



TRANSFORMING FEDERAL WORK-STUDY: Call for Applications Information Session



VIRGINIA
**TALENT +
OPPORTUNITY
PARTNERSHIP**

CREATING PATHWAYS TO PROFESSIONS

Information Session Objectives

- ✓ Provide pertinent background information that led to this call for applications.
- ✓ Outline the award track, eligibility, application and submission requirements.
- ✓ Summarize the application process, review criteria and award.
- ✓ Review important dates and answer questions from potential applicants.

BACKGROUND

V-TOP Statutory Purpose

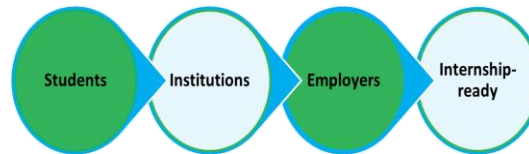
- ✔ **Grants to institutions to expand paid and credit-bearing** student internships and other work-based learning opportunities in collaboration with Virginia employers.
- ✔ **Statewide Initiative to facilitate the readiness** of students, employers and institutions of higher education to participate in internship and work-based learning.

**MAKING VIRGINIA THE TOP STATE FOR BUSINESS,
EDUCATION AND TALENT**

TOP State for Talent

✓ Distinguish the Commonwealth of Virginia as the leading state for higher education and talent pathways

✓ Most internship-ready students, employers and institutions of higher education



✓ Every graduate of a Virginia two-year and four-year institution has participated in at least one paid or credit-bearing student internship or work-based learning (WBL) opportunity.

Work-Based Learning: Benefits to Students

- **\$3,096:** Increase in annual wages one year after graduation for students who took a **paid internship**, even when accounting for differences in pay based on field of study, gender, and race/ethnicity

Other work-based learning experiences – unpaid internships, practicums, and cooperative learning – are not associated with an earnings benefit one year after graduation

- Among current students, **paid internships** are linked with **greater confidence they will be successful** in the job market and confidence in the value of their education

Work-Based Learning: Benefits to Students (cont'd)

- Work-based learning defined more generally is tied to **noneconomic post-graduation success**

Bachelor's degree holders who had a work-based learning experience report greater career satisfaction and are more likely to say their education helped them to achieve their goals and was worth the cost

- **Access to paid internships is uneven**

Black and Latino students, women, low-income, and first-generation students are less likely to experience a paid internship. Even when controlling for variation across majors, these disparities remain

Source: Strada, The Power of Work-Based Learning, March 2022

WHY TRANSFORM FEDERAL WORK-STUDY?

Benefits of Transforming FWS

- ✓ Expands internships/work-based learning to more students and contributes toward the ambitious goal for every graduate of a Virginia two-year and four-year institution to have participated in at least one paid or credit-bearing student internship or work-based learning (WBL) opportunity. The transformation of FWS expands opportunities by making at least some FWS jobs more internship-like.
- ✓ Improves equitable access to internship-like opportunities by transforming at least some FWS/on-campus jobs to be more internship-like.
- ✓ Enhances the learning outcomes/experience associated with FWS jobs, enabling students to make better connections with coursework.

V-TOP FWS Toolkit

- ✓ In 2022, V-TOP convened a work group to help institutions figure out how to transform FWS on their respective campuses, regardless of where they are at in the process.
- ✓ Input from the work group shaped Transforming FWS: A Toolkit for Higher Education Institutions.
- ✓ The toolkit subsequently informed the Call for Applications.

AWARD TYPE, AMOUNT AND LIMITED SUBMISSION

Award Type and Amount

Institutions may apply for one of the following tracks per grant cycle:

- Implementation Planning Grant: One-year award. Maximum total request (over one year): \$25,000.
- Piloting Grant: Two-year award. Maximum total request (over two years): \$100,000.
- Scaling Grant: Three-year award. Maximum total request (over three years): \$200,000.

V-TOP seeks to support the transformation of FWS at every public higher education institution by 2027.

Future funding rounds will be held each January and July for first-time submissions.

No minimum grant amount or matching funds required.

Limited Submission and Track Progression

Each Virginia public institution of higher education (IHE) may submit one proposal for first-time funding (starting at any track).

If previously funded, a public IHE may submit a subsequent proposal no more than three months prior to the end of the existing funding cycle.

For example, an IHE that received an implementation planning grant on April 22, 2024, may submit a proposal for the pilot track no earlier than January 22, 2025.

The goal is to fulfill grant obligations while leaving no down time between funding to ensure continued momentum toward the goal of scaled FWS transformation.

The funding of the subsequent proposal is contingent on the fulfillment of existing grant-related obligations.

ELIGIBILITY, APPLICATION AND SUBMISSION REQUIREMENTS

Eligibility

An institution of higher education must meet all eligibility requirements specified below.

- Operate in Virginia as a public institution of higher education (two- or four-year).
- Submit no more than one application for all of its campuses/locations.
- Submit only one application per grant cycle.

Required Contents – Cover Sheet

The cover sheet should include the following information:

- Title of proposed project.
- Name and contact for the lead person overseeing the day-to-day work for the grant.
- Track for which funding is requested: Implementation planning, piloting or scaling.
- Total amount of funds requested over the entire grant period based on selected track.
- Printed name, title and signature of authorized signer for the institution.

Required Contents - Narrative

Application scoring is based on the submitted narrative. The scoring includes 60 points in total for responding to each narrative component plus the potential for an additional 10 points by the reviewers at their discretion for a maximum of 70 points.

1. Table of Contents
2. Executive Summary (5 points; 1 page limit)
3. Project Description (7-8 page limit)
 - a) Identify application track: implementation planning, piloting or scaling (5 points)
 - b) Brief History (10 points; ~ 1.5 pages)
 - c) Work Plan (25 points; ~ 5 pages)
 - d) Milestones and Timeline (10 points; ~ 1 page)
 - e) Conclusion (5 points; ½ a page)
4. Budget and Budget Narrative (no points; narrative max ~ 2 pages)
 - a) Excel or Word
 - b) Standard direct cost budget categories
 - c) Indirect costs NOT allowed
 - d) The narrative must document and justify each budget line item
 - e) Examples of budget items based on application track

Submission Requirements

Please submit the institution's application to SCHEV via email to:

- Emily Salmon, Acting Director of Strategic Planning and Policy Studies, at emilysalmon@schev.edu.
- Please submit the application in a single pdf file; however, the detailed budget may be submitted in Excel.

Priority Categories

- Priority will be placed on applications from institutions that make connections to the [FWS toolkit](#).

Prior FWS Transformation Grantees

- Northern Virginia Community College (Piloting)
 - Old Dominion University (Implementation Planning)
 - Piedmont Virginia Community College (Implementation Planning)
 - UVA Wise (Implementation Planning)
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- Longwood University (Implementation Planning)
 - Virginia Commonwealth University (Piloting)
 - Virginia Tech (Implementation Planning)
 - College of William & Mary (Piloting)

Budget Category Examples

- Memberships, meetings, conferences, professional dev.
 - Promotional materials
 - Personnel/data intern/graduate assistant/faculty stipends

 - Scholarship for portfolio development/course
 - Student stipend for industry membership/training
 - Printing (training handbook; poster session)
 - Supplies
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Pilot Approaches

- Specific IHE office, degree program/department/school
- Target a cohort of FWS students/all FWS students
- All FWS positions
- FWS positions most easily filled/hardest to fill
- Off-campus/non-profit (must comply with FWS requirements)

Think through what makes the most sense based on your implementation planning efforts and your IHE!

GRANTEE COMMITMENTS

Grantee Commitments

By and upon accepting grant awards from this program, grant recipients commit to:

- Comply with Federal Work-Study regulatory requirements.
- Attend an orientation for the awarded institutions.
- Produce and submit an annual progress report* to SCHEV to monitor activities, work plan progress and milestone achievement.
- Grantees must also submit an annual fiscal report.
- The progress report and fiscal report are both due to SCHEV no later than 30 days after the end of the grant year.

*currently developing reporting metrics/framework for Round 1 and Round 2 2023 FWS transformation grantees.

APPLICATION PROCESSING, REVIEW CRITERIA AND AWARD

Application Processing and Review Criteria

Applying Processing:

- SCHEV will confirm receipt within two business days of receiving the application.
- Two-step review: administrative and professional review panel.

Review Criteria:

- Specified points per section totaling 60 points with a maximum possible score of 70 points (10 possible impact points* at review panel's discretion)
- Up to 10* impact points based on: overall value of proposed activities, use of FWS toolkit or other documented best-practice approach.

Award

Award Process:

- Ultimate decision by SCHEV leadership.
- Factors include consensus score from review panel, reviewer comments, application quality, proposed use of grant funds, geographic distribution and distribution across institutional type.
- Entirety of funds awarded via grant and a MOU.

IMPORTANT DATES AND QUESTIONS

IMPORTANT DATES

- **February 22:** deadline for application submission to SCHEV
- **April 22:** awards announced
- **July 15:** deadline for application submission to SCHEV
- **October 15:** FY 2024 grant awards announced

QUESTIONS?

For questions, call or email:

Emily Salmon

Acting Director of Strategic Planning and Policy Studies

State Council of Higher Education for Virginia

emilysalmon@schev.edu