



**BATTELLE**

## **REQUEST FOR PROPOSALS AND GUIDELINES TO SUPPORT THE ARMY'S EDUCATION AND OUTREACH PROGRAM (AEOP)**

[Proposals Due: July 24, 2023 by 5:00 p.m. EST](#)

[Letter of Intent Due: July 10, 2023 by 5:00 p.m. EST](#)

[Final date to submit questions and requests for additional information: July 10, 2023](#)

Administered and managed by the Army Education Outreach Program (AEOP) Consortium  
Lead Organization: Battelle Memorial Institute

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## **BACKGROUND & OBJECTIVES**

AEOP offers our nation's youth and teachers opportunities for meaningful, real-world STEM experiences, competitions, and paid internships and fellowships alongside Army researchers. From elementary school through post-graduate school, students of all proficiency levels, interests, social and economic backgrounds are encouraged to participate in real-world STEM experiences while also engaging with Army-sponsored mentors. Information about the programs within the AEOP portfolio can be found on the [AEOP website](#).

Through its programs, AEOP focuses on three primary goals:

- **STEM Literate Citizenry** – Broaden, deepen and diversify the pool of STEM talent in support of our defense industry base.
- **STEM Savvy Educators** – Support and empower educators with unique Army research and technology resources.
- **Sustainable Infrastructure** – Develop and implement a cohesive, coordinated, and sustainable STEM education outreach infrastructure across the Army.

Battelle is the lead organization for the AEOP Consortium that includes representatives from academia, industry, non-profit organizations and government. Existing Consortium members are Education Development Center, Inc, MetriKs Amerique, National Science Teaching Association (NSTA), Rochester Institute of Technology (RIT), Technology Student Association (TSA), Tennessee Technological University (TTU), and Widmeyer Communications.

The consortium works to promote and enhance AEOP. We expect applicants to visit the [AEOP website](#) and contact AEOP program administrators to explore how their proposed project might complement existing efforts. Applicants who do not consult with the AEOP program administrators will not be considered. The programs and their primary contacts are below:

## **AEOP PROGRAMS AND ADMINISTRATORS**

<b>PROGRAM NAME</b>	<b>INDIVIDUAL PROGRAM ADMINISTRATOR (IPA) CONTACT INFORMATION</b>	<b>POPULATION SERVED</b>
APPRENTICESHIPS	Heather Storti hmsk12@rit.edu	High school, undergraduate, post-graduate
eCYBERMISSION	Kathryn Lasky klasky@nsta.org	6 <sup>th</sup> -9 <sup>th</sup> grade
GEMS/CAMP INVENTION	Renee Wells rwells@nsta.org	5 <sup>th</sup> -12 <sup>th</sup> grade at Army Labs/Elementary
JUNIOR SCIENCE AND HUMANITIES SYMPOSIUM	Andrea Malenya amalenya@nsta.org	9 <sup>th</sup> -12 <sup>th</sup> grade
JUNIOR SOLAR SPRINT	Sue King sking@tsaweb.org	5 <sup>th</sup> -8 <sup>th</sup> grade
UNITE	Mimi Leonard mleonard@tsaweb.org	Rising 9 <sup>th</sup> -12 <sup>th</sup> grade

## PURPOSE

The U.S. Army Educational Outreach Program (AEOP) through its cooperative agreement (COA) with Battelle is seeking new and innovative partnerships with organizations that have similar STEM goals with the purpose of reaching more underserved and military-connected students, specifically in Maryland and San Antonio/Austin through programs already within the AEOP portfolio. The AEOP defines underserved participants as those who possess at least [two](#) of the following criteria:

- attend a rural, urban, or frontier/tribal school;
- low-income students (FARMS)
- females in certain STEM fields (e.g. physical science, computer science, mathematics or engineering);
- identify as racial/ethnic minority in STEM (i.e., Alaska Native, Native American, Black or African American, Hispanic, Native Hawaiian and other Pacific Islander, other);
- students with English as a second language (ELL);
- first generation college student (1stGEN);
- students with disabilities (ADA);
- a dependent of a military service member or veteran.
  - Military child – dependents of members of the Active Duty Armed Forces
  - Military-connected – military child plus the dependents of members of the National Guard and Reserves
  - Military-affiliated – military-connected plus the dependents of Veterans
  - Military-connected schools – schools where a minimum of 15% of the student population is military-connected

Battelle will accept proposals from organizations and associations in support of AEOP programs for underserved and military-connected K-12 students, their parents, and teachers in the Maryland and San Antonio/Austin geographic regions. While we expect each project to promote all of the programs within the AEOP portfolio (see below), applicants may propose an idea for a project focused on one or more of the programs.

Under this solicitation, Battelle will accept proposals for the following activities:

- Support new or existing partnerships with AEOP programs that extend the reach of programs within the AEOP portfolio to underserved and military-connected student populations in Maryland and/or San Antonio. These two geographic areas host most programs, thus, creating a pipeline for students to participate in AEOP from elementary through post-graduate school. Some examples of projects are included below. This list simply represents possibilities for potential projects, it is not exhaustive.
  - Train afterschool providers to serve as Junior Solar Sprint team advisors.
  - Provide professional development for teachers about conducting research so they can help their students submit entries for Junior Science and Humanities Symposium.
  - Implement eCYBERMISSION with a specified group of students that, ultimately, submit Mission Folders for the competition.

Proposals that do not address this focus area will not be considered. Additionally, we are **NOT** accepting proposals to add new programs to the AEOP portfolio. Regardless of the proposed project, AEOP expects all awardees to:

- Promote all the programs within the AEOP portfolio.

- Become well versed in AEOP programming and information to actively answer questions and engage in AEOP communication efforts.
- Distribute AEOP materials and information when relevant at organization's STEM engagements to include but not limited to summer STEM camps, academies, STEM competitions, assemblies, parent nights, and teacher orientations.
- Communicate and collaborate with the appropriate AEOP IPA, listed in table above.
- Utilize existing networks to promote participation and support of AEOP programs.
- Ensure participants are registered in the AEOP central registration system.
- Make certain participants complete the end of program evaluation administered by the AEOP evaluation partner, Education Development Center, Inc.

## **PROGRAM GUIDELINES**

### **Award Information**

Estimated number of awards: 4-6

Anticipated funding amount: We anticipate having approximately \$225,000 for awards. We expect awards to average between \$30,000 - \$75,000 for a period of up to 18 months. This is a one-time funding opportunity.

### **Eligibility Requirements**

Proposals may be submitted from entities representing nonprofit organizations, a single Local Education Agency, a consortium of schools, post-secondary entities, and STEM-oriented and/or innovative business. Guidelines for the proposal narrative and budget are noted in the section, "Preparation of Proposal."

## **LETTER OF INTENT**

Potential applicants must notify Battelle of their intent to apply by July 10, 2023. Failure to submit a notification of intent will result in an application not being reviewed. Potential applicants must email [johnsonsa@battelle.org](mailto:johnsonsa@battelle.org) with a statement confirming their intent to apply, with the subject line "Intent to submit: AEOP Strategic Outreach Initiatives".

## **PROPOSAL PREPARATION**

All proposals must be submitted online. Required attachments must be formatted as described below. The Review Team appreciates clear, concise, complete, carefully written, and proofread proposals that meet all guidelines.

**\*\*Please note that you may start your application and return to the application. The only rule is applicants must be on the same browser and device (and not in Incognito or Private browsing mode). Your answers will be kept safely in your browser's local storage, for 15 days. When you open the Typeform again, you'll be taken to the start of the form, but will see your existing answers from your last visit. You can edit those answers and fill out the rest of the questions before submitting. We recommend completing your responses in a Word document and pasting them into the Typeform.**

Page limits are noted below. Narrative must not exceed 10 pages (excluding cover letter, and 5 pages for attachments), (8.5" x 11", standard letter size), double-spaced, with one-inch margins; use Arial, 11-point font. The narrative must address, in sequence, each section identified below. Number all pages and include the applicant's name in the header of each page. **All documents must be submitted as PDFs.**

Applicants will submit three attachments:

- Proposal cover letter
- Proposal narrative with attachments
- Proposal budget and narrative

### **1. Proposal Cover Letter (1 page limit)**

Please include signature(s) of the Principal Partners(s) of the Lead Applicant and the signature of the Institutional Representative of the Fiscal Agent(s) who has the authority to accept and expend grant monies. The cover letter should describe the commitment being made by the partner(s).

### **2. Proposal Summary (250 word limit)**

Provide a summary of the proposed project. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. (250-word limit)

### **3. Proposal Narrative (10 page limit)**

#### **A. Project Description (6-page limit)**

1. Identify specific AEOP program(s) and geographic region(s) the proposed project addresses.
2. Identify the target student population (grade, geographic location, underserved groups, military connected), how students will be recruited, and the organization's experience in working with the target population. Must include expected number of student and/or adult participants.
3. List overall project goals and objectives. Goals and objectives must be measurable. The objectives should describe what the applicant expects to achieve. Objectives should be relatively few and listed in approximate order of priority or importance. Additionally, include a description of how goals and objectives will be measured.

4. Describe the project. Provide a clear statement of the work to be undertaken to meet the above stated goals and objectives. Descriptions must include details about the content and structure of the proposed program, length of program, and location of program.
5. Define IPA Collaboration: It is expected that applicants will contact the appropriate IPA, listed in table above, to determine how the proposed project complements any existing activities, coordinate timelines, and share best practices. Describe how the applicant will ensure ongoing collaboration and communication with IPA(s) throughout the duration of the proposed project.

#### **B. AEOP Priorities (1 page limit)**

Explain how the proposed project will increase underserved and military connected student participation in AEOP programs in the Maryland and/or San Antonio/Austin geographic areas.

#### **C. Experience (1/2 page limit)**

The proposal should describe the organization's previous successful experience and expertise as it relates to the project and/or in student engagement and STEM education particularly with underserved and/or military connected students. Additionally, applicant should describe any previous experience with programs within the AEOP portfolio.

#### **D. Key Personnel (1/2 page limit)**

List key personnel, describing the role they will serve on the project, their relevant experience and how their experience benefits the project. Resumes or CVs of key personnel can be attached in the Appendix.

#### **E. Work Plan (Scope of Work/Gantt Chart) (1 page limit)**

The proposed work plan should specify the major activities to meet the stated goals and objectives with a set of corresponding tasks, timeline, and key personnel that will cover all the activities needed to establish the project. Included in the proposed work plan, the Grantee must show willingness and capacity to participate with the AEOP Consortium. \*If awarded a grant, the proposer will work with Battelle to establish a Scope of Work with deliverables from the work plan to establish the basis of the award contract.

#### **F. Sustainability (1 page limit)**

The proposed work must show evidence of capacity and commitment to enable the work to continue beyond the initial investment. Additionally, proposers must demonstrate ability to share best practices and challenges with consortium members and other strategic partners.

### **3. Project Budget and Narrative**

- Please include an itemized budget reflecting requested support and any cost-sharing and/or in-kind support. **Must use Budget Template form. Personnel rates and hours must be included.**
- All costs included in the budget must be directly related to the proposed project. The funding amounts in the Budget Narrative should match the funding amounts on the Budget Form.
- Specify cost-sharing or in-kind contributions (i.e., university in-kind support, school district support, leveraged funds from other state and national sources, etc). Cost-share is not a requirement for proposal submission.
- Cost per participant (entire budget/number of expected student participants).
- Note - Indirect costs, to a maximum of **10 percent** of the TDC, may be charged.

- Include a narrative that explains each budget line item for the budget request. The budget must be consistent with the proposed activities, and the Budget Narrative must justify the proposed expenditure. **(No page limit)**
- Provide a list of payment milestones to include milestone description, cost associated with completing the milestone, and anticipated completion date.

#### **4. Attachments (5 page limit)**

Proposal applicants may include additional information to enhance their proposal. Information may include resumes, budget details, examples of experience, or data. The information in the Attachment section must be referenced within the proposal narrative.

## **EVALUATION CRITERIA**

All applications will be screened to ensure the applicant is eligible and the proposal is compliant with the request. A review panel consisting of members from the AEOP Consortium will review applications. Reviewers will score the applications, basing their scoring decisions and funding recommendations on the evaluation criteria specified in this grant program announcement. The following criteria are used to score proposals. Proposals must address all evaluation criteria.

### **A. Project Description**

1. Identify specific AEOP program(s): Describes the area/topic(s) within this program that the proposal will address.
2. Target population: Describes target student population including relevant demographic information and details plan for recruitment. Target student population is aligned to AEOP priorities of underserved and military connected students. Has prior experience recruiting and retaining target population.
3. Goals and objectives: Goals and objectives are measurable and relevant to project activities. Plan to measure goals and objectives is reasonable.
4. Project description: Description of the project with key components detailing content, structure, and strategies. The project description provides sufficient details about the proposed project so that the reviewers have a clear picture of its scope.
5. Collaboration: Explains how the applicant will collaborate and communicate with the Individual Program Administrator (IPA) for the AEOP program(s) addressed in the proposal. Collaboration and communication should be ongoing throughout the duration of the proposed project. Battelle will confirm the applicant has contacted and collaborated with the administrator(s).

**B. AEOP Priorities** – Details how the project will address the identified focus area of reaching underserved and military connected students in Maryland and San Antonio/Austin. Explains how this project will promote the entire portfolio of AEOP opportunities.

**C. Experience** – The application describes the applicant's prior experience related to the selected focus area, student engagement, STEM and/or with programs within the AEOP portfolio. Experience described includes leadership, content knowledge, and capacity to deliver on the results promised.

**D. Key Personnel** – The key personnel have relevant experience for the proposed project. Roles are clearly described. The staffing pattern clearly links responsibilities/levels of efforts to project tasks.

**E. Work Plan** –The work plan will require goals and milestones. In its simplest form, it will describe who does what and when. A fully developed work plan that demonstrates how the proposed activities relate to the proposed project will allow the reviewer to understand the work that will take place and how it will be accomplished with benchmarks and milestones. The work outlined in the plan should also be achievable within the timeframe allotted.

**F. Sustainability** – This section describes the Grantee's vision for sustainability and gives a detailed plan on how sustainability will be achieved. Applications should reflect thoughtfulness in terms of the financial obligations and the effort it will take to ensure the work continues beyond the initial investment. A commitment to sharing knowledge gained and importing/exporting best practices must be evident in the design of the project.



**G. Project Budget/Narrative** – Documentation of how the budget will be apportioned and prioritized. The resources that will be needed to conduct the activities are specified and separated to indicate costs for the project, including personnel time, travel, and supplies. Any collaborative effort (including subcontracts) with other organizations is clearly identified. The budget includes justifications and explanations for the amount requested, and the estimated costs must be reasonable considering the anticipated results. Description is included of how the budget aligns with the overall project goals and activities including how funds are prioritized, and how existing or in-kind resources are being repurposed to ensure a dynamic project structure. Payment milestones align to proposed work schedule.

**PROPOSAL SUBMISSION DEADLINES**

DATE	ACTIVITY
May 30, 2023	Request for Proposals released
July 10, 2023	Letter of Intent Due: Email to Stephanie Johnson, johnsonsa@battelle.org
July 10, 2023	Final date to submit questions and requests for additional information to <a href="mailto:salmansk@battelle.org">salmansk@battelle.org</a>
July 24, 2023	<b>Due:</b> Final Proposals due by 5 p.m. EST. All proposals must be submitted <a href="https://battelleeducation.typeform.com/to/driiVqGn">online</a> at <a href="https://battelleeducation.typeform.com/to/driiVqGn">https://battelleeducation.typeform.com/to/driiVqGn</a>
August 2023	Awards announced
September 2023	Start date

**CONTACT INFORMATION**

<b>STEPHANIE JOHNSON</b>
Program Manager, AEOP Cooperative Agreement at Battelle
V: 614.424.4841
Email: johnsonsa@battelle.org

Organization: **ENTER ORGANIZATION NAME**

PI(s): **ENTER PROGRAM ADMINISTRATOR NAME(S)**

Quarterly Proposed Budget										Total Proposed Budget	
Personnel	Position	% effort	Projected Labor Hours	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Total	
<b>Total Program Personnel Salaries</b>				-	-	-	-	-	-	-	
<b>Total Program Fringe Benefits (calculate)</b>										-	
Equipment	Equipment Rental									-	
	Equipment Purchase									-	
	Miscellaneous (explain):									-	
	<b>Total Program Equipment</b>			-	-	-	-	-	-	-	
Travel	Travel to Meetings									-	
	Program Site Visits									-	
	Miscellaneous (explain):									-	

Materials/Supplies									-
	<b>Total Program Travel</b>	-	-	-	-	-	-	-	-
	Promotional Materials								-
	Printing								-
	Speaker Expenses								-
	Professional & Consultant Fees								-
	Instructional Supplies								-
	Awards								-
	Postage								-
	Telephone /Internet								-
	Miscellaneous (explain):								-
									-
	<b>Total Program Materials/Supplies</b>	-	-	-	-	-	-	-	-
Contractual Services	Subcontract (Company)								-
	Subcontract								-
	Service: Check Writing								-
	<b>Total Program Contractual Services</b>	-	-	-	-	-	-	-	-
Direct Costs included in MTDC	<b>SUBTOTAL Program Direct included in MTDC- Indirect Base</b>	-	-	-	-	-	-	-	-
Direct Costs not in MTDC	Teacher Stipends & Travel								-
	Miscellaneous (explain):								-
									-
									-
	<b>Total Program Direct NOT in MTDC</b>	-	-	-	-	-	-	-	-
	<b>TOTAL Program Indirect (Calculate):</b>								-
Total Program Cost	<b>COST SHARE (should be a negative number)</b>								<b>0</b>
	<b>TOTAL Program Operational Cost</b>	-	-	-	-	-	-	-	-