***Responses due:*** *9:00 AM on May 15, 2024 via email to* *catalyst@nash.edu**. Please include* ***Course Flexibility*** *in the subject line.*

***Contact for questions:*** *Dan Knox,* Institute for Systems Innovation & Improvement Director

*Catalyst@nash.edu*

***STOP:*** *Please refer to the Request for Proposals document and read it in full before responding to the prompts on this form.*

***Institutional Endorsement*** – By filling out this section, you certify that this submission has been approved by the campus administrator named below.

***Name:*** Insert contact first and last name here

***Title:*** Insert contact title/role here

***Email:*** Insert contact email address

***Approval Date:*** Click or tap to enter a date.

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| ***Project Contact*** – Your project contact should be the subject matter expert on the intervention referred to in the nomination.  |

***Name:*** Insert contact first and last name here

***Title:*** Insert contact title/role here

***Institution/System:*** Insert the institution at which the contact holds that title/role

***Preferred Phone:*** XXX-XXX-XXXX[ ]  ***Mobile*** [ ]  ***Office***

***Email:*** Insert contact email address

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| ***Project Summary Details*** |

***Project Title:*** What is the name of the intervention?

***Purpose Statement:*** Provide a one-sentence description of the intervention’s mission

***Institution(s) Implementing:*** Where is this intervention currently being or planned to be implemented?

***Number of Individuals Served:*** How many students have previously been and are currently being served by this intervention?

***Catalyst Fund Level:*** Please indicate the level(s) of Catalyst Fund awards that your project is best aligned with at this stage of implementation by checking the appropriate box(es) below.

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| [ ]  Level 1 | Prove (up to $5,000) - You have implemented or plan to implement an intervention that shows signs of positive impact |
| [ ]  Level 2 | Expand (up to $7,500) - You have tested or plan to test your concept locally or with another institution or system and have promising results to share |
| [ ]  Level 3 | Analyze (up to $10,000) - You have promising results to share and are requesting funds for a deeper analysis to improve the concept or solve the problem |
| [ ]  Level 4 | Scale (up to $25,000) – Funding to begin to expand the implementation of the identified best practice to all campuses within the system |

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| ***Optional Attachments*** |

As noted in the RFP, respondents **may**, but do not have to, include 1-page attachments providing a visual timeline of the intervention, an intervention budget, or a visual representation of intervention outcomes.

Please use the checkboxes below to indicate whether you have included attachments with your application:

[ ]  Methodology Attachment - Timeline

[ ]  Methodology Attachment - Budget

[ ]  Impact Attachment - Outcomes

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| ***Narrative*** – Respondents are asked to respond to each section to the best of their ability. The expectations for the length of responses are guides, not required minimums nor maximums. The responses provided in the form should be no more than 8 pages in 12pt Arial font, single spaced. That means the completed final form submitted to NASH should be no more than 10 pages in total.  |

***Executive Summary***

Briefly outline the intent, methodology, and impact of the intervention, focusing on how the demonstrated outcomes advance the capacity to collaboratively share courses across institutions as well as the potential for the intervention to be scaled or replicated at additional institutions within or external to the CCC system.

 It is recommended that the executive summary be one paragraph.

***Methodology***

* What problem are you trying to solve and why are you well positioned to solve it?
* How was the intervention developed, implemented, and progress monitored?
* How does the intervention reflect student-centered policies and practices? This may be reflected in the process undertaken to identify the problem, program design, and/or implementation.
* What was the timeline for development and implementation and how long was the intervention implemented before demonstrating results? (A visual representation of the timeline may be included as a single page attachment but is not required.)
* What specific inputs—including financial, human capital, and physical resources—were invested to ensure/support successful outcomes of the intervention? (A budget may be included as a single page attachment but is not required.)

The methodology section should respond to the questions above to the maximum extent practicable given the current scale of the intervention. It is recommended that the methodology section be at least 1 page.

***Impact***

* What was the intended impact of the intervention and was it met or exceeded?
* What were the outputs and outcomes in terms of discrete data points (to the extent available) on college access and affordability, including the number of individuals supported, improvements to retention, graduation rates, and equity and inclusion? (Visual representations of data may be included as a single page attachment in numerical chart form but are not required. Respondents are advised to adhere to all relevant student privacy policies when sharing data.)

The impact section should respond to the questions above to the maximum extent practicable given the current scale of the intervention. It is recommended that the impact section be at least 1 page.

***Relevance***

* How does this proposal to address course sharing support student success and advance equitable access and affordability?
* Respondents may also wish to refer to responsiveness to student voice and needs in this section.

The relevance section should respond to the prompt above to the maximum extent practicable and must draw a connection to removing cost as a barrier. It is recommended that the relevance section be no more than 1 page.

***Scalability***

* What is the current scale of adoption of this intervention from the institution- and system-wide perspective?
* How/could the proposal be scaled to reach more individuals in the population(s) being served?
* What, if any, are the current obstacles to scaling and how could they be surmounted?

The scalability section should respond to the prompts above to the maximum extent practicable. It is recommended that the scalability section be no more than 1 page.

***Collaboration***

* How does the intervention demonstrate interdisciplinary, cross-functional/programmatic/institution collaboration toward improved outcomes? This collaboration may already be in place or may be a targeted next step.

The collaboration section should respond to the question above to the maximum extent practicable. It is recommended that the collaboration section be no more than 1 page.

***Sustainability***

* What thought has been put into sustaining the work at this stage?
* What conditions would have to be met to ensure short- and long-term sustainability?

The sustainability section should respond to the prompts above to the maximum extent practicable. It is recommended that the sustainability section be no more than 1 page.

***Dissemination***

* How could/is the intervention be/ing replicated within the institution (as relevant), across institutions, and across systems and states?

The dissemination section should respond to the question above to the maximum extent practicable. It is recommended that the dissemination section be no more than 1 page.