

NEW JERSEY COMMISSION ON HIGHER EDUCATION
NOTICE OF GRANT OPPORTUNITY (NGO)
INNOVATION PARTNERSHIP INSTITUTES

January 2, 2007
Application Deadline: February 5, 2007

INNOVATION PARTNERSHIP INSTITUTES

Background

Governor Corzine's recently announced Economic Growth Strategy for New Jersey identifies six priorities for growth and articulates the specific action steps state government will take in partnership with the state's business, labor, education and community leaders. One of the Governor's priorities is to foster collaborations between the state's key business sectors and educational institutions. A significant result of such improved relationships should be new curricula for New Jersey's secondary schools and higher education system, which will better meet the needs of the state's employers for a workforce with the skills required by the innovation based economy.

States that have been successful in creating and sustaining viable economic development policies have at their core, strong linkages involving industry, state and local educational systems, and government. The private sector will invest in relationships with high schools and colleges and universities if they can see the benefit of these partnerships.

By developing formal relationships with industry, the state's education community will be able to better respond to the educational and workforce challenges of a rapidly-changing economy. Furthermore, institutionalizing an on-going dialogue between industry and education leaders will provide an opportunity for vocational and technical schools, comprehensive high schools, and higher education institutions to keep their curricula relevant and current so that students and workers can acquire skills and knowledge that will be valued in the workplace.

Through this Notice of Grant Opportunity, state government is playing the role of intermediary to encourage substantive partnerships between the state's business community and educational system. Such collaborations will result in establishing Innovation Partnership Institutes in Fiscal Year 2007 for three industry sectors identified by the Governor's Office of Economic Growth as offering current employment opportunities in jobs that provide high wages, good benefits, and a viable career ladder within the industry: Financial Services (awarded December 2006), Information Technology, and Bio-Technology/Pharmaceutical.

The awards under this solicitation are for the (1) Information Technology sector and (2) Bio-Technology/Pharmaceutical sector and will be made in April 2007. Additional industry sectors will be addressed during the competitive application process in Fiscal Year 2008. This Notice of Grant Opportunity is managed by the New Jersey Commission on Higher Education, with funding from the state's Department of Education and the Department of Labor and Workforce Development. These three agencies will collaborate in selecting and awarding the grants.

Consortium Structure

Each Institute will be composed of a clearly articulated partnership among several companies or a trade association representing the industry sector and at least two educational institutions. Education institutions may include two-year and four-year colleges and universities, county vocational-technical schools, or comprehensive high schools with NJ Department of Education-approved career and technical education programs. The lead agency (grant recipient) for each Institute must be the participating higher education institution. No institution of higher education may be the lead agency on more than one of the Innovation Partnership Institute grants, but is eligible to be a partner in other consortia competing for these grants. Each consortium application must include a letter of support from the Local Workforce Investment Board (WIB) which will reflect the Board's level of participation in the development of the application.

The State of New Jersey will award a total of two grants in this grant round to stimulate the connections between industry and education: \$150,000 is available for a consortium working with the Information Technology sector and \$150,000 is available for a consortium working with the Bio-Technology/Pharmaceutical sector.

All curricula developed under this grant must lead to an industry-recognized credential or degree. To make the best use of limited public funds, it is required that the participating partners will share the results of their collaboration. None of the curriculum and related educational material developed under the grant can be considered proprietary. The curriculum and related training material are required deliverables for this grant, will be shared with other companies in the respective industry sector, and will be made available to secondary schools and colleges and universities as appropriate. Local Workforce Investment Boards will be able to use the curriculum and related information developed through the Institute to help guide the future direction of workforce training resources for their Workforce Investment Area and other Workforce Investment Board jurisdictions.

As a condition of being eligible for Innovation Partnership Institute funding, each partner must commit to providing matching funds and/or dedicated staff to complement the funds being provided under the grant. Grant funds will be limited to supporting the collaboration between industry and education which results in an education and training curriculum that reflects the current and near-term workforce development demands of the industry. These collaborations are intended to be serious attempts to combine industry expertise with the extensive resources of the state's educational community so as to enhance New Jersey's competitiveness in addressing the current and future workforce requirements of the designated industry sectors.

Funding assistance to applications selected under this competition will be available for a 12-month period from the date the contract is signed.

Innovation Partnership Institutes Consortium Application Content

Each application for funding under this Notice of Grant Opportunity should contain, at a minimum, all of the following:

- Clearly defined and articulated roles for each consortium partner.
- Measurable goals and objectives, with related timelines for providing deliverables to the State (including required deliverable of training materials and curricula).
- A description of the curriculum to be developed and the process to ensure timely modifications to address changing business needs.
- A budget that identifies the financial and non-financial contributions of each partner, including specific detail on how the grant funds are proposed to be distributed among the partners and cost-sharing arrangements for non-grant funds.
- Identification of the types of workers or students who will benefit from the curricula to be developed.
- Letters of commitment from businesses and educational organizations to incorporate the curricula being developed into their own organizational structures.
- Strategies for sharing and implementing the curricula developed under the grant on a pilot basis during the grant year.

Application Submission and Award

Submit original plus four (4) copies of each application using the application forms that accompany this NGO. The following timelines have been established to request funding under the Innovation Partnership Institute for the (1) Information Technology sector and (2) Bio-Technology/Pharmaceutical sector. The schedule is as follows:

- Notice of Grant Application 1/2/07
- Technical Assistance Workshop for Applicants 1/12/07 1 p.m.
at Dept. of Labor & Workforce Development Auditorium
- Submission of Grant Application 2/5/07 4 p.m.
- Grant Award Announced 2/26/07
- Consortium Contract Start Date 3/16/07

Consortium Application Evaluation Criteria

The Grant Opportunity is competitive and will be reviewed by a panel consisting of representatives from the Commission on Higher Education, State Employment and Training Commission, Department of Labor and Workforce Development and the Department of Education. One award will be made to consortium applications that originate from a partnership between the state's Information Technology sector and educational partners and one award will be made to consortium applications that originate from a partnership between the state's Bio-Technology/Pharmaceutical sector and educational partners. One award will be granted to each consortium selected based on the following factors:

<u>Criteria</u>	<u>Points</u>
Documented evidence of a partnership between the industry and New Jersey educational partners.	15
An expressed commitment to share the curriculum and related outcomes with other companies and educational partners in and out of the consortium.	10
The degree to which matching funds or in-kind support is clearly evident in the application.	10
Process for development of the curriculum and its adaptation in concert with Industry.	20
The ability to initiate the piloting of the new curriculum within the grant year.	15
Implementation strategies to clearly describe how the curriculum will be integrated into the local educational system.	20
Overall application	10

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APPLICATION INSTRUCTIONS (Please do not exceed 20 pages.)

Proposals must include the following components:

Grant Application Cover Page

Complete the Grant Application Cover Page identifying the grant applicant (lead agency), primary contact information, consortium members, and the amount of funding requested. Be sure to include phone and e-mail contact information.

Program Abstract

Include a brief (no more than 2 pages in 12-point font) description of the program that provides a synopsis of proposed activities for the grant year.

Description of Partnership

Include a clear and complete description of the program partners' roles, major activities, and leveraged resources.

Program Description

This section of the proposal must specify all activities proposed.

Program Assurances

Include a statement that the applicant agrees to the reporting requirements:

- Monthly financial reports by the 10th of each month, in a format prescribed by the Executive Director of the Commission on Higher Education.
- Monthly program reports by the 10th of the month, in a format prescribed by the Executive Director of the Commission on Higher Education.
- A close out report and financial report, in a format prescribed by the Executive Director, to be submitted within 60 days of the end of the grant.

Budget

The budget must relate to the activities and program components described in the proposal and must include the following:

Budget Detail: A sample budget form is attached. The budget must show:

Personnel Services: salary and fringe benefits for each individual employed by the fiscal agent and being paid under this grant.

Non-Personnel Costs: costs incurred for curriculum development and other costs associated with the grant other than salaries and fringe. These can include

Travel (reimbursed at the State rate of .31/mile)

Supplies

Consulting costs

Postage

Telephone

Duplicating

Printing

Computer software/licenses

No food/catering/entertainment costs are permitted under this grant.

No equipment purchases are permitted under this grant.

The grant will not support overhead (indirect) charges.

Budget Summary: must detail the actual calculation and explanation of each of the amounts listed on the Budget Detail page. It must give sufficient detail to enable the reader to understand the relationship of expenditures to the purpose and goals of the project and evaluate the adequacy of the support. The summary must address each of the budget categories listed above in the order that they appear and explain the use of grant funds and/or related institutional support. An explanation of any additional funds that will support the proposed grant program should also be specified. The summary should be no longer than one (1) page.

Funding to the partnership selected under this competition will be available for 12 months from the date of a signed contract award.

Budgets will be reviewed using State of New Jersey policies and regulations as a guideline. All relevant federal grant regulations will apply.

**GRANT APPLICATION COVER PAGE
NEW JERSEY COMMISSION ON HIGHER EDUCATION
INNOVATION PARTNERSHIP INSTITUTES**

Please circle the sector this application addresses:

Information Technology or Bio-Technology/Pharmaceuticals

NAME AND ADDRESS OF THE APPLICANT:

CONTACT PERSON NAME, PHONE, FAX, AND E-MAIL ADDRESS:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

CONSORTIUM MEMBERS:

AMOUNT OF FUNDS REQUESTED:

APPLICANT CERTIFICATION:

To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.

Name and Title of Chief Executive Officer

Signature and Date

Send or deliver proposals to:

**New Jersey Commission on Higher Education
P.O. Box 542
20 West State Street, 7th Floor
Trenton, New Jersey 08625-0542
Attention: Jane Oates, Executive Director**

Applications must be received by: 4 p.m. on February 5, 2007

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MONTHLY REPORTING REQUIREMENTS

- Comment on the participation, to date, by each partner identified in your proposal.
- Provide an update on the status of the outlined goals and objectives.
- Is the progress timely, in accordance with your original timelines? If not, provide a new timeline as it relates to goals and objectives.
- Provide a monthly financial expenditure report (see attached sample).
- What is the status of the curriculum development? Identify any barriers your consortium has encountered and steps taken to overcome the barriers.
- Identify steps the consortium has taken to implement the new curriculum within the educational system and share same with other companies and educational institutions not currently apart of your consortium.

**INNOVATION PARTNERSHIP INSTITUTES
NOTICE OF GRANT OPPORTUNITY - BUDGET DETAIL**

CATEGORY	GRANTEE	SUB GRANTEE	TOTAL DOLLARS REQUESTED
Personnel			
Non-Personnel			
TOTAL			

IN-KIND CONTRIBUTIONS

CATEGORY	GRANTEE	SUB GRANTEE	TOTAL DOLLARS REQUESTED
Personnel			
Non-Personnel			
TOTAL In-Kind			