

# **REQUEST FOR APPLICATIONS REGIONAL STEM NETWORK CENTER**

## **GENERAL INFORMATION**

### **I. PURPOSE OF THE LOUISIANA REGIONAL STEM NETWORK:**

The Louisiana Regional STEM Network is envisioned to be a system of STEM leadership entities strategically positioned across Louisiana, similar to the Regional Labor Market Areas (RLMAs) identified by the Louisiana Workforce Commission, whereby communities, parishes, multi-parish regions and the State can achieve improved STEM education, opportunity, and advancement. It is expected and hoped that some current and developing STEM activities will span one or more STEM Regions. Regions will share information, work together, and be interconnected by coordination of resources which can also provide a gateway to other networks and initiatives. The Regional STEM Networks and Centers are connected with and serve the statewide LaSTEM Advisory Council.

### **II. REGIONAL STEM NETWORK CENTER GOALS:**

- A. Develop, implement, maintain and promote a seamless and collaborative communication system with other Louisiana STEM Regions so that there is open and continuous sharing and development of resources, opportunities and promising practices, particularly those that span Regions.
- B. Create and maintain a comprehensive catalog and asset map of STEM activities and resources within each Region that is shared and promoted.
- C. Be the “voice” of and for STEM in all meetings and venues within each Region and convene region-wide dialogues to build awareness of, interest in and shared beliefs about STEM-related activities and opportunities.
- D. Foster the involvement of businesses in the Region to help advance STEM education and work experiences, in addition to teacher development.
- E. Work with the LaSTEM Program Administrator to identify, inventory, and lead discussions of regional workforce gaps and needs and convene key groups and individuals to explore and develop initiatives to address those needs.
- F. Develop and address Regional STEM Goals in alignment with statewide LaSTEM Advisory Council Goals through comprehensive Statements of Work and Action Plans [Strategic Plan] based on data and deliverables.
- G. Measure and refine all STEM initiatives and goals regionally and contribute to a statewide STEM expansion process.

- H.** Collaborate and provide oversight, as needed, for existing and new STEM related programs at community and regional levels under direction from the LaSTEM Advisory Council and give accounts to the Council according to established guidelines.
- I.** Lead collaborative efforts to identify and leverage funding and other resources to support regional initiatives.

# APPLICATION GUIDE

## **A. COVER PAGE:**

## **B. EXECUTIVE SUMMARY:**

## **C. OFFICE LOCATION AND FACILITIES:**

- Name of requesting entity.
- Identify the primary location of the Regional STEM Network Center and description of facility and office location.
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## **D. MISSION ALIGNMENT TO STEM:**

- Identify the mission of the entity and how being a host of a Regional STEM Network Center is consistent with or will further its mission and goals.

## **E. LASTEM GOALS ALIGNMENT:**

- Demonstrate how the entity will align with LaSTEM Goals if it is selected as the Regional STEM Network Center.

## **F. FEES AND EXPENSES WAIVED OR MATCHED:**

- Identify the support the entity will provide and any fees or expenses it will either charge or waive in order to be a Regional STEM Network Center. This may include office space, administrative fees, support staff, furniture, computers, internet, email access, motor vehicle access or mileage, etc.
- Budget narrative and itemized budget (optional, but recommended)

## **G. RELATIONSHIPS AND PARTNERSHIPS:**

- Describe the organizations in the region the entity will serve that are vital and should participate in the Regional Advisory Committee, submitting entity's role in creating, hosting, and staffing such as an Advisory Committee, and the submitting entity's current relationship with identified participants.

## **H. STEM EDUCATION LEADERSHIP EXPERIENCE IN THE REGION:**

- Describe the STEM initiatives and relevant experience deemed important for the LaSTEM Advisory Council to consider in making a decision on the applicant's proposal.

## **I. RESOURCE DEVELOPMENT:**

- Outline assistance the submitting entity could provide in any resource development that may be needed to fund and sustain a Regional STEM Network Center hosted by the submitting entity. Focus on resources needed to engage local communities and other stakeholders to purposely build and/or strengthen regional STEM programs and regional capacity. Would resource development

for the Regional STEM Network Center conflict with the entity's regular activities?

- Envisioned daily operation for Regional STEM Network Center (optional, but recommended)

**J. REPORTING AND COMMUNICATION:**

- The Regional STEM Director position is required for each of the approved LaSTEM Regional STEM Network Centers. Supervision of the Regional STEM Director will primarily be shared by someone from the submitting entity and the LaSTEM Program Administrator. Also, the LaSTEM Advisory Council may provide oversight and feedback as needed. Is this acceptable to the submitting entity? Does the submitting entity have experience in such shared supervision?

**K. SUBJECT MATTER EXPERTISE:**

- Describe any particular or unique knowledge that the submitting entity possesses that could or should be utilized as "subject-matter expertise" by all Networks across the State. For example, an entity may have personnel with a strong understanding and expertise using STEM best practices to target and address specific areas of need for their region.

**L. ADDITIONAL INFORMATION:**

- Provide any additional data or materials the submitting entity would like the Review and Selection Committee to consider as they evaluate the application.
- Letters of support referenced (optional, but recommended)

**M. SUMMARY:**

**APPLICATION DUE DATE:**

Electronic submission of this application is required by **5:00 pm, January 15, 2021**

## **IMPORTANT NOTICES, SPECIFIC REQUIREMENTS, AND FORMATTING**

### **I. RFA INQUIRIES**

Specific questions concerning this RFA and the requirements set forth herein should be directed to Dr. David Lafargue, LaSTEM Program Administrator at [lastem@laregents.edu](mailto:lastem@laregents.edu) or 225-342-4253. Questions will be accepted and answered until **January 15, 2021**. No inquiries, whether oral or written, will be accepted after the deadline date to ensure that all interested parties receive the same information.

### **II. COMPLETION AND SUBMISSION OF MATERIALS ON OR BEFORE CITED DEADLINES**

Submission deadlines are absolute; all work on the application must be completed on or before deadline dates and times.

### **III. PROPOSAL REQUIREMENTS AND FORMAT**

The following proposal requirements and format must be followed closely. Proposals which do not adhere to these guidelines will not be considered for funding in the year of submission and the applicant will be notified that the proposal has been deemed non-compliant.

**NOTE: The applicant is responsible for ensuring that the proposal is complete and correct upon submission to the Board, and no changes may be made to any proposal after the submission deadline. Disqualification of a proposal and/or any reviewer misunderstandings that occur because proposal contents (including all required forms) are incomplete, out of order, or contain incorrect information are solely the responsibility of the applicant.**

1. **APPLICATION SUBMISSION:** The proposal must be submitted electronically through LaSTEM portal, which may be accessed at <https://lastem.regents.la.gov/about-lastem/lastem-rsnc-application-submission/> by clicking “Application Submission.” Physical originals and/or copies are not required and will not be accepted except when a submitted application is in an electronic file that, due to format or file size, cannot be uploaded to the system or is only available in hard copy. In such cases, the LaSTEM Program Administrator must be notified in writing and a physical copy must be submitted to the Board of Regents prior to submission deadline. Only these exceptions may be

submitted in hard copy; all other proposal documents must be received through the LaSTEM portal.

2. ADDENDA SUBMITTED AFTER RECEIPT OF PROPOSAL: Proposals submitted to the Board must be complete and correct upon transmission. No addenda, corrections, or revisions will be accepted after final receipt of the proposal. A proposal sent to the Board of Regents through LaSTEM portal may be released upon request of the submitting institution if additional changes are needed, provided such request is made before the deadline for receipt. A released proposal must be resubmitted through prior to the deadline to be eligible for consideration.
3. GENERAL FORMAT STIPULATIONS: All narrative sections of the proposal must be presented in a single PDF document with pages numbered, 1-inch margins at the top, bottom and on each side, and in type no smaller than 12 point.