



## **Lumina Foundation for Education Grant Proposal Form**

### **Section I: Organizational Data**

Submission Date: March 3, 2009

Legal Name of Organization (as it appears on the IRS tax-exempt letter):

Minnesota Office of Higher Education

Common Name of Organization (if different from above):

same

Mailing Address: 1450 Energy Park Dr., suite 350

St. Paul, MN 55108

Street Address (if different from above): same

Web site: [www.ohe.state.mn.us](http://www.ohe.state.mn.us)

Fiscal Agent's annual operating budget: \$363,000,000

Subsidiary's annual operating budget (if applicable): none

Purpose Statement of proposed project (one sentence): To explore Tuning in a U.S. setting

Proposed project start date and end date December 2009

Total amount requested \$150,000 over 10 months

Project Director Name and Title: Cheryl Mapleshorpe, Director - Financial Aid Division

Telephone: 651-259-3910 Fax: 651-642-0675 E-mail:

[cheryl.mapleshorpe@state.mn.us](mailto:cheryl.mapleshorpe@state.mn.us)

Address (if different from above): same

Who has legal authority to execute a grant agreement on behalf of your organization?

Name and Title: Tim Geraghty, Chief Financial Officer

Telephone: 651-259-3950 Fax: 651-642-0675 E-mail:

[Geraghty@ohe.state.mn.us](mailto:Geraghty@ohe.state.mn.us)

Address (if different from organization address): same

Financial Contact Name and Title: Tim Geraghty, Chief Financial Officer

Telephone: 651-259-3950 Fax: 651-642-0675 E-mail:

[geraghty@ohe.state.mn.us](mailto:geraghty@ohe.state.mn.us)

Address (if different from organization address): same

Communication/Public Relations Contact Name and Title: Barb Schlaeffer

Telephone: 651-259-3902 Fax: 651-642-0675 E-mail:

[Barb.Schlaeffer@state.mn.us](mailto:Barb.Schlaeffer@state.mn.us)

Address (if different from organization address): same

Other Contact Name and Title, if appropriate:	NONE
Telephone:	Fax:
E-mail:	
Address (if different from organization address):	

## **Section II: Proposal Narrative**

This proposal narrative outline is applicable to program, research and evaluation grants. Please note that additional information is requested for research and evaluation grants. The proposal narrative should not exceed 10 double-spaced pages for program grants or 20 double-spaced pages for research and evaluation grants. Use 12-point font and standard one-inch margins. The proposal should closely follow the outline below.

### **Organization Description**

Briefly describe the organization's mission, history, goals, and type of activities.

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant program, which is administered by the agency, is a need-based tuition assistance program for Minnesota students. The agency also oversees tuition reciprocity programs, a student loan program, Minnesota's 529 college savings program, licensing and an early awareness outreach initiative for youth. Through collaboration with systems and institutions, the agency assists in the development of the state's education technology infrastructure and library programs.

### **Our Mission**

To advance the promise of higher education to all Minnesotans and provide the critical information that guides higher education decisions.

### **Project Overview**

Briefly describe the main purpose of the proposed project by answering the following questions:

- What is your project's overarching goal? How will this goal advance access and/or success in postsecondary education? The purpose of this project is to examine and align the curriculum of two major fields from the associate degree through the Doctorate. The streamlined alignment will allow students to efficiently move from one degree level to the next while consuming the least time and personal or state resource. These efficiencies will encourage more students to start the process and enable more students to complete their final educational goal..
- What target population and geographic area will benefit from the achievement of this goal? The state of Minnesota will focus on the fields of Biology and Graphic Arts. Each field will have a team of institutions. The institutions will be from both the metro area and the out-state area. All students interested in these fields will benefit from the alignment of the degrees in these areas.
- Why is the project important to pursue at this time? We are living in an increasingly global society. Students who are educated in the United States could very well find themselves working outside of the United States. Global employers will want assurance that the employees they hire from the United States have the skills their college degree claims they have. The Tuning process will help establish that the students do have the skills the degrees imply.

- What measurable objectives will this project employ to achieve this goal? By the end of the project each team will have an outline of how the curriculum for each of the selected majors should be redesigned to integrate the curriculums of each major and identify points at which the students will demonstrate mastery of the subject area being taught.
- What outcomes – effects, benefits or changes in your target population – will occur as a result of your project? If applicable, elaborate both shorter-term and longer-term outcomes. Two TUNING teams in Minnesota will have demonstrated how to integrate the curriculums of two majors. This process will serve to teach future teams the best practices for this process.
- What activities or strategies will this project employ to produce these outcomes? Two teams of faculty members from public and private institutions will be formed. These teams will meet separately and with other faculty members from other states going through the same Bologna Process.
- What products and/or services will the project generate? Each team will produce an outline of learning outcomes to be demonstrated and the curriculum developed for each major area.
- What evidence and/or theoretical framework suggest that these activities, strategies and products will achieve the desired outcomes? The process has been tested in Europe and other countries outside the United States.
- Why is your organization best suited to pursue this project? Please describe the organization's capacity and commitment to complete the project. The Minnesota Office of Higher Education houses projects and programs that serve all higher education institutions statewide. The Office collects data and administers financial aid programs that for all sectors of higher education. The Office has past experience working with teams of multi-sector members to accomplish statewide goals.

#### Additional Questions for Research and Evaluation Projects

Answer the following questions regarding your research methods:

- What are the research questions you wish to address? The success of the two teams will be compared to identify the best practices to be used for this process for future areas of study.
- Discuss your methodology. Which data sources will you use, why are they the best sources to answer these questions and how will you collect the data? Data will be collected about the process from each team member to identify how the process could be improved.
- How will you analyze the data, and why are these analytical procedures best suited to answer your research questions given the characteristics of your design, sample and data? The data will be analysed to identify barriers to progress and incentives to encourage progress toward the goal.
- Describe the challenges you foresee and the tools, procedures and strategies you will employ to ensure the collection of high-quality data within the project timeline. Note: If data are to be provided by an outside source, we seek confirmation that the data are available and accessible within an appropriate timeframe (see Section III, Appendices). The tight timeline is a challenge. Team members will be surveyed as the process continues to guide the task.

## **Project Timeline**

Create a timeline that shows as many of the following as applicable: 1.) Project activities, 2.) Evaluation activities, and 3.) Deliverables (e.g., reports and anticipated product releases).

**March 13 Grant agreements with Lumina must be signed and submitted.**

**March 16-April 1 State coordinators follow up with state team members regarding training materials. Lumina may issue a news release; states may issue news releases that adhere to Lumina guidelines.**

**April 2-3 or April 6-7 Plenary launch meeting of state Tuning teams in Chicago.**

**May through October States organize additional subject-area team meetings. Lumina may send representatives to observe, and a Lumina consultant will attend one in-state meeting.**

**November State teams deliver draft explanations of the processes they followed, reports on field testing, agreed reference points for subject areas, draft profiles of subject areas by institution, mapping of subject areas to employment fields/professions and an assessment of the process that includes next steps. Second meeting of the eight participants from the four states who attended the December 2008 meeting, Lumina representatives and consultants.**

**November/December States submit final reports. Lumina will determine next steps.**

## **Communication**

Indicate how you will share information about the project. *The project will be described on the agency web site. Newsreleases will describe the project when it begins and explain the accomplishments of the project when it is completed.*

- Who are the audiences for these strategies and this project? Students who will benefit from the realignment and faculty of higher education institutions who will see how the curriculum for these two fields were aligned to enable a smoother transition between degree levels.
- How do you anticipate communicating about this grant, if awarded? The project will use the Lumina work project web site established for that purpose. the agency will also submit reports as required by Lumina for this project.
- How do you anticipate communicating about the progress, actions and strategies of this grant? Through the tuningusa.ning.com web site and any required reports for Lumina. The Office will produce periodic news releases as the project progresses. When the project is complete the Office will submit a report and produce a press release about this project.
- How will your communication efforts benefit the success and sustainability of the project? It is in the states best interest to educate its people in the most efficient manner and to reduce barriers to their goals. Creating an efficient and verifiable educational process serves the interests of the state, the students, and the faculty who support the educational process.

## **Sustainability**

Explain the strategies you will use to maintain momentum or sustain the spirit and impact of this work after grant funding ends. *If this project is successful, the state will want to re-align more curriculum areas*

*for additional institution teams and majors so all students will be able to progress through their majors most efficiently. Employers will be more confident that students who graduated with a particular degree will have proven skills.*

- How will you ensure continued funding, if necessary? In this economy it is difficult to guarantee funds for anything but if this process makes higher education more efficient, it will be a priority.
- How will you sustain the desired outcomes of the project? By advertising the process and the successful outcomes.

### **Project Management**

Provide a list of all the people who will work on the project, and briefly describe their roles and related credentials. *Table of information attached.*

### **Evaluation**

Lumina Foundation encourages grantees to collect, analyze and apply information that will facilitate the project's success and sustainability. In this section, please address how you will know if the project is on track to meet its goals by answering the following questions:

- How will you know if the project is making progress as intended? Describe any tools (e.g., project records, surveys, task checklists, attendance records) that you will use to track project performance. *Attendance at meetings will be recorded. Major areas will be dissected and mapped. Team members will be surveyed.*
- How will you know if the project is resulting in the outcome you expected? Describe indicators, their sources and any other tools you will use to monitor project outcomes. All team members will attend the meetings. Curriculum redesign will take place on schedule to meet the timeline.
- Who will be responsible for collecting and analyzing these data? The Minnesota Office of Higher Education
- Who will be interested in the evaluation results other than your organization and Lumina Foundation, and how do you plan to communicate the results to them? The Minnesota legislature and the higher education system heads and the presidents of colleges and universities will be interested in the results because a successful conclusion will make higher education more efficient.

### Section III: Appendices

- ☒ Organizational chart
- ☐ List of Board of Directors, with affiliations
- ☒ Current organizational budget for fiscal agent; budget for any applicable subsidiary organization
- ☒ Financial statements, preferably audited, for the two most recent fiscal years\*
- ☒ IRS determination letter; if governmental entity, letter from counsel stating this status
- ☒ Biographical sketches and credentials of key project staff
- ☐ List of project advisory board members and a description of the extent to which their backgrounds match the backgrounds of the target population, if applicable
- ☐ Letters of support from partnerships (e.g., matching funds), if applicable
- ☐ Letters of support from organizations contributing to data access (for research projects only, if applicable)

\* If a deficit exists in either of the two previous fiscal years, include a letter signed by the Chief Executive Officer outlining the reason for the deficit and corrective action taken to overcome it.

### Section IV: Proposed Budget

Lumina Foundation requires applicants to provide a detailed annualized project budget. Provide a brief narrative explanation for each major budget category using the outline below and complete the budget form. The line-item categories on the form are examples. Create your own line-item categories as appropriate.

#### Direct Project Costs

Direct Costs are defined as any expense that can be easily identified with a specific project, such as Personnel Expenses, Materials and Supplies, Travel and Consultants. Provide an itemized list of Direct Project Costs. Personnel expenses and travel expenses for the Project Leader,

#### Personnel Expenses

Provide names, titles, salaries, fringe benefits and percentage of time each staff member will devote to the project; include the rate used to calculate benefits.

#### Subcontracts or Subgrants

Itemize the names of organizations and individuals to whom subcontracts or subgrants will be awarded, if known. If not known, how will recipients be selected? Provide rates and dollar amounts that will be paid to each entity, for what amount of time, with what products and deliverables.

#### Indirect Costs

Indirect costs are operational costs that are shared by the entire organization, such as rent, heat, electricity, general supplies, repairs and overall organizational support (e.g., human resources, receptionist and accounting). Lumina Foundation encourages you to itemize as direct costs all expenses, including shared operational costs. However, if you choose to express these shared overhead expenses as "indirect costs," Lumina Foundation will consider a flat indirect-cost rate of up to 20 percent of the total salaries and benefits in the proposed budget. Remember, you may either itemize expenses as direct costs or assess an indirect-cost rate, but you may not do both.

A completed proposal and budget form should be submitted electronically. Appendices and a copy of the proposal may also be submitted in hard copy form. Submit all documents to:

*Gloria Ackerson*  
*Grants Management Coordinator*  
*Lumina Foundation for Education*  
*30 South Meridian Street, Suite 700*  
*Indianapolis, IN 46204*  
[gackerso@luminafoundation.org](mailto:gackerso@luminafoundation.org)