



Statewide Extended Studies Procedure

POLICY REFERENCE:

PART B: GENERAL POLICIES FOR EXTENDED STUDIES INSTRUCTION
PARAGRAPH 3.04: FISCAL RESPONSIBILITIES OF STATEWIDE EXTENDED STUDIES
DEVELOPMENT GRANTS

PROCEDURE:

Purpose of the Grants

The Department of Higher Education Statewide Extended Studies Program offers “Extended Studies Program Development Grants” to encourage and support the development of new extended campus programs and initiatives. These grants are intended to serve as seed money to assist in getting new eventual self-funding programs/projects running. It is expected that the requesting institution will contribute partial funding from other sources toward the establishment of any program receiving development grant funding.

Proposed programs or projects must be consistent with the role and mission of the requesting institution and the objectives of the Statewide Extended Studies Program. The Department will make all grant funding decisions based on the criteria outlined below. Grant funds are to be used only for development of the proposed program.

Criteria

- The program to be developed must legitimately be an extended studies or off-campus education program developed by an extended studies unit at a four-year state institution in Colorado.
- The proposed project must show promise of generating income and improving the quality of the institution’s extended studies program.
- The program/project must show potential for contributing to the overall strength of the Statewide Extended Studies.
- Evaluation procedures of the program must be included in the proposal.
- Grant funds are to be used only for development of the proposed program.
- Grant funds are to be used for only cash-funded programs.
- No indirect cost recovery will be allowed for these grants. All monies awarded must go to the implementation of the grant and not to the administrative costs of the sponsoring campus.

Procedures

All proposals must contain the following sections and be submitted by September 30th, 2008:

- A general background statement that includes the purpose(s) to be achieved;
- A statement of the need (market demand) for the program, with available supporting data;
- A description of the activities to be carried out;
- Identification of the faculty and staff to be used;
- Identification of the geographic area and the target group primarily affected;
- The method to be used for evaluating the results;

- A detailed budget, including projected revenues and costs;
- The amount of funding that the institution will provide from other sources;
- Any other information that supports the request (optional).

No more than three proposals for grant-funded projects may be submitted by one institution/campus during a specific RFP period, and, when possible, all proposals should be submitted together with an indicated order of priority. If more than three grants are submitted from one institution, approval will be made based on priority rank. The additional grants will be reviewed and funded based on grant money availability.

Follow-up Requirements

Upon completion of the project, a final written report must be sent to the Commission. This report:

- Must be submitted at the time cited on the approval letter
- Must include the following items
 - A description of the activities that were carried out
 - Evaluation results of the program
 - Detailed budget including where the grant money was spent
 - Assessment of the ongoing self-funding feasibility of the program
- Extensions will be considered and granted on an as needed basis. Written requests for extensions are required along with documentation supporting the necessity for the extension.

Upon funding, the receiving school must keep records of grants in compliance with state rules

Part 1 Schedule 8 of Colorado State Archives Records Management Manual

4-13. Grant Files (Active and Inactive)

Used to retain information concerning financial grant assistance received by a state supported college or university. Files contain some or all the following documents: statement of budget and expenditures, notices of grants awarded, financial status reports, authorization for transfer of grant funds, draft copies of detailed budgets for programs, copies of federal assistance, educational grants, student loan and work study programs, financial assistance for veterans and career professionals, and other related information.

Retention: 6 years after becoming inactive

For more information on state requirements for record holding go to the Colorado Department of Personnel and Administration State Archives Record Management Manual.

<http://www.colorado.gov/dpa/doit/archives/rm/rmman/index.htm>

Submit request to:

Colorado Department of Higher Education

Attn: Director of Extended Studies

1560 Broadway, Suite 1600

Denver, CO 80202