

**Marine Advanced Technology Education
1999-2000 Request For Proposals
May 1999**

Attached to this document is the 1999 - 2000 Marine Advanced Technology Education (MATE) Request For Proposals (RFP) process. The proposal format is available in hard copy, electronic format and will be available on our website, as well. Electronic submission of proposals is encouraged. This RFP is designed to simplify work-plan development and should result in a proposal about 3-5 pages long. It is also designed to help the Center staff with the proposal evaluation process, which is outlined in section 6.

The MATE Center has funds available for the third year of the grant to assist with project development related to the MATE effort. We would like to budget funds for approved proposals prior to August 10, 1999 (based on proposals submitted by July 9, 1999). Additional MATE funds may be available to partners for targeted activities later in the year and proposals will be accepted on an on-going basis. However, to ensure your proposal receives the best chance to be funded, you are encouraged to submit it by the July 9 deadline.

Each proposal will be reviewed and prioritized with others received, and funds will be provided based on merit. The MATE Center plans to work with those submitting proposals to ensure they meet our goals. However, proposals that don't meet MATE's goals and can't be adjusted to meet those goals, will not be funded. Contracts, with agreed upon deliverables, will be written with institutions that will be receiving money. Those receiving subawards will also receive a report format, to help track progress. Target amounts for subawards should not exceed \$25,000, although awards for projects smaller in scope are welcome.

We encourage institutions to join the MATE consortium even if they do not plan to submit a proposal. We are looking forward to working as a team on a truly national effort to improve marine technology education.

If there are any questions regarding the request for proposal, please contact Jim Hall, MATE Center Manager at (831) 646-4087 or jhall@marinetech.org – spending a few minutes discussing a proposal in the beginning may save lots of time and effort in the end.

Request for Proposals (RFP) for Year 3 MATE Funding Project Period September 1, 1999 - August 31, 2000

To assist in preparing manageable work plans while encouraging creativity, the MATE Center has developed this document. Use of this format will enable the MATE Center to more effectively monitor schedules and be in a better position to be of service to the entire MATE organization. A proposal length of 3-5 pages should be sufficient.

Proposals should address the mission, guiding principals and goals of MATE, which are included below; each is a priority of the National Science Foundation, and is an integral part of NSF's national ATE initiative.

1. The MATE Center mission

The MATE Center's mission is to help prepare America's workforce for ocean-related occupations utilizing information from employers and other stakeholders to improve and develop educational programs with a focus on marine technology. This will be accomplished through collaborations between educational institutions, employers and the existing technical workforce.

2. MATE Guiding Principals

- Employer input is critical to the development of curricula and educational programs
- Partnerships with major stakeholders will lead to better-aligned curricula and increased student and teacher opportunities.
- Partnerships with educational institutions is key to articulating clear educational pathways emphasizing life-long learning.
- Diversity is needed in the marine science and technology workplace.
- Innovative and quality curricula and degree programs will lead to better-prepared students.
- Promoting awareness of and increasing access to marine science and technology programs and careers will benefit both employers and students.
- Prepared faculty will result in better students and workers.

3. MATE Goals

- Identify industry needs and develop industry guidelines for curriculum development.
- Develop new curricula and update existing curricula.
- Build industry and academic partnerships.
- Facilitate faculty development and provide opportunities for faculty to interact with industry.
- Build a national clearinghouse for information transfer and dissemination.
- Increase the diversity of students in marine related fields.

4. Key areas for proposal development

Your proposal should address one or more areas that the MATE Center considers critical, based on the mission and goals. Your proposal does not have to address all of the areas and you may add or substitute other areas. Some examples of activities for each area are provided:

- A. Work with industry to develop and validate Skills, Knowledge and Ability standards or guidelines for marine technology occupations, for example:
- Conduct employer surveys (including surveys of industry needs)
 - Host Industry workshops (including DACUMs)
 - Convene Advisory Committees
 - Develop industry standards or guidelines
 - Validate standards or guidelines
- B. Incorporate standards/guidelines into new or updated curricula, for example:
- Modular Curricula
 - Distance Delivery
 - Integration of marine topics into existing curricula
 - Re-designing and packaging courses for export
 - New courses/labs
 - Compilation/knowledge of existing curricula
 - Develop assessments
 - Work with local high schools to develop pathways to marine technology programs
- C. Faculty training and development, for example:
- Host a faculty workshop with local marine industries
 - Faculty internships or other working arrangements with industry
 - Training in new marine-related technologies
 - Training in advanced pedagogical skills

5. Proposal Format

The following format should be used to develop your proposal:

- I. INTRODUCTION
- A. Name of Institution and Principal Investigator(s)
- B. Letter of Support from the institution's administration
- C. Names of faculty that will work on the project

- D. Summary of current status/progress with your MATE work, if any
- E. Brief overview of project (This is a concise statement that outlines what is to be expected and how the work advances MATE's goals and takes your institution from where it is now toward where it wants to be. It should summarize the anticipated impact of the project on students, faculty, your institution and the MATE Program):
- F. Total amount of funding requested, in-kind/cost sharing to be applied, sources of these funds and the overhead rate of your institution

II. PROJECT WORK PLAN

- A. Major objectives. Use the list from "Key areas" above as a guide and spell out the objectives in concrete fashion.
- B. Specific tasks to be accomplished for each objective, with task timelines and assigned staff responsibilities.
- C. Work products and other tangible results anticipated (please be specific) and dates to provide those deliverables. Please spell out all quantitative targets – e.g. numbers of new courses, numbers of industry representatives attending workshops, number of MATE students, etc. Quantitative targets are very important, not only to MATE, but to NSF as well.
- D. Personnel to be assigned (provide names and one paragraph resumes) and description of how the project will be managed to ensure deliverables are provided and timelines are met.

III. BUDGET

Please use the NSF 1030 form, available on the NSF website at www.nsf.gov, or from the MATE Center, to submit the budget for the proposal. Proposals must follow National Science Foundation (NSF) budget guidelines, keeping in mind that these funds are primarily for curriculum development and supporting activities. Two categories on the 1030 form that cause the most concern are equipment and participant support costs. The following guidelines are provided:

- Equipment purchases must be pre-approved by MATE and NSF and must include a dollar for dollar match
- Participant support costs are to hold and conduct workshops, not for individuals to receive training.

Your institutions cannot charge overhead on either of these two categories.

In the proposal, please include a separate budget page and a budget explanation page, separating project costs by category. List projected cost sharing and other sources of in-kind support to augment MATE funds. Include institutional overhead rate and amount. For in-kind and cost sharing, provide anticipated dollar amounts for all items such as:

- Human resources (faculty outside normal contracted tasks, industry employees, advisors, consultants, etc.)
- Equipment (Partners will be requested to provide copies of receipts for equipment purchased in current year or documentation for current replacement value as part of their project report.)
- Other in-kind (institutional overhead, meeting rooms, supplies, transportation, other sponsorship)

Please budget travel money to attend national MATE partners meeting.

IV. DEADLINE

Proposals are due at the MATE Center by the Close of Business on July 9, 1999. Although proposals will be considered throughout the year, to ensure consideration for approval this summer, proposals must be received by July 9. Electronically submitted proposals are encouraged. In addition to electronic submission, please send a signed original.

6. Proposal Evaluation

Proposals will be scored using a 100 point system, as follows:

- Up to 50 points will be awarded based on the outcomes and products described in the project work plan. The main criteria for awarding points are that the products must be consistent with MATE goals and benefit the MATE effort.
- Up to 50 points will be awarded, based on the management plan. The main criteria are evidence of realistic task planning and evidence of appropriate staffing and management strategies, to ensure that the project can be completed on time and on budget.

Proposals must be strong in both areas. Proposals with good ideas but a poor plan to accomplish the stated objectives, or proposals with strong management plans that would produce items of limited value to the MATE effort, will not be funded. The MATE Center will work with you to try to improve proposals to ensure MATE objectives can be met.

Proposals do not have to address all three key areas listed above; they can address just one or two, or other areas can be added or substituted. However, to be successful, proposals must:

- Show how they will relate to the MATE effort
- Show strong industry ties
- Include appropriate staffing plans for the proposed tasks
- Show detailed planning to ensure tasks can be completed
- Outline plans to collect a reasonable amount of evaluation evidence for purposes of progress reporting

