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President, CSU San Marcos

Shannon C. Jackson, Administrative Staff  
Commission on the Extended University,  
CSU Office of the Chancellor

Date: October 13, 2014

To: CSU Presidents

From: Karen S. Haynes, Chair  
CSU Commission on the Extended University

Subject: Request for Proposals

**PROPOSAL SUBMISSION  
UPLOADS DUE:  
FRIDAY, FEBRUARY 20, 2015**

The CSU Commission on the Extended University is pleased to issue a request for proposals for self-supporting projects to be established during the 2015-16 academic year. The Commission seeks projects that will support the priorities outlined in the Access to Excellence report, and advance the CSU's principal extended education objectives as set forth in the planning document, *Creating Tomorrow's Future: A New Framework for Action*.

- Meet California's economic and workforce development needs
- Increase access to educational opportunities by serving broader constituencies
- Develop alternative instructional delivery systems
- Creatively develop new programs
- Provide personal and lifelong learning opportunities
- Support international educational experiences

The attached *Request for Proposals* and its accompanying appendices provide guidance for faculty members and administrators wishing to submit proposals. You are encouraged to distribute this RFP widely on your campuses. If you have any questions about the RFP or the review process, please contact our Commission staff at the CSU Office of the Chancellor (562) 951-4372 or commission@calstate.edu.

The Commission's RFP committee will make recommendations based upon its review of final project proposals, which are due to your campus Extended Education Dean's Office by Friday, February 20, 2015. The full Commission will approve project awards in early May and funds for successful project proposals will be available to the campuses after July 1, 2015, per RFP Guidelines.

Past Commission-sponsored projects have done an excellent job of enhancing higher education access and quality for the citizens of California, and many projects have been replicated across the CSU system. The members of the Commission on the Extended University commend those who have crafted and delivered such outstanding programs, and look forward to receiving and reviewing the 2015-16 proposals.

KSH/scj  
Attachments

Cc: Timothy P. White, Chancellor  
Provosts/Vice Presidents of Academic Affairs  
Deans of Extended Education  
Directors, Research and Funded Projects  
Chair, CSU Academic Senate

# THE COMMISSION ON THE EXTENDED UNIVERSITY

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## Commission on the Extended University Innovation Grants

### *Request for Proposals: 2015-16 Projects*

For an archival history of projects that have been funded by the Commission and related project information, please visit the Commission website at:

<http://www.gateway.calstate.edu/ceu>

#### **GRANT PROGRAM DESCRIPTION**

The Commission on the Extended University is charged with responding to regional and statewide needs for continuing and extended education. The purpose of this request is to encourage collaborative and innovative projects that improve and expand the ability of Extended and Continuing Education programs within the CSU to meet these needs.

The Commission's planning document, *Creating Tomorrow's Future: A New Framework for Action* delineates the objectives below:

- Meet California's economic and workforce development needs
- Increase access to educational opportunities by serving broader constituencies
- Develop alternative instructional delivery systems
- Creatively develop new programs
- Provide personal and lifelong learning opportunities
- Support international educational experiences

The Commission will entertain proposals which advance these objectives, and simultaneously support the priorities outlined in the CSU adopted Access to Excellence report. Please see Appendix A for evaluation criteria and priorities.

Funding for this grant program is derived from the system-wide trust funds designated for Extended and Continuing Education use. The Commission requires that funded projects either, initiate new programs or improve existing programs and that these programs be supported by non-system-wide funds after the projects are completed.

Approximately \$400,000 will be available to campuses. The Commission anticipates making awards based on the quality, significance, and scope of each successful proposal. For example, a single campus may request \$50,000 for a project; a collaborative project being submitted by two or more campuses &/or partners may request up to \$100,000. Project funds will be made available to campuses in two payments after July 1, 2015.

Campuses that cannot expend project funds during the funding cycle will return the funds to the Commission for distribution in the next funding cycle; any unused funds will be returned and added to the following year's RFP funding pool. In some instances, the Commission may grant a one year extension for incomplete projects; requests for extensions should be directed to the Administrative Staff of the Commission **no later than August 31, 2016** for projects awarded in the 2015-16 funding cycle.

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## **PROPOSAL REQUIREMENTS:**

Since the funds used to support grant projects come from designated extended education funds and since they are designated for the development or improvement of Extended and Continuing Education programs, proposals must conform to the following guidelines:

1. Prior to implementation, all extended education credit degree instruction shall have been approved under procedures in place for state-supported instruction, and all academic policies governing self-support instruction shall be identical to or established under the same procedures as those governing state-supported instruction. Please refer to Executive Order 1099 for guidance. Degrees must be listed on the campus academic master plan or submitted for approval.
2. Projects are normally limited to one-year duration. However, two year projects also will be considered and should be indicated as such in the project description section of the proposal.
3. Campuses must provide matching cash funds equal to at least 25% of the total project cost; i.e., if a project will cost \$60,000 to complete, the Commission will support \$45,000 and the campus must provide a \$15,000 cash match. Matching cash funding may come from campus Extended and Continuing Education reserves, foundation funds, cash contributions, grant funds from external agencies, or any other identified documented source. In-kind administrative support, in-kind non-cash contributions and indirect costs (administration and/or overhead) do not qualify as matching funds.
4. Projects must be confined to Extended Education programs that do not subsidize General Fund programs (i.e., Commission funds must not be used to replace General Fund purchases, personnel, administration, or programs).
5. Project funds must be assigned to a campus trust account and administered through normal campus accounting procedures.
6. Grant funds may not be used for scholarships.
7. Grant funds may be used to subsidize employees primarily involved in the project and may be used for faculty stipends.
8. Campus and State indirect expenses may not be assessed against this grant.
9. No more than two proposals will be funded from one campus where it acts as the solo, partner or the lead campus.
10. Multi-campus and/or partner proposals seeking grant funds above \$50,000 must demonstrate a clear need for the additional funds, e.g., evidence documenting either significant number of individuals to be served or significant geographic reach of those served. The proposed project should demonstrate the fact that no single campus or partner would be capable of successfully accomplishing the project without the expertise and/or resources of the collaborating campus partner(s)
11. Multi-campus proposals must identify a single campus as the project “lead” which will accept project budget and coordination responsibility; funds will be released only to the lead campus.

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## ***Project Preferences:***

Reviewers will give preference to those proposals which:

1. Include multiple campuses &/or partners.
2. Simultaneously advance the objectives set forth in the CSU strategic plan, *Access to Excellence*, available online at <http://www.gateway.calstate.edu/ceu> click on Strategic Reports.
3. Represent innovation within CSU system.

To be eligible for consideration, each proposal must be submitted by the appropriate campus Dean of Extended or Continuing Education and must carry the endorsement of the campus President or designee. Campuses may submit multiple project proposals, though only a maximum of two can be funded (see item 8 above). Collaborative proposals which generate new resources for the System are encouraged. Only those projects that meet the Commission's objectives and criteria will be considered for funding.

**Proposals must be uploaded to the designated portal by the Extended Education Dean's Office on or before Friday, February 20, 2015 at 4:00pm. Guidelines for preparation and submission of the final project proposals are found in Appendix B.**

## **Appendix A: Commission Evaluation Criteria and Priorities**

### **Evaluation Criteria Common to All Programs**

In addition to the degree to which the proposal supports the priorities outlined in *Access to Excellence* and addresses at least one of the Commission six objectives, all proposals will be evaluated with respect to the following common criteria:

- A. Focus of the Proposal** – proposal must address at least one of the *New Framework for Action objectives*:
  - i. Meet California's economic and workforce development needs
  - ii. Increase access to educational opportunities by serving broader constituencies
  - iii. Develop alternative instructional delivery systems
  - iv. Creatively develop new programs
  - v. Provide personal and lifelong learning opportunities
  - vi. Support international educational experiences
- B. Viability of Proposed Solution** – what is the likelihood that the project will achieve its intended outcomes? This will include an assessment of the project's:
  - i. Implementation plan: timelines, organization, assignment of roles, accountability, and authority
  - ii. Financial viability plan
  - iii. Development of consultation within and among the participating campus(es) &/or partner(s).
  - iv. Approvals needed from campus and external partners and the plan for obtaining these.
- C. Evidence that the Proposed Project Meets an Unfilled Need** – The proposal should specify the research done to obtain this evidence.
- D. Quality and Scope of the Project's Proposed Assessment Plan**.
- E. Sustainability of the Proposed Project** – What is the likelihood of the project's endurance once funding from the Commission ends?
- F. Evidence of the Project's Dissemination Plan, and the Project's Potential Impact as a model at the state and national levels** – Is your project replicable or scalable regionally or nationally; if so, explain to the committee how this might be accomplished.

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## Evaluation Criteria for Multi-Campus and/or Partner Proposals

Preference will be given to multi-campus and/or partner proposals. Evaluation criteria common to all multi-campus/partner proposals will include:

- Evidence of contributions from each campus partner to demonstrate involvement in the development and implementation of the proposed project;
- Demonstrated project scope that no single campus would be capable of achieving without the expertise and/or resources of the collaborating campus(es); and *Appendix A*
- Budget detail reflecting no more than 50% of the total budget including Commission grant funds, are allotted to any one campus, except in the instance of a two-campus project.

## Proposal Priorities (*in no particular order*)

Priority will be given to proposals which address one or more of the following priority issues within the Commission's *Framework* document and support the goals of the CSU strategic plan

### *Access to Excellence:*

- Developing multi-campus partner self-support programs;
- Developing self support programs which facilitate progress toward degree completion through traditional and non-traditional methods;
- Developing self support models for offering intersession, summer sessions, and other special sessions
- Developing self support models which incorporate distance learning technologies;
- Developing self support certificate programs which serve local, regional, state, national, and/or international audiences through traditional or non-traditional modalities.

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## Appendix B: Preparing your Application

### APPLICATION:

Each application *will* include all of the following (A-I). Incomplete applications will not be considered:

- A. **Typed cover sheet will include:** (1) project title; (2) campus(es) or partner(s) participating in the project, with clear indication of lead campus; (3) names and signatures of the President, provost (or designee) **with evidence that any degree is listed on the campus academic master plan or has been submitted for approval**, including the name and signature of the Extended Education Dean of each participating campus; and (4) name(s) and contact information for the project coordinator(s)/contact person(s), both lead and secondary.
- B. **One (1) page abstract of the proposal.**
- C. **Project description that includes:** (1) stated need (including the Commission objective under which the stated need falls); (2) a description of the ways in which the proposed project meets the need, project goals and objectives; (3) project length, one or two years; (4) specific timelines; and (5) measurable outcomes for each objective.
- D. **Implementation plan:** the proposal should describe how the applicant(s) (1) will organize resources and implement the project to achieve the stated objectives and outcomes; (2) identify campuses, agencies and organizations that will participate in the project; and (3) the responsibilities and names of key personnel.
- E. **Project impact:** the Commission seeks proposals that will continue after the initial project period. Applicants should explain (1) how the project will be continued after the project's initial funding ceases; and (2) what its long-term impact will be.
- F. **Letters of commitment:** from (1) responsible officers of participating agencies and organizations included in the implementation plan; and (2) individuals and responsible officers of all agencies and organizations which are pledging matching funds; and (3) letters must include the amount and source of matching funds.
- G. **Dissemination plan:** the proposal should state the applicant's plans to disseminate the project's design and results so that other CSU campuses may replicate its best practices.
- H. **Evaluation plan:** should (1) describe the means for assessing the project's outcomes; (2) outcomes should be directly related to the project's objectives; and (3) to the greatest extent possible, assessment results should be quantifiable.
- I. **Budget and budget narrative:** the project's budget should (1) be presented in a manner that clearly identifies the major project expenses and calculated total expenses; (2) amount, source, and use of matching funds should be clearly identified; (3) matching funds (25% of *total* project cost) must be in cash and may not be in-kind; (4) budget narrative of *no more than 3 pages* must be provided and it must explain each major project expense; and (5) budgets *must be submitted in the attached budget format*.

### APPLICATION FORMAT:

Each proposal should be typed (font no smaller than 11 point) and double-spaced. The project description, implementation, impact statement, dissemination plan, and evaluation plan should total no more than 10 pages. The budget must be submitted using the attached budget format and the budget narrative, up to 3 pages in length, should accompany the budget.

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## DEADLINE:

**Proposals must be uploaded to the designated portal by the Extended Education Dean's office on or before 4:00 p.m., Friday, February 20, 2015.** *Further instructions regarding the portal and uploading process will be provided in January 2015.*

## PROJECT FUNDING:

Project funds will be made available to campuses in fiscal year 2015-16. **NOTE:** *In the case of multi-campus partner proposals, funds will be distributed to the lead campus.*

**PROJECT REPORTING:** All reports will be uploaded to the designated portal by the project coordinator/contact person.

- A. **One-page Progress Reports will be required every six months until completion.** For one-year projects, progress reports are due on or before December 12, 2015. For two-year projects, progress reports are due on or before: December 12, 2015, June 12, 2016 and December 11, 2016. Failure to submit progress reports every six months will result in a delay of second payments.
- B. **Final Project Evaluation Report is due the following October after project completion.** Final evaluation report will focus specifically on the (a) program summary, (b) implementation of the project, (c) outcomes and results; and the (d) the impact and wider use of the project with respect to the CSU and the State of California. *For a one-year project, your final report is due on or before October 31, 2016; any two-year project final report is due on or before October 31, 2017.*
- C. **Failure to provide the final evaluation report by the deadline could disqualify** individuals, organizations and campuses from future Commission funding opportunities.
- D. **Campuses will be asked to share their final project results** (1) during a poster session at an upcoming Commission and/or Extended Education dean meeting; (2) a formal presentation to the Commission; (3) provide information and photos for written marketing materials; (4) to post on the Commission website; and/or (5) through other dissemination formats to share best practices and lessons learned.
- E. **Project reports and evaluation reports will be circulated** to the members of the Commission on the Extended University, CSU Deans of Extended & Continuing Education, and other venues as appropriate by the Commission Office.

UPLOADED PROPOSALS ARE DUE:	Friday, February 20, 2015 (before 4:00pm)
SUBMIT QUESTIONS:	<a href="mailto:commission@calstate.edu">commission@calstate.edu</a> /562.951.4372

For an Archival History of projects that have been funded by the Commission and related project information please visit the Commission on the Extended University website at:

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## ***Appendix C: RFP BUDGET FORMAT***

Description	CEU Grant Funding Request	Local Funds (source A)	Other Funds (source B)	Other Funds (source C)	Project Total
<b>Faculty &amp; Staff</b>					
Salaries					
Benefits					
<b>Student Workers</b>					
Salaries					
Benefits					
<b>Supplies</b>					
<b>Services</b>					
<b>Travel</b>					
<b>Materials</b>					
<b>Miscellaneous</b>					
(specify)					
<b>TOTALS</b>					