

Oklahoma State Regents for Higher Education  
**PARTNERSHIP PROPOSAL**  
GEAR UP UNIVERSITY  
2017

The purpose of the GEAR UP University summer partnership is to:

- Build a sense of accomplishment in young people relative to college curricula; promote the highest academic standards and a belief in all students' ability to succeed in challenging courses as established by ACT's College Readiness Standards™.
- Fully expose students to the experience of living on a college campus.
- Present activities that help students develop early awareness about the need to plan personally, academically, and financially for college. Information about college admissions and financial aid should be shared in addition to providing an emphasis on the importance of higher education.
- Make success in college an expected and logical result of high school success for all participants, with particular emphasis on those young people most likely to be underrepresented in the STEM fields.
- Provide opportunities for students to develop leadership skills and attributes needed to become self-confident and independent thinkers.

### **TARGET STUDENTS**

Proposals for the GEAR UP University summer partnership must target students who are Oklahoma residents and attend a middle or high school within one of 24 designated school districts participating in the Oklahoma State Regents for Higher Education GEAR UP Grant (#P334S110011). The list of participating Oklahoma school districts is in Appendix A of this document.

### **CURRICULUM AND SUPERVISION**

- GEAR UP University partnership curricula should supplement, but not duplicate, conventional or advanced middle or high school courses. GEAR UP University should also serve as an opportunity for student exploration, experimentation and motivation for careers. The GEAR UP University program is NOT intended to fund remedial classes.
- Partnership faculty should be selected with appropriate academic expertise to ensure program success and may come from colleges, universities, high schools or the private sector. Selection of faculty is not limited to Oklahoma.
- Instructional strategies should be consistent with current theories relative to educational best practices for middle and high school students. Lecture shall be kept to a minimum.
- Plans for follow-up activities after the summer activities have concluded are encouraged. Follow-up activities may include activities that involve the student's teacher, classmates, and school during the fall school semester.
- The partnership director must keep the students under the appropriate level of supervision for their age and exercise reasonable judgment when addressing sensitive issues. **All staff should receive appropriate background checks and training as it relates to interactions with minors.**

- GEAR UP University partnership applicants can choose from two track options in order to offer students a full range of opportunities.

### **I – Leadership Institute**

1. Provide leadership development activities that create a positive environment and empower, inspire and educate students to discover and maximize their unique leadership potential.
2. Provide activities that assist students in the development of confidence, goal setting, team building, conflict resolution, and communication skills.
3. Teach students to develop their positive attributes in order to become leaders in their communities, workplaces and world.
4. The institute may be 3-6 days in length.

### **II – STEM Academy/ College Academy**

1. Provide stimulating learning opportunities for students through focused and motivating learning activities in a variety of disciplines including science, technology, engineering and mathematics (STEM).
2. Develop and promote career and educational aspirations by providing an opportunity for students to explore both personal and career goals, as well as to become familiar with various areas of study available at post-secondary institutions.
3. The institute may be 3-6 days in length.

### **RECRUITMENT AND SELECTION**

- GEAR UP University summer partnership proposals must describe a process for recruiting and selecting students to attend; however selected students must be Oklahoma residents and must attend middle and high school sites currently served by the Oklahoma State Regents for Higher Education GEAR UP grant (see Appendix A).
- Selected students must have been in the **eighth through eleventh grade in the fall 2016 semester**.
- Student pre-selection is not allowed. This requirement is in place to ensure equitable access of all students in the 24 designated Oklahoma GEAR UP school districts to GEAR UP University.
- GEAR UP University programs must be residential.
- The online student registration process must be coordinated by the institution.
- Student selection for GEAR UP University must be completed by **May 5, 2017**.

### **GRANT ADMINISTRATION**

- The funding for GEAR UP University summer partnerships will not exceed \$800 per student. Funding is limited to 10 days of direct student activity. Partial weeks may receive prorated funding.
- Partnerships with business and industry organizations are encouraged, as is program leveraging with other funding sources.
- No funds for any activities may be solicited from the students or their parents. In the event that the

institute wishes to pursue activities for recreation that do not have a direct tie to the curriculum, those activities may be funded through institutional resources, through donations from local business or industry, or other private funds.

- All documents relating to the partnership should be assigned by the proposing institution to individual accounts/files that can be readily identified and verified.
- The shifting of funds (10% or more) among budget categories in the overall project budget will require permission of the State Regents' GEAR UP office.
- Eligible expenditures will ordinarily be limited to those directly necessary and essential to the accomplishment of partnership activities. Direct costs will customarily include personnel costs, consultant fees, materials and supplies, staff travel, student participants' lodging, meals and transportation and other direct costs. Due to the limited availability of funds, indirect administrative expenses will not be allowed.
- After award of the partnership, modifications of proposal must be approved by the State Regents' GEAR UP office.

### **EVALUATION & REPORTS**

- GEAR UP University summer partnership proposals must contain an evaluation plan that includes goals and objectives with measurable benchmarks of success.
- Programs may be externally evaluated and, if so may include a budget for evaluation.
- The GEAR UP office will schedule a visit and informal progress review of GEAR UP University.
- A final written GEAR UP University summer partnership report will include: (1) a brief summary of activities; (2) an institutional evaluation of the effectiveness of the project as measured against the program's objectives; (3) student evaluations of specific GEAR UP University activities and an overall evaluation of the GEAR UP University. Proposing institutions are encouraged to submit materials related to the GEAR UP University published in community or institutional newspapers and other publications.
- The final report must be submitted to the Oklahoma State Regents for Higher Education GEAR UP office by **July 24, 2017**.

### **WORK PLAN SUBMISSION REQUIREMENTS**

- GEAR UP University summer partnership grant proposals are due on **Dec. 15, 2016 by 5 p.m. CST.** Narrative proposals must not exceed 20 pages, double spaced, 12 point font with one-inch top, bottom, left and right margins; and must be delivered as an attachment to an email message sent to [jhorn@osrhe.edu](mailto:jhorn@osrhe.edu). Receipt of the proposal will be acknowledged.
- In the event of submission problems of a technical nature, please contact Edra Thrower, Oklahoma GEAR UP Parent and Student Specialist at 405-225-9198.
- The 20-page narrative proposal page limit does NOT include the proposed budget/budget narrative and any attachments to the proposal.
- Use ***Appendix B*** to submit the proposed budget. The budget narrative is a short (one or two sentence) description detailing how the budget amounts were determined.
- GEAR UP University proposals will be evaluated by an Oklahoma State Regents for Higher Education review committee. The committee will evaluate the extent to which the proposal:

- Provides clear descriptions of GEAR UP University summer partnership activities.
- Addresses the institution's commitment to building career and educational aspirations and providing opportunities for first generation and under-served college-bound students.
- Shows high level of commitment to developing student competencies using ACT's College Readiness Standards™ .
- Demonstrates a high level of Oklahoma business and industry partner support.

Partnership proposals will be recommended and approved by the Oklahoma State Regents for Higher Education at their regular January 2016 meeting. Fifty percent (50%) of partnership funds will be distributed on or before March 2016. The balance of partnership funds will be distributed to the proposing institution after the partnership's final report is received and accepted. This final report must be submitted to the Oklahoma State Regents for Higher Education GEAR UP office by **July 24, 2017**.

## **APPENDIX A**

### **List of Participating Middle and High Schools in the Oklahoma State Regents for Higher Education GEAR UP Program (#P334S110011)**

1. Ardmore
2. Caney Valley
3. Catoosa
4. Checotah
5. Davis
6. Duncan
7. Elk City
8. Guymon
9. Harrah
10. Henryetta
11. Hobart
12. Kingston
13. Little Axe
14. Luther
15. Madill
16. Marietta
17. Newkirk
18. McLoud
19. Okmulgee
20. Roland
21. Sapulpa
22. Stilwell
23. Tecumseh
24. Woodward

**Only students from middle and high schools listed above who are in the eighth through 11th grade in the fall 2016 semester are eligible to participate in the proposed GEAR UP summer partnership.**

GEAR UP UNIVERSITY PARTNERSHIP  
Proposed Budget  
2016  
(Appendix B)

GEAR UP University Title: \_\_\_\_\_

Director(s): \_\_\_\_\_

Institution: \_\_\_\_\_

Number of students to be served: \_\_\_\_\_

	Type of Expenditure	Grant Funds Requested	Grant Funds from other Sources
1	<b>Personnel</b>		
	Professional Personnel		
	Support Personnel		
	Consultant		
	<b>TOTAL PERSONNEL</b>		
2	Materials and Supplies		
3	Communication Expenses		
4	Travel Expenses		
5	Printing		
6	<b>Student Participants</b>		
	a) Lodging		
	b) Meals		
	c) Transportation		
	d) Incentives		
	e) Other- (please specify)		
	<b>TOTAL PARTICIPANTS</b>		
7	<b>Other Expenses-</b> (please specify)		
	<b>TOTAL GRANT REQUEST</b>		

## ADDITIONAL TERMS AND CONDITIONS

1. The Request for Proposals, Grantee's application, and these statements and provisions all are incorporated and constitute the grant agreement. It is specifically provided, however, that these Additional Terms and Conditions shall prevail in all cases of conflict arising from the terms of the Request for Proposals and/or Grantee's application.
2. This grant is awarded by the Oklahoma State Regents for Higher Education (OSRHE) subject to the availability of funds from a U.S. Department of Education GEAR UP federal grant, funds appropriated by legislative act for the purposes stated and to the receipt of adequate private funding. All amendments and/or extensions or subsequent grants entered into for the same or continued purposes are executed contingent upon the availability of federal grant funds, appropriated funds and private funding. Notwithstanding any other provision in this grant or any other document, this grant is void upon appropriated funds becoming unavailable or the unavailability of private funding.
3. Grantee agrees that no other agreement, written or oral, purporting to alter or amend this grant shall be valid. This grant may be extended or otherwise amended only by formal written amendment properly executed by both OSRHE and the Grantee. This grant constitutes the entire agreement between OSRHE and Grantee for the accomplishment of the grant project.
4. In the conduct of the grant project, Grantee shall be subject to the laws of the State of Oklahoma governing this grant and the grant project. This grant shall be interpreted according to the laws of the State of Oklahoma except as may be otherwise provided for in this grant.
5. Grantee, to the extent permitted by law, shall hold OSRHE harmless from and shall indemnify OSRHE against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of Grantee, its agents, employees, and Subgrantees, done in the conduct of the project.
6. Grantee shall establish, maintain, and utilize internal program procedures sufficient to provide for the appropriate and effective management of all activities relevant to this grant. Grantee shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Grantee in connection with the grant project. These records and accounts shall be retained by Grantee and made available for programmatic or financial audit by OSRHE and by others authorized by law or regulation to make such an audit for a period of not less than five years from the date of completion of the grant project or the date of the receipt by OSRHE of Grantee's final claim for payment or final expenditure report in connection with this grant, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed and all questions have been resolved.
7. If Grantee, in OSRHE's sole determination, fails or refuses for any reason to perform any of its obligations under this grant, OSRHE may impose such sanctions as it may deem appropriate. This includes but is not limited to the withholding of payments to Grantee until Grantee complies; the cancellation, termination, or suspension of this grant in whole or in part; and the seeking of other remedies as may be provided by this grant or by law. Any cancellation, termination, or suspension of this grant, if imposed, shall become effective at the close of business on the day of Grantee's receipt of written notice thereof from OSRHE. This grant may be also terminated by the OSRHE at any time upon notice to Grantee.
8. Expenditures and/or activities for which Grantee may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from the OSRHE. If this grant is canceled, terminated, or suspended by OSRHE prior to its expiration date, the monetary value of services properly performed by Grantee pursuant to this grant shall be determined by OSRHE and paid to Grantee as soon as reasonably possible. If OSRHE determines that OSRHE is due a refund of money paid to Grantee pursuant to this grant, Grantee shall pay the money due to OSRHE within 30 days of Grantee's receipt of written notice that such money is due to OSRHE. If Grantee fails to make timely payment, OSRHE may obtain such money from Grantee by any means permitted by law, including but not limited to offset, counterclaim, cancellation, termination, suspension, total withholding, and/or disapproval of all or any subsequent applications for said funds.
9. Grantee shall submit programmatic and fiscal expenditure reports in the time and manner requested by OSRHE. Failure to submit reports in a timely manner may result in imposition of sanctions as outlined in paragraph 8.
10. Grantee agrees that any alterations, additions, or deletions to the terms of this project which are required by changes in state or federal law or regulations shall be automatically incorporated into this project and shall become effective on the date designated by such law or regulation.
11. To the extent applicable laws, regulations, court orders, or official interpretations require OSRHE to include additional language in its contracts, Grantee agrees to amend this grant agreement and to cooperate in the execution of any amendment to this grant agreement necessary to effectuate such laws, regulations, court orders or official interpretations.
12. Grantee understands that acceptance of funds under this grant agreement acts as acceptance of the authority of the State Auditor's Office, federal Department of Education, the Comptroller General of the United States or any authorized representative, or any successor agency, to conduct an audit or investigation in connection with those funds. Grantee further agrees to cooperate fully with any such agencies in the conduct of the audit or investigation, including providing all records requested.

**GEAR UP University**  
**Summer Partnership**  
**APPLICATION**  
**2017**

**APPLICATION DEADLINE: December 15, 2016**

<b>I. Name of Institution</b>	
<b>II. Address of Institution</b>	
<b>III. Name of GEAR UP University Program</b>	

Please select a proposal track

**IV**    \_\_\_ Leadership Institute    \_\_\_ STEM / College Academy

**V. Partnership Dates**    \_\_\_\_\_

**VI. Grade Range**    \_\_\_\_\_  
 (Completed 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade)

**VII. Number of students to be served**    \_\_\_\_\_

**VIII. Funding**

**Total Funds Requested:**    \_\_\_\_\_

**Matching Funds:**    \_\_\_\_\_

**In-Kind Funds:**    \_\_\_\_\_

**VIII. GEAR UP University Director and Staff**

Name & Title	Telephone Number	Email

**INSTRUCTIONS:** Each proposal should follow the format below. The format is not intended to limit the content of the proposal, but rather to ensure that all pertinent information essential for evaluation is included. The application should be 12 point font and should not exceed 20 pages.

## **PROJECT NARRATIVE**

Provide a description of the proposed activities as outlined by the GEAR UP University goals.

- Provide stimulating learning opportunities for students through focused and motivating learning activities in a variety of disciplines, including science, technology, engineering and mathematics (STEM).
- Build in young people a sense of accomplishment relative to higher education curricula; promote the highest academic standards and the belief in all students' ability to succeed in challenging courses.
- Provide leadership development opportunities that create a positive environment that will empower, inspire and educate students to discover and maximize their unique leadership potential.
- Develop and promote career and educational aspirations by providing an opportunity for students to explore both personal and career goals, as well as to become familiar with various areas of study available at post-secondary institutions.
- Fully expose students to the experience of living on a college campus.
- Present activities that help students develop early awareness about the need to plan personally, academically and financially for college. Information about college admissions and financial aid should be shared in addition to an emphasis on the importance of higher education.
- Make success in college an expected and logical result of high school success for all participants with particular emphasis on those young people most likely to be underrepresented in the STEM fields.
- Provide a timeline that reflects both planning and implementation.

## **NEEDS ADDRESSED AND PROJECT OBJECTIVES**

Provide a brief description of how your GEAR UP University addresses the unique needs of students in the GEAR UP communities.

## **PERSONNEL AND MANAGEMENT STRUCTURE**

Provide a brief description of the role of key personnel that will assist with GEAR UP University implementation.

## **EVALUATION AND OUTCOME MEASUREMENT**

Provide brief information on how the GEAR UP University activities will be evaluated.

## **BUDGET NARRATIVE**

Provide a brief overview of budget needs and complete the attached budget sheet. Describe any in-kind and/or additional funding sources.

**GEAR UP UNIVERSITY PARTNERSHIP**  
**Proposed Budget**  
**2017**  
**(Appendix B)**

GEAR UP University Title: \_\_\_\_\_

Director(s): \_\_\_\_\_

Institution: \_\_\_\_\_

Number of students to be served: \_\_\_\_\_

	<b>Type of Expenditure</b>	<b>Grant Funds Requested</b>	<b>Grant Funds from other Sources</b>
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	Support Personnel		
	Consultant		
	<b>TOTAL PERSONNEL</b>		
2	Materials and Supplies		
3	Communication Expenses		
4	Travel Expenses		
5	Printing		
6	<b>Student Participants</b>		
	a) Lodging		
	b) Meals		
	c) Transportation		
	d) Incentives		
	e) Other- (please specify)		
	<b>TOTAL PARTICIPANTS</b>		
7	<b>Other Expenses-</b> (please specify)		
	<b>TOTAL GRANT REQUEST</b>		