Department of Education
TRIO
Student Support Services Program

Suggestions for Success Technical Assistance Session

Bloomington, MN.
November 28-29, 2007

White House Initiative on Tribal Colleges and Universities

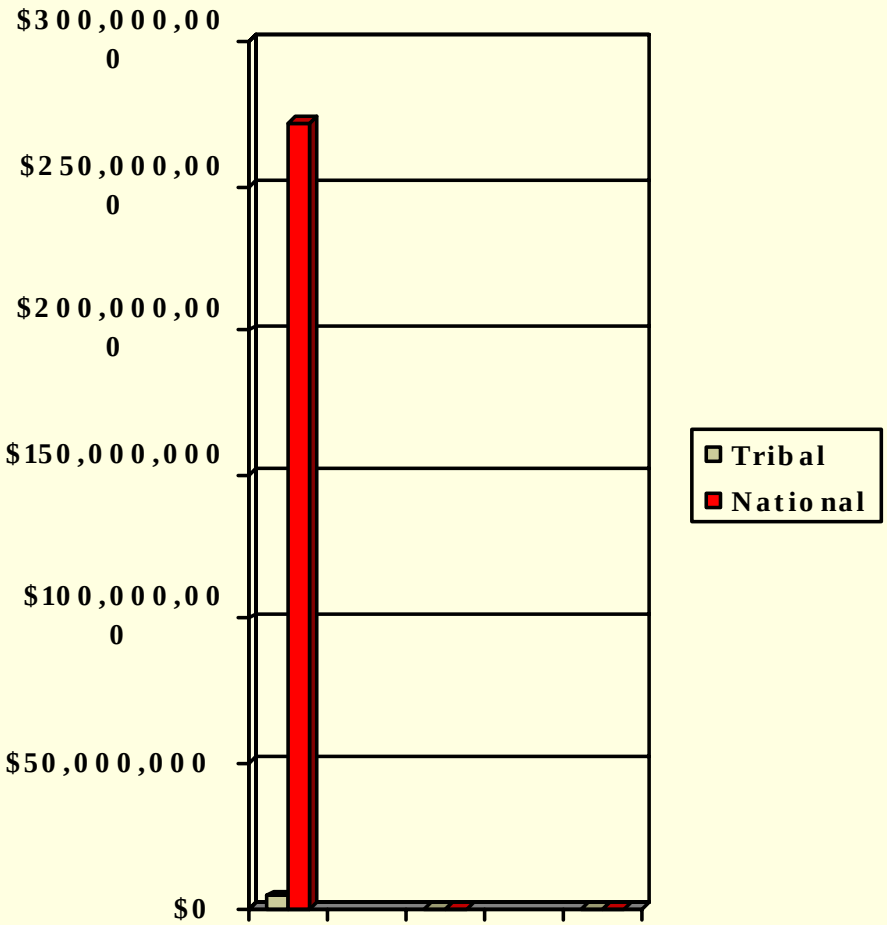
Strengthening Academic Competitiveness For Tribal Colleges and Universities

Student Support Services (SSS)
History and Purpose

- One of three original TRIO programs authorized in 1968 by *Higher Education Act of 1965* (20 U.S.C. §1101a), as amended.

- The goal of SSS is to increase the postsecondary persistence and graduation rates of low-income students, first-generation college students, or students with disabilities and to facilitate these students' transition from one level of higher education to the next.

SSS * 2006 * Statistics



Funding

$271,412,971

$4,418,556

Projects

953

17

Participants

200,189

2,929

*SSS * 2006 * Award Information*

- **Range of Awards**

  $220,000 - $350,000

- **Average Size of Awards**

  $280,000

- **Average Number of Participants**

  160 participants

Student Support Services 2007-08

Technical Assistance	June –July
Closing Date	Aug. – Sept.
Review Applications	Oct. – Dec.
Approve Slate	Feb. – Mar.
Award Grants	Apr. – May

Student Support Services Application and Forms

- Part I – Application Face Sheet
- Part I-A – Program Profile and Abstract
- Part II – Budget Summary and Narrative
- Part III – Program Narrative
- Part IV – Program Assurances
- Part V – Prior Experience
- Part VI – DOE Certifications & Assurances

Part I – Application Face Sheet

Item 11. Proposed Project Dates

***Request 5 years**

Item 14a. Estimated Funding

***Funds requested for the 1st year**

Part I-A – Program Profile and Abstract

Profile/Item 1

***Be certain to include your current grant award number**

Abstract

***Relate the objectives of the proposed project to the authorizing statue**

***State how these objective will further the purposes of the authorizing statute**

Part II – Budget Summary and Narrative

Budget Summary

- **Include funds requested for grant aid in the Training Stipends category**
- **Double check the line items and category totals with the narrative budget**

Budget Narrative (1st year only)

- **Be certain costs are allowable and related to the proposed project**

Part III – Program Narrative

SSS Selection Criteria 646.21

•Need	•24 points
•Objectives	• 8 points
•Plan of Operation	•30 points
•Institutional Commitment	•16 points
•Quality of Personnel	• 9 points
•Budget	• 5 points
•Evaluation Plan	• 8 points
Total Maximum Score	100 points

Need (24 points)

- A high number or percentage, or both of eligible students (8 points)
- Academic & other problems (8 points)
- Comparison of eligible students with and appropriate group

  -retention and graduation rates

  -grade point averages

  -graduate and professional school enrollment rates (8 points)

Need
Suggestions for Success

- **Clearly state the needs and provide specific documentation or evidence**
- **Relate the assessed needs to the purpose of the program**
- **Make sure the needs are reasonable and well defined**
- **Use recent data (not later than 3 years)**

Objectives (8 points)

- Process and outcome objectives (2 points)
- Address the identified needs of the participants (2 points)
- Clearly described, specific, and measurable (2 points)
- Are ambitious but attainable with each budget period and the project period (2 points)

Objectives
Suggestions for Success

- **Objectives should be reasonable and measurable**
- **Consistent with the stated needs**
- **Ambitious and attainable**

Plan of Operation (30 points)

- Inform the institutional community
  (3 points)
- Identify, select, and retain participants
  (3 points)
- Assessing each participants' need and monitoring progress (4 points)
- Provide services that meet goals and objectives
  (10 points)
- Plan for proper administration of the project
  (10 points)

Plan of Operation
Suggestions for Success

- **Effective management plan that ensures proper and efficient administration**
- **Provide milestones that show a logical progression of tasks**
- **Explain why the services/approaches are expected to be successful**
- **Detail a plan for equal access (GEPA)**

Institutional Commitment (16 points)

- Committed facilities, equipment, supplies, personnel (6 points)
- Established administrative policies and academic policies that enhance (6 points)
- Commitment to minimize dependence on student loans (2 points)
- Assured full cooperation and support (2 points)

Institutional Commitment
Suggestions for Success

- **Describe the specific resources that will enhance project services**
- **Discuss administrative and academic policies that will enhance participants' retention**
- **Describe how the project will establish a relationship with appropriate offices**

Quality of Personnel (9 points)

- Qualification requirements for the project director (3 points)
- Qualification requirements for other personnel (3 points)
- Plan for employing personnel who have succeeded in overcoming (3 points)

Quality of Personnel Suggestions for Success

- **Include the responsibilities and qualifications for project staff**
- **Plan to attract personnel with backgrounds similar to the participants**

Budget (5 points)

- Budget that is reasonable, cost-effective, and adequate to support the project.

Budget
Suggestions for Success

- **Relate all budget items to the proposed project**
- **Make sure all costs are allowable, reasonable and justified**

Evaluation Plan (8 points)

- Appropriate to the project and include quantitative and qualitative measures

  (2 points)
- Appropriate baseline data to show success of project participants (2 points)
- Use results to make programmatic changes

  (4 points)

Evaluation Plan
Suggestions for Success

- **Detail how the formative and summative evaluation will measure success**
- **Describe how and when the results will be used to improve the project**

Part IV – Program Assurances

- Two-thirds (2/3) of the students will be individuals with disabilities, and/or low-income individuals who are also first-generation college students; and one-third (1/3) of individuals with disabilities are also low-income
- Remaining students participating will be either low-income individuals, first generation college students, or individuals with disabilities.

Part V – Prior Experience (15 points)

- Persistence (4 points)
- Good academic standing (4 points)
- Graduation and transfer (4 points)
- Administrative requirements (3 points)

Prior Experience
Suggestions for Success

- **Only include accurate information on APR**
- **Submit revisions that require prior approval**
- **DOCUMENT**

EXERCISE

GUIDELINES

***Select a project**

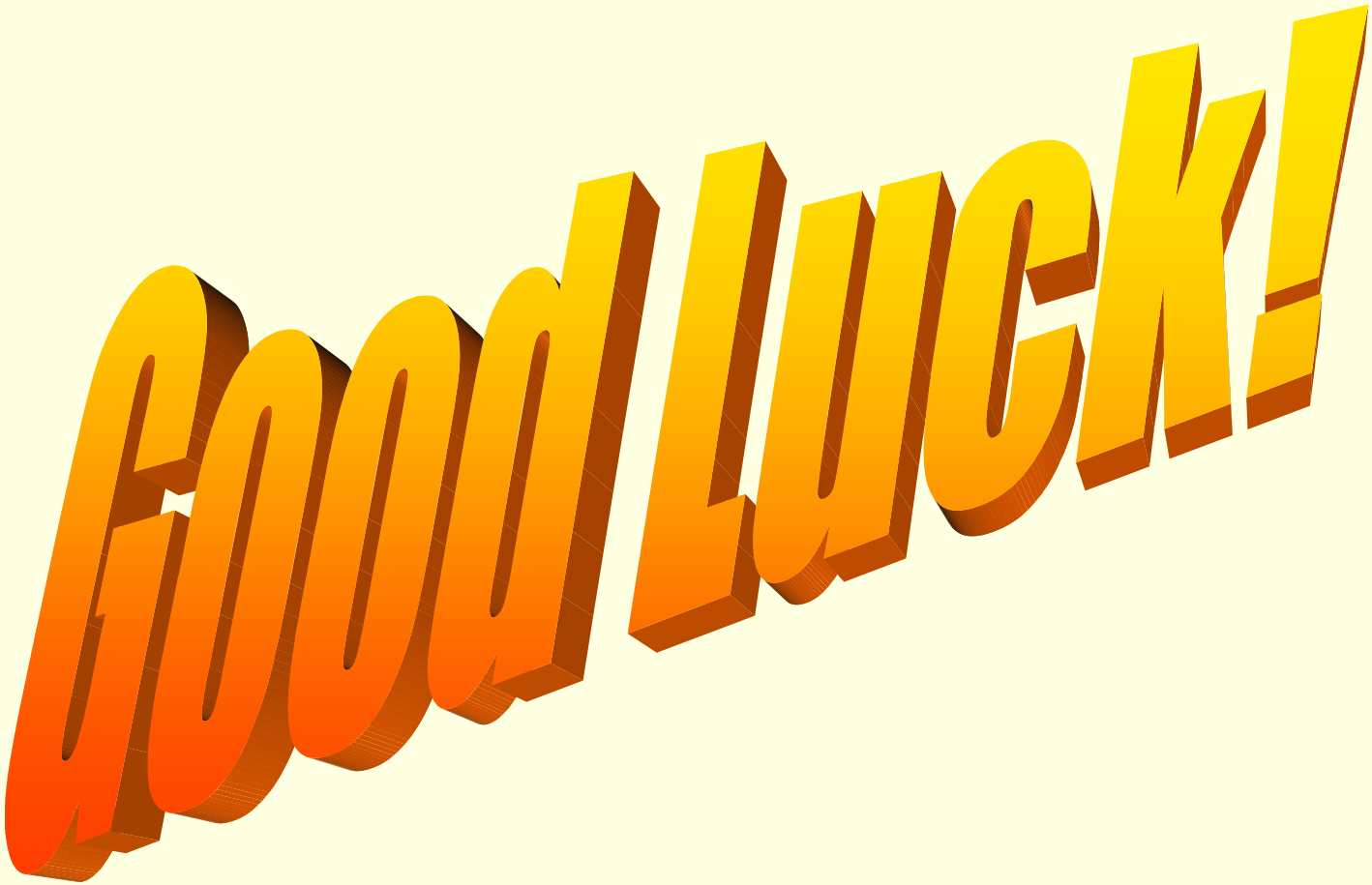
***Use the questions on the handout**

***Use no more than 3 sentences per criteria**

***Select a representative**

Prior to Submitting the Proposal

- **Technical assistance workshops**
- **Field reader comments**
- **Assessment of current project**
- **Get an outside review/opinion**


Good Luck!