



# Fund for Excellence and Innovation (FFEI)

2024 Grant Competition  
November 1, 2024



STATE COUNCIL OF HIGHER  
EDUCATION FOR VIRGINIA

# Webinar Agenda

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- **Introductions**
- **FFEI Fast Facts**
- **Current Opportunity Details**
- **Track Options, Eligibility & Funding**
- **Deliverables & Reporting**
- **Application Requirements**
- **Templates and Resources**
- **Q&A**

# Fast Facts: Two Main Goals of FFEI



Stimulate collaborations among public school divisions, community colleges and universities to expand affordable student pathways

Pursue shared services and other efficiency initiatives at colleges and universities that lead to measurable cost reductions



# Current FFEI Opportunity

- **CONTINUED FOCUS ON AI**
- **TWO TRACK OPTIONS**
- **UP TO \$250,000 TO BE AWARDED**
- **PROPOSALS DUE DEC. 11, 2024**
- **ESTIMATED PROJECT START: FEB. 5, 2025**
- **PROJECT LENGTH: UP TO 30 MONTHS**

# Track One

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**Expand or strengthen at least one existing activity** in your region that either initiates or improves at least one of the following:



Outreach to and pathways for students involving the study of and employment in artificial intelligence



Integration of topics related to artificial intelligence into curricula



Alignment with the AI-related labor market



Development of shared services

Track one aligns with education components in the Governor's [Executive Directive 5](#) regarding AI and its ethical use in state government, to include education.

# Track Two

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**Procure new shared services and create a community of practice** between secondary and postsecondary education (and/or within postsecondary education) to support the integration of AI in instructional and student supports.

Track two aligns with education components in the Governor's [Executive Order 30](#) regarding AI and its ethical use in state government, to include education.

# Track Two

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Potential project activities include:



Professional development to bridge gaps in expertise among faculty



Student support services that provide AI training or AI tools and resources



Stackable micro-credentials/micro-badging opportunities



ADA compliance activities and resources to align with Title II requirements



# Eligibility

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## Who can apply?

The lead applicant and fiscal agent must be a **public institution of higher education (IHE)**.

- Rural institutions and HBCUs are encouraged to apply.
- Lead applicants who are not rural IHEs or HBCUs are encouraged to partner with these institutions.



# Eligibility (cont'd)

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## Who can partner?

At least two organizations of different types must be members of the team.

Partners may include one or more:

- Public IHEs (2-year and/or 4-year)
- Public K-12 school divisions
- Private, non-profit IHEs
- Educational organizations (e.g., higher education centers)

# Division of Funding



**The number of projects awarded will be dependent upon the number of viable submissions for each track.**

**One track or project could receive the total funding if the proposal includes a structured and feasible plan for statewide impact.**

**Otherwise, the funding will be divided accordingly based on the number of approved proposals.\***

\*No minimum request or required match.

\*Funds may not be used for indirect costs.

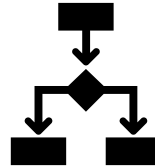
# Deliverables & Reporting

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**Final Deliverable:**  
Comprehensive  
report on project  
activities.

**Due:** 30 days after  
the close of the grant  
term.



**Progress Reporting:**  
Electronic reporting  
form

**Due:** Semi-annually



**Financial Reporting:**  
Report from  
institutional grants  
accountant

**Due:** 30 days after  
the close of the grant  
term

# Application Requirements

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Cover Sheet

List of Personnel Involved

Proposal Narrative

# Application Requirements

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## Cover Sheet

- Title of proposed project
- Selected track
- Name and contact info for team leader
- Name and contact info for co-leader(s)
- Amount of funds requested
- Name, title, and signature of authorized signer

## List of Personnel Involved

## Proposal Narrative

# Application Requirements

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## Cover Sheet

## List of Personnel Involved

For each person involved in carrying out the activities of the grant project, list the following:

- Name
- Title
- Organizational Unit
- Institution/Organization
- Project Role

## Proposal Narrative

# Application Requirements

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Cover Sheet

List of Personnel Involved

Proposal Narrative

Proposal Narratives must include:

- Table of Contents
- Executive Summary
- Project Description (Brief history, work plan, milestones & timeline, and conclusion)
- Budget (narrative and spreadsheet – teams may use new SCHEV template)
- Biosketches of key personnel (NIH or NSF style)



# Application Requirements

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## Proposal Narrative

- **Brief History:** explanation of the team's previous or current efforts related to proposed project activities
- **Work Plan:** plan describing the design and implementation of activities that will accomplish required deliverables.
- **Milestones and Timeline:** important dates for achieving grant activities and goals. Teams may use the new SCHEV timeline template or create their own with the same level of detail.
- **Conclusion:** key reasons why the project should be funded.

# Application Requirements

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## Page Count & Point Values

**Executive Summary:** One-page limit (Two points)

**Project Description:** Eight-page limit

- **Brief History:** Two pages (15 points)
- **Work Plan:** Five pages (50 points)
- **Milestones & Timeline:** One page (unless using template) (13 points)
- **Conclusion:** A few sentences

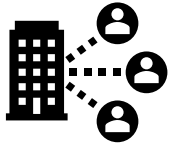
**Possible Impact Points:** 20

**Total Possible Score (with impact):** 100

# Impact Points

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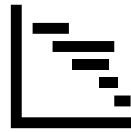
## Impact points may be awarded for:



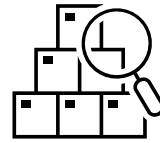
The nature of the collaborative activities between the two (or more) partners (especially if the collaboration includes a rural institution or HBCU)



The mix of personnel listed and the plan to share expertise described in the proposal



Any clear and noted alignment with the statewide strategic plan goals



The likelihood that the proposed activities will lead to development of the required deliverables



The proposed use of grant funds described in the budget narrative to include demonstrated ROI and intent to leverage ROI for a larger, scaled effort/project.

# Templates and Resources

## Budget Template

Recommended for budget submissions, but not required (other templates must provide the same level of information).

Available on SCHEV's website (FFEI page)

The screenshot shows an Excel spreadsheet titled "Budget TemplateExcelForm..." with the following sections:

- Personnel** (Rows 3-7):

Name	Position Title	Salary	Basis	Time Worked	Percentage	Total Cost
<i>(Do not enter information into this row)</i>						
						\$ -
						\$ -
						\$ -
- Fringe Benefits** (Rows 9-13):

Name	Position Title	Salary	Basis	Time Worked	Fringe Perc	Total Cost
<i>(Do not enter information into this row)</i>						
						\$ -
						\$ -
						\$ -
- Travel** (Rows 15-19):

Purpose of Travel	Location	Expense Type	Basis	Cost	Quantity	Total Cost
<i>(Do not enter information into this row)</i>						
						\$ -
						\$ -
						\$ -
- Professional Development** (Rows 21-25):

Course Name	Purpose	Location	Delivery Method	Cost	# of Staff	Total Cost
<i>(Do not enter information into this row)</i>						
						\$ -
						\$ -

**Instruction Reminders:**  
To add a row to a section, you must click on an existing row in that section and select "Add Row." If you know how many rows you need in a section, add the rows prior to starting as you may have to remove information if you add rows after entering data.

# Templates and Resources



## Timeline Template

Recommended for milestone and timeline submissions, but not required (other templates must provide the same level of information).

Available on SCHEV's website (FFEI page)

### Timeline, Objectives, Deliverables

Use this form to provide brief descriptions of your project activities and their associated outcomes, project goals, and deliverables. If you need more rows, select any cell in the final row and select the plus icon that appears at the bottom right of the table. Repeat for as many rows as needed. (Note: add rows prior to inserting information in the final row to prevent duplication of information).

Timeframe	Project Milestone	Associated Project Goal / Objective	Deliverable
<i>Examples:</i> <ul style="list-style-type: none"><li>• Year 1, Quarter 3</li><li>• January 2026</li><li>• End of Spring Semester 2025</li><li>• Ongoing</li></ul>	<i>Complete and analyze student internship surveys.</i>	<i>Increase student engagement in and readiness for internship opportunities.</i>	<i>Data report</i>

# Templates and Resources

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)

## BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME:

eRA COMMONS [USER NAME](#) (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

**A. Personal Statement**

**B. Positions, Scientific Appointments, and Honors**

**C. Contributions to Science**

## Biosketch Resources

[NIH Template](#)

[NSF Biosketch Guidelines](#)

# FFEI Grant Competition

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Q&A

Contact: [taylorclark@schev.edu](mailto:taylorclark@schev.edu)