



Thurgood Marshall College Fund

Request for Proposals

Graduate Student Technology Research Award

Submission Deadline & Time: December 31, 2010 at 5:00 PM CST

Direct Questions to: Crystal Hadnott, Senior Program Manager at (713) 574-4922 or via email at crystal.hadnott@tmcfund.org.

I. INTRODUCTION AND BACKGROUND

About the Thurgood Marshall College Fund:

The Thurgood Marshall College Fund, Inc., named for the late U.S. Supreme Court Associate Justice, was established in 1987 and represents 47 public Historically Black Colleges and Universities (HBCUs) located in 22 states with a population of well over 235,000 students. Over the last 21 years, Thurgood Marshall College Fund has awarded more than \$90.5 million in scholarships, programmatic, and capacity support, enabling over 7,500 students to attend public Historically Black Colleges and Universities. Thurgood Marshall College Fund also provides internship programs and joins corporate and foundation partners in providing leadership training and support to students preparing for undergraduate and professional schools. Thurgood Marshall College Fund is a 501(c) 3, tax-exempt organization. Please visit the Thurgood Marshall College Fund at www.thurgoodmarshallfund.org.

Science research budgets at leading universities reach into the hundreds of millions of dollars per year. Graduate students at these schools enjoy a vast wealth of resources to support their research and development that far exceeds that available to STEM doctoral students at TMCF's member colleges. To assist the most talented graduate students from our colleges, TMCF will issue an RFP asking for proposals to support doctoral research in STEM. This support will enable these students to pursue more ambitious projects, present their work at national and international conferences as well as help accelerate their careers. The proposals will be judged by a five-member subcommittee of TMCF's standing Science Advisory Committee. Four research awards of \$5,000 each will be granted to the best proposals.

II. PROGRAMS GUIDELINES

This Request for Proposal is intended for Graduate students from the 47 member public HBCU's affiliated with TMCF. TMCF/DOE seeks to support STEM Graduate students in their research. The ideal proposal will be innovative in the field of STEM research. Students can tailor the proposal to their research of choice so long as it surrounds a STEM topic. Students are encouraged demonstrate a cost effective budget of the intended award as they see fit to their research.

Selection Criteria

Graduate students who submit proposals will be in a pool to compete for a chance to win one of the eight \$5,000 grants to be awarded. These awards will solely support the implementation of the research methods described in the original proposal that the student submitted to TMCF. TMCF has selected an ad-hoc committee that will be responsible for reviewing the submitted proposals and selecting awardees.

Awards will be given on the basis of the strength of the following (as determined by a selection committee):

- The description of project goals and objectives;
- The plan that describes how the needs, goals and objectives will be met;

- The cost effectiveness of the proposed initiative;
- The evaluation system for measuring progress and the impact of the proposed initiative.

Reporting Requirements

The students awarded are required to submit a quarterly report on the progress and hardships (if any) of their program for the duration of the implementation period. The identified TMCF contact for this grant is to be notified about all hardships or mishaps that may occur during the implementation process. Should any of the awarded students have to halt their program under any circumstance, they are required to notify TMCF promptly before and after the decision is rendered. They are to provide TMCF, in writing, a full report of all the events that led to the decision.

III. REQUEST FOR PROPOSAL GUIDELINES

Students wishing to participate in the Program must submit a proposal in accordance with the program and proposal guidelines, and include all attachments and documentation requested. The proposal narrative should not exceed **8** pages.

- **Title Page**: All proposals should have a title page indicating the name of school, title of the proposed program, contact or the person expected to be in-charge of the proposed program(if different from the individual preparing the proposal).
- **Abstract**: Proposals should also include an abstract.
- **The plan of operation**:
The proposal should include a narrative of the different phases that will be carried out in the implementation process. Also, the proposal should detail the periodical operations of the proposed program. This portion should also list potential issues that may arise during the implementation and the solutions that will be in place to address these issues.
- **Plan implementation**: There should be a concise description of the proposed plan of operation. Who is responsible for implementation of the plan? What role will the person(s) play? How will the proposed goals and objectives be met? What are the performance expectations? What are the desired outcomes? Are the outcomes reasonable in light of program costs?
- **Evaluation**: Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the student's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The proposal should include a clear plan for monitoring and evaluating the results of the program. How will progress be measured? By what standards should the effectiveness of the plan be judged? To which extent does the student's proposed solution fulfill TMCF/DOE stated requirements as set out in this RFP? What is the overall cost of student's proposal?

- **Sustainability**: The proposal should include information if the initiative will be sustained.

Budget

Proposals must include a detailed expense budget **with a narrative** of each budget line-item. If additional funds beyond the requested funds are required, indicate from what source or sources funds will be received.

Proposal Attachments

The following attachments are required:

- A vitae with the qualifications and experience of the individual who will be responsible for the day-to-day management of the proposed plan

ADMINISTRATIVE

The contact person for this RFP is Crystal Hadnott. Please direct all your questions and inquiries to him. You have the option of emailing or mailing him your proposal to the contact information below:

Crystal D. Hadnott, MPA

Senior Program Manager

Programs Department

THURGOOD MARSHALL COLLEGE FUND

1906 Cochran Street, Second Floor

Houston, Texas 77009

(713) 574-4922 office

(713) 226-7017 facsimile

crystal.hadnott@tmcfund.org