a waiver of any rights under the Grant Award, or of any cause of action arising out of the performance of the services required by the Grant Award.

12.20 CONFLICTING RFA LANGUAGE

In the event that language contained in a particular Section of the RFA is found to be in conflict with language in another Section, the most stringent requirement(s) shall prevail.

12.21 MONITORING

Throughout the effective period of a Grant Award resulting from this RFA, all work products shall be subject to inspection and test by authorized THECB representatives as allowable by applicable laws.

12.22 AUDIT AND ACCESS TO RECORDS

12.22.1 Pursuant to Texas Government Code 2262.003, Awarded Applicant acknowledges that acceptance of funds under the Grant Award 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’s Internal Auditor, and (4) any external auditors selected by the THECB or by the United States, (Collectively referred to as “Audit Entities”) to conduct an audit or investigation in connection with those funds. Awarded Applicant further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. Awarded Applicant shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Awarded Applicant and the requirement to cooperate is included in any subcontract Awarded Applicant awards.

12.22.2 Awarded Applicant shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Awarded Applicant in connection with the Grant Award. These records and accounts (which includes all receipts of expenses incurred by Awarded Applicant) shall be retained by Awarded Applicant and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by THECB and by others authorized by law or regulation to do so for a period of not less than five (5) years from the date of completion of the Grant Award or the date of the receipt by THECB of Awarded Applicant’s final claim for payment or final expenditure report or until a resolution of all billing questions in connection with the Grant Award, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Awarded Applicant shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Grant Award. Awarded Applicant and any subcontractors shall provide any Audit Entities with any information the entity deems relevant to any monitoring, investigation, evaluation, or audit.

12.22.3 As consistent with applicable law, THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Grant Award. Awarded Applicant shall reimburse THECB within 30 calendar days of receipt of notice from THECB of overpayment. Awarded Applicant’s failure to comply with this “Audit and Access to Records” section shall constitute a material breach of the Grant Award.

12.23 ACCOUNTING SYSTEM

Awarded Applicant shall have an accounting system that accounts for cost in accordance with generally accepted accounting principles. Awarded Applicant’s accounting system must include an accurate and organized file/records system for accounting and financial purposes for providing backup materials for
12.24 NON-APPROPRIATION OF FUNDS

As consistent with applicable law, the Grant Award may be terminated if funds allocated to THECB should become reduced, depleted, or unavailable during the Grant Period, and to the extent that THECB is unable to obtain additional funds for such purposes. THECB shall negotiate efforts as first consideration and if such efforts fail, then THECB shall immediately provide written notification to the Awarded Applicant of such fact and the Grant Award shall be deemed terminated upon receipt of the notification, and neither party shall have any further rights or obligations hereunder. Awarded Applicant shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable. THECB shall be liable for costs incurred up to the time of such termination. Under no circumstances shall this RFA or any provisions herein be construed to extend the duties, responsibilities, obligations, or liabilities of the State of Texas or THECB beyond the Grant Period.

12.25 REPORTING REQUIREMENTS

12.25.1 Awarded Applicant shall be required to complete project evaluations for a project funded as a result of this RFA. Awarded Applicant shall participate in a cross-site evaluation. THECB shall provide templates for reporting and the THECB evaluation staff shall provide standard data entry and transmission instructions and program evaluation templates as required under this RFA.

12.25.2 The Awarded Applicant shall submit two written project reports as specified by the THECB: an 11-month interim report due on August 14, 2015 and a final narrative report due on October 14, 2016.

12.25.3 The Awarded Applicant shall submit four financial expenditure reports as specified by the THECB: six-month reports due on March 6, 2015; September 4, 2015; and March 4, 2016; and a final expenditure report due on November 18, 2016.

12.26 STATE FISCAL COMPLIANCE GUIDELINES

The standard financial management conditions and uniform assurances set out in the following pages are applicable to all grants, cooperative agreements, contracts and other financial assistance arrangements executed between state agencies, local governments and any other subrecipient not specifically excluded by state or federal law. All applicable conditions and uniform assurances can be found at http://governor.state.tx.us/files/state-grants/UGMS062004.doc.

12.27 APPLICABLE LAW AND VENUE

The Grant Award and any incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas. The exclusive venue of any suit brought concerning the Grant Award and any incorporated documents is fixed in any Court of competent jurisdiction in Travis County, Texas, and all payments under the Contract shall be due and payable in Travis County, Texas.

12.28 APPLICANT RESPONSIBILITIES

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the Contract, including, if applicable, workers compensation laws, compensation
statutes and regulations, and licensing laws and regulations. When requested to do so by THECB, Applicant shall furnish THECB with satisfactory proof of its compliance.

12.29 KEY PERSONNEL

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to accomplish the project. Awarded Applicant shall provide to THECB prior written notice of any proposed change in key personnel involved in accomplishing the Grant Award. No substitutions of key personnel will be made without the prior written consent of THECB. All requested substitutes must be submitted to THECB, together with the information about the substitute’s qualifications. The key personnel that will be assigned to work on the Grant Award are considered to be essential to the accomplishing the project.

12.30 ELIGIBILITY/AUTHORIZATION TO WORK IN THE UNITED STATES

Awarded Applicant shall ensure that all personnel provided to perform work under the Grant Award possess proof of eligibility/authorization to work in the United States in compliance with the Immigration Reform and Control Act of 1986, the Immigration Act of 1990, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Awarded Applicant shall maintain written records on all personnel provided under the Grant Award and shall provide such records to THECB upon request. Failure to maintain and provide records upon request shall represent a material breach of this Grant Award and THECB shall have the right to terminate the Grant Award for cause. Awarded Applicant shall ensure this section is included in all subcontracts it is authorized by THECB to enter.

12.31 TIME AND EFFORT RECORDKEEPING

For those personnel whose salaries are prorated between or among different funding sources, time and effort records will be maintained by Awarded Applicant that confirm the project work provided within each funding source. Awarded Applicant must adjust payroll records and expenditures based on this documentation. This requirement applies to all projects, regardless of funding source, unless otherwise specified.

12.32 FORMS, ASSURANCES, AND REPORTS

Awarded Applicant shall timely file with the proper authorities all forms, assurances and reports required by state laws and regulations. THECB shall be responsible for reporting to the proper authorities any failure by Awarded Applicant to comply with the foregoing laws and regulations coming to THECB’s attention and may deny reimbursements or recover payments made by THECB to Awarded Applicant in the event of Awarded Applicant’s failure to so comply.

12.33 FAMILY CODE APPLICABILITY

By accepting the Grant Award, Awarded Applicant, if other than a state agency or a non-profit, certifies that under Section 231.1006, Family Code, that Awarded Applicant is not ineligible to receive payment under this Grant and acknowledges that this Grant Award may be terminated (consistent with OMB Circular A-102) and reimbursement may be withheld if this certification is inaccurate. Coordinating Board reserves the right to terminate this Grant if Awarded Applicant is found to be ineligible to receive payment. If Awarded Applicant is found to be ineligible to receive payment, and the Grant is terminated, Awarded Applicant is liable to the THECB for attorney’s fees, the costs necessary to complete the Grant, including the costs of advertising and awarding a second Grant, and any other damages or relief provided by law or equity.
12.34 AFFIRMATION CLAUSES

Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.

Neither Applicant nor the firm, corporation, partnership, entity, or institution represented by Applicant or anyone acting for such firm, corporation, partnership, entity, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws, or (2) communicated the contents of this Application either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFA.

If applicable, the Texas business address shown herein is, in fact, the legal business address of Applicant and Applicant qualifies as a Texas Resident Bidder under Texas Government Code Chapter 2252.

Under Texas Government Code § 2155.004, no person who was compensated by the THECB to assist in preparing the RFA specifications or this RFA has any financial interest in Applicant's Application. If Applicant is not eligible, then any contract resulting from this RFA shall be immediately terminated. Further, under Section 2155.004, Texas Government Code, Applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

THECB is federally mandated to adhere to the directions provided in the President’s Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Applicants with the Federal General Services Administration’s System for Award Management (SAM, http://www.sam.gov), which is inclusive of the United States Treasury’s Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Applicant is not so prohibited from entering into this contract. Moreover, Applicant further certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal government’s terrorism watch list as described in Executive Order 13224. (Entities ineligible for federal procurement are listed at http://www.epls.gov.)

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459(a)(2), Texas Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459(a)(2), Texas Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, Applicant certifies that the individual or business entity named in this Application is not ineligible to receive a contract resulting from this RFA and acknowledges that any contract resulting from this RFA may be terminated and payment withheld if this certification is inaccurate.
APPENDIX A
PROJECT CALENDAR OF EVENTS

February 3, 2014   RFA Posting Date
April 4, 2014    Notice of Intent Deadline
April 11, 2014  Notice of Intent Response from THECB
April 25, 2014    Inquiry Deadline
May 9, 2014      Application Deadline
July 24, 2014     THECB Announces Grant Awards

September 1, 2014 Grant Period Begins
September 19, 2014 Awarded Applicants Have First Meeting in Austin
March 6, 2015      First Expenditure Report is Due to THECB
March 2015  Awarded Applicants Have Second Meeting in Austin
August 14, 2015   Interim Project Report Is Due to THECB
September 4, 2015 Second Expenditure Report is Due to THECB
September 2015  Awarded Applicants Have Third Meeting in Austin
March 4, 2016      Third Expenditure Report is Due to THECB
March 2016  Awarded Applicants Have Fourth Meeting in Austin
August 31, 2016   Grant Period Ends. All Grant Funds Must be Encumbered
August 2016  Awarded Applicants Have Final Meeting in Austin
October 14, 2016  Final Project Report is Due to THECB
October 31, 2016   All Grant Funds Must be Closed Out
November 18, 2016 Final Expenditure Report is Due to THECB
## APPENDIX B
### REVIEWER’S EVALUATION FORM

<table>
<thead>
<tr>
<th>MHGP Evaluation Form</th>
<th>Project #</th>
<th>Reviewer #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PART A - Proposal Scoring

**Max. Points | Actual Points**
--- | ---

#### Significance of educational project.
- Is this project relevant and timely in increasing the number of Hispanic and African Americans in the allied health professions? (7)
- Is the project important for a geographic area? (2)
- Will the project advance knowledge in student recruitment, retention and success in allied health degree programs? (10)
- Will the project directly benefit a sufficiently large number of people? (6)

#### Resources to perform project.
- Are the professional credentials and experience of the project’s key personnel relevant to the project? (5)
- Are the new personnel, equipment, and facility resources needed/adequately justified? Are existing resources used? (4)
- Are resources drawn from other institutions and organizations? (3)
- Do partners demonstrate effectiveness in conducting similar educational projects? (3)

#### Project design.
- Is the project well defined? (5)
- Is it a discrete project that can be completed within the grant period? (3)
- Are the goals and objectives appropriate to the project and are they realistic? (3)
- Are the description and explanation of the data collection effort / program development and the nature of analysis to be carried out comprehensive and relevant to the project? (10)
- Does the Applicant provide sufficient evidence that the project would continue after the grant ends? (4)

#### Cost sharing.
- Please include the Coordinating Board’s score in your Total Points calculation.

#### Cost effectiveness.
- Are the chosen equipment, staffing, and service providers for the project appropriate given the cost of the project? (5)
- Is the budget realistic? (5)
- Does the project make effective use of grant funds? (5)
**Evaluation and expected outcomes.**
- Is the methodology for evaluation described in sufficient detail and appropriate to the project? (6)
- Are the performance measures aligned to the project’s goals? (6)
- Are the expected outcomes realistic and would they make an impact on increasing the number of Hispanics and African Americans graduating from degree programs? (10)
- Does the evaluation include input from relevant stakeholders (e.g., students, faculty, employers, etc.)? (1)
- Is there a mechanism in place to use feedback to improve the project’s services? (1)
- Are outcomes data on the performance of project participants being collected? (1)
- Is there sufficient staffing to ensure that evaluation data are properly collected? (1)
- Does the plan demonstrate how FERPA rules will be followed? (1)
- Are plans in place to collect appropriate identifying information from participants? (1)
- Does the evaluation design include a comparative analysis to a similar population that is not participating in the project? (1)
- Are there funds specifically earmarked for evaluation in the project budget? (1)

<table>
<thead>
<tr>
<th>Evaluation and expected outcomes.</th>
<th>30</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Partnerships</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the partners actively participating in the project with the Applicant and providing support/services to students? (15)</td>
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**TOTAL POINTS**

<table>
<thead>
<tr>
<th>TOTAL POINTS</th>
<th>130</th>
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</thead>
</table>

**PART B – Preliminary Rating**

- Fund Priority 1: **117-130** Total Points
- Fund Priority 2: **103-116** Total Points
- Fund Priority 3: **0-102** Total Points

**PART D – Final Ranking**

Rank proposals among all proposals identified as "Fund Priority 1" (1 = highest priority for funding)

**Part C – Budget Revision**

Revise Budget to $____________________

*Please explain revision on back under "Cost Effectiveness."*
SAMPLE TRANSMITTAL LETTER

(Applicant’s Letterhead)

(Date)

Chris Fowler, Senior Program Director
Texas Higher Education Coordinating Board
Academic Affairs and Research Division
1200 E. Anderson Lane
Austin, Texas 78752

Dear Ms. Fowler:

(Applicant’s Name) is pleased to submit the attached Application for the Minority Health Research and Education Grant Program – Allied Health Pathways to Success grant opportunity. We fully accept the terms and conditions described in the Request for Applications and we understand that the enclosed Application is binding and valid at the discretion of Texas Higher Education Coordinating Board for a period of ninety (90) days.

For additional information or questions, please contact the Project Director, (Name) at (telephone number or email address) or myself at (telephone number or email address).

Sincerely,

(Name of Authorized Applicant Representative)

(Authorized Applicant Representative’s Position)
### Minority Health Research and Education Grant Program

#### Cover Page (Word Version)

<table>
<thead>
<tr>
<th>Applicant:</th>
</tr>
</thead>
<tbody>
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<td>Project Title:</td>
</tr>
<tr>
<td>Major Partners:</td>
</tr>
</tbody>
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<td>MHGP $</td>
<td>$</td>
</tr>
<tr>
<td>Cost Sharing $</td>
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<td>Total $</td>
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<th>Funding Request (9/1/2015-8/31/2016)</th>
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</table>

<table>
<thead>
<tr>
<th>Project Director’s Name (typed):</th>
<th>Co-Project Director’s Name (from same institution):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>FAX:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>Mailing Address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Director Signature</th>
<th>Co-Project Director Signature</th>
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</table>

<table>
<thead>
<tr>
<th>Contact Person’s Name and Title at Office of Sponsored Projects (typed):</th>
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</thead>
<tbody>
<tr>
<td>Phone/Email:</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Authorized Institutional Representative’s Name and Title (typed):</th>
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</table>

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I further certify that if program funds are awarded, this institution accepts the obligation to comply with terms and conditions set by the Texas Higher Education Coordinating Board.

<table>
<thead>
<tr>
<th>Authorized Institutional Representative Signature</th>
<th>Date</th>
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</table>
Minority Health Research and Education Grant Program
Project Narrative (Word Version)

Applicant and Project Title:

(Start text here.)
<table>
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<tr>
<th>Dates</th>
<th>Activity and Method of Delivery (Person Responsible)</th>
<th>Result(s)</th>
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Applicant and Project Title:
(Timeline continued)

<table>
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<tr>
<th>Dates</th>
<th>Activity and Method of Delivery (Person Responsible)</th>
<th>Result(s)</th>
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<tbody>
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## Budget Summary (Word Version)

**Applicant and Project Title:**

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<th>Two-Year Total</th>
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<tr>
<td><strong>A. Personnel</strong></td>
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</tr>
<tr>
<td>Salaries and Wages</td>
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<tr>
<td>For (__) FTE employees</td>
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<tr>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>@ (__) %</td>
<td></td>
</tr>
<tr>
<td><strong>Total – Salaries, Wages, and Fringe Benefits</strong></td>
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<tr>
<td><strong>B. Personnel Travel</strong></td>
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<tr>
<td><strong>C. Capital Equipment</strong></td>
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<tr>
<td><strong>D. Participant Costs</strong></td>
<td></td>
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<tr>
<td><strong>E. Other Direct Costs</strong></td>
<td></td>
</tr>
<tr>
<td><strong>F. TOTAL DIRECT COSTS For Two-Year Grant Period</strong></td>
<td></td>
</tr>
<tr>
<td><strong>G. Cost Sharing For Two-Year Grant Period</strong></td>
<td>$___________________</td>
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</tbody>
</table>

I hereby certify that I have read and agree to comply with all conditions of this grant and agree to return to the THECB any funds not expended in compliance with those conditions.

_________________________          _________________________
Project Director’s Signature (required only prior to funding)                   Date

I hereby certify that I have read and agree to comply with all conditions of this grant and agree to return to the THECB any funds not expended in compliance with those conditions.

_________________________          _________________________
Institutional Representative’s Signature (required only prior to funding)                   Date
## Applicant and Project Title:

<table>
<thead>
<tr>
<th>Budget Detail By Category</th>
<th>Year 1</th>
<th>Year 2</th>
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<td><strong>A. Personnel</strong></td>
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<td><strong>Personnel Total</strong></td>
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<td><strong>B. Personnel Travel</strong></td>
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<td><strong>Personnel Travel Total</strong></td>
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<td><strong>C. Capital Equipment</strong></td>
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<td><strong>Capital Equipment Total</strong></td>
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<td>Budget Detail By Category</td>
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<td>Year 2</td>
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<tr>
<td>D. Participant Costs</td>
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<td>Participant Costs Total</td>
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<td>E. Other Direct Costs</td>
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<td>Other Direct Costs Total</td>
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<td>F. Total Direct Costs</td>
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<td>G. Cost Sharing</td>
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<tr>
<td>Total Funding For Grant Project</td>
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<tr>
<td>Goal I</td>
<td>Activities/ Strategies</td>
<td>Outputs</td>
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<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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Applicant and Project Title:
### Goal and Performance Measures

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<thead>
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<th>Goal and Performance Measures</th>
<th>Baseline</th>
<th>Year 1</th>
<th>Year 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proposed : Actual</td>
<td>Proposed : Actual</td>
</tr>
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</table>

#### Examples:

**Goal X:** Increase the number of URG students enrolled and persisting in the degree program.

<table>
<thead>
<tr>
<th>No. of students enrolled</th>
<th>Baseline</th>
<th>Year 1</th>
<th>Year 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td>110:</td>
<td>135:</td>
</tr>
<tr>
<td>% of targeted students persisting to Year 2 of the degree plan</td>
<td>60%</td>
<td>75%:</td>
<td>83%:</td>
</tr>
</tbody>
</table>

#### Goal 1:

- ...
- ...
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- ...
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#### Goal 2:

- ...
- ...
- ...
- ...
- ...

#### Goal 3:

- ...
- ...
- ...
- ...
- ...

### Research  (To be completed in Final Narrative Report)

- Peer-reviewed publications
- Invited presentations at conferences

### Leveraged Resources  (To be completed in Final Narrative Report)

- Cost-sharing
- In-kind contributions
- Grant awards received