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## *Request for Applications (RFA)*

### *Regional STEM Network Grant IX*

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#### **IMPORTANT INFORMATION**

- Objective:** To support and fund innovative and collaborative initiatives that strengthen awareness, opportunities, and retention in Nevada's STEM education and workforce pathways.
- Project Types:** Program planning, development, piloting, scaling, or evaluation.  
System, tool, or process development, piloting, scaling, or evaluation.  
Research.
- Applications Due:** August 7, 2026 by 5:00PM PST  
(late applications will not be considered)
- Funding Available:** \$300,000.00
- Spending Deadline:** June 30, 2027
- Eligibility:** Ecosystem partners described in the Introduction section of the RFA who can produce the outcomes described in Section I: Desired Outcomes of the RFA, including but not limited to:  
Local government organizations, including county, city or township governments, and tribal governments  
Educational organizations, including public school districts, NSHE institutions, private schools, and charter schools or systems  
Non-profit organizations  
Public agencies  
Workforce development organizations such as regional development authorities, workforce boards and job centers
- Website:** <http://osit.nv.gov>
- Contacts:** Tracey Howard - [T.Howard@gov.nv.gov](mailto:T.Howard@gov.nv.gov)
- RFA Components:** Introduction  
Section I: Desired Outcomes  
Section II: Grant Information  
Section III: Application and Submission Information  
Section IV: Award Administration  
Section V: Award Management  
Section VI: OSIT Contact  
Attachments

## Request for Applications Regional STEM Network Grant IX – SFY27

### INTRODUCTION:

The Governor's Office of Science, Innovation and Technology (OSIT) of Nevada was established by the Legislature (NRS 223.600) to promote, coordinate and align education, workforce, and economic development and diversification efforts in the areas of science, technology, engineering, and mathematics (STEM). OSIT created three regional STEM Networks to advance this work at the local level.

Effective STEM ecosystems strengthen collaborative partnerships and programmatic quality in a way that increases access and retention in local STEM pathways. STEM ecosystem partners work to increase STEM knowledge and capacity of providers, make meaningful connections between opportunities and across partnerships, and provide positive and consistent messaging around STEM education and career opportunities.<sup>i</sup>

STEM ecosystem partners include those individuals and organizations working to support STEM engagement for learners of all ages. Partners include, but are not limited to Nevada's: educators, schools, school district leadership, institutes of higher education, department of education, childcare providers, families, neighborhood organizations, informal program providers, informal program developers, guidance counselors, career counselors, One-Stops, government agencies, government officials, policymakers, employers, businesses, news outlets, libraries, museums, zoos, aquariums, planetariums, parks, nature centers, city and municipal service providers, community organizations. While partners' level of STEM expertise and involvement will vary, a wide variety of partners create and contribute to regional STEM ecosystems.



OSIT's Regional STEM Networks and their committees identify, celebrate, create, and bolster local STEM initiatives. The Networks offer consultation, training around best practices, collaboration and connections to STEM partners. To support the advancement of Nevada's STEM ecosystems, the Regional STEM Networks request funding proposals for innovative, effective, and collaborative projects aimed at advancing the region's STEM interconnectedness, opportunities and achievements.

## **SECTION I: DESIRED OUTCOMES**

The Regional STEM Networks seek proposals for projects that will enhance the local STEM ecosystem for Nevada's students. Proposals should seek to achieve one or more of the following:

- Ecosystem partners have high levels of STEM knowledge and capacity.
- Tools and structures are utilized to develop and sustain collaborative relationships among STEM ecosystem partners.
- The STEM ecosystem has a strong interconnectedness between formal, informal, and out-of-school time STEM learning opportunities.
- Families and the community are engaged in STEM pathways.
- Gaps between education and the workforce are closed.
- The community, jobseekers, and learners are aware and able to navigate Nevada's STEM learning and career pathways.
- Nevada's learners have an interest and strong sense of belonging in STEM.
- Engagement and retention in Nevada's STEM pathways continue to increase.
- The ecosystem brings in federal, State, local government, corporate, philanthropic, or other dollars to increase STEM awareness, access, and achievement.
- Functional evaluation tools or databases are available for STEM partners to use in evaluating program success toward the Regional STEM Networks' goals.

Successful proposals will clearly and effectively describe an action plan, intended outcomes, and the intended measurable impact on the regional STEM ecosystem. Favorable proposals will also include collaborative partnerships and innovative or unique ideas. Applicants are encouraged to identify special projects with partners that are outside of regular duties or programming. Proposed budgets should be conservative and support one-time costs. Funded projects should result in tangible, lasting deliverables that the region can use, learn from, or leverage.

## **SECTION II: GRANT INFORMATION**

### **Project Examples:**

Grant awards may be used to fund a variety of projects with different activities, settings, and audiences. Examples include but are not limited to:

- Resource development:
  - develop systems supporting regional STEM initiatives, such as tracking student retention in STEM pathways or establishing a system for collaboration
  - develop tools and frameworks to help ecosystem partners implement best practices
  - develop tools and frameworks to help ecosystem partners create and sustain collaborative relationships
  - develop evaluation tools or databases for STEM partners to use in evaluating program success toward the Regional STEM Networks' goals
- Programming:
  - pilot a program that will implement a new, innovative initiative to retain students in Nevada's STEM pathways



- develop teacher externships, student apprenticeships, or other experiential learning for students and educators
- expand professional learning or training to increase STEM knowledge and capacity of ecosystem partners
- implement a new after-school club curriculum that develops a sense of belonging in STEM for Nevada's learners
- engage families and the community in STEM pathways with events or marketing campaigns
- Collaboration - diverse STEM ecosystem partners collaborate to enhance regional STEM initiatives:
  - formal, informal, and out-of-school time STEM ecosystem partners strengthen interconnectedness between learning opportunities by aligning language, processes, funding, programming, or marketing
  - STEM ecosystem partners work together to expand community, jobseeker, and learner awareness of Nevada's STEM learning and career pathways through collaborative awareness campaigns and strategies
  - STEM ecosystem partners co-develop funding proposals, events, or resources that advance STEM education opportunities in the region
- Research, Planning and Evaluation:
  - research, study, survey, or evaluate programs, strategies, or events that will inform future actions within the region
  - develop large-scale grant proposals (ex: NSF) with the intention of increasing STEM awareness, access, and achievement in Nevada
  - identify education to workforce gaps and create plans to close them

*Eligibility Information:*

Local government organizations, including county, city or township governments and tribal governments, educational organizations, including public school districts, NSHE institutions, private schools, and charter schools or systems, non-profit organizations, regional development authorities and workforce boards and job centers are eligible to apply. Applicants must be able to meet the objectives of the grant as outlined in Section I National programs must have full-time staff located in and dedicated to Nevada to be considered eligible for this award.

*Multi-Regional Projects:*

Applications are accepted by region. Applicants with multi-regional projects may submit applications for each region in which the project will take effect. If awarded, funding must be used in the region which awarded the funding.

### Allowable Uses of Funding:

Funding must be used exclusively for purposes related to the project the applicant is seeking to fund. Grant funding cannot supplant existing funding or be utilized for activities or projects not directly related to the proposal.

Below is a sample of eligible funding uses:

- personnel including salaries and benefits, stipends, or extra-duty pay (beyond existing contract agreements) for planning and development
- materials, supplies, equipment, curricula
- tuition expenses
- professional development to K-12 or postsecondary educators
- renovation of classroom space
- work-based learning experiences for students participating in the project
- family or stakeholder outreach and engagement
- creation of resources to improve the existing efforts of other STEM stakeholders
- creation or activities of committees
- development of marketing strategies and materials
- conference-related expenses, including registration and travel

### Indirect Costs

Indirect costs are allowable uses of funding, up to 10% of the requested funding amount. Indirect costs include expenses that benefit multiple projects within the organization (including the proposed project) and are not readily identifiable.<sup>iii</sup> Examples of indirect costs include personnel, rent, IT services, and utilities. Indirect costs cannot be recovered for equipment, capital expenditures, participant support costs, depreciation values, or expenses described as unallowable uses of funds.

If requesting funding for indirect costs, the application budget must include an indirect cost rate proposal. The indirect cost rate proposal should describe (1) anticipated indirect costs, (2) how indirect costs will be calculated, and (3) how funds will be applied by the applicant if awarded.

To receive reimbursement for indirect costs, Grantees must submit documentation of expenses, and claims should be in line with proposed costs and calculations. Grantees may not claim indirect costs that are or will be claimed on other awards.

### Unallowable Uses of Funds

- funding cannot be used to supplant existing funding (state, federal, private)
- maintaining or updating an existing program
- food, drink, alcohol, or entertainment costs
- fundraising or lobbying
- donations
- paying fines or penalties
- sales tax, if the applicant is eligible for tax-exempt status

### **SECTION III: APPLICATION & SUBMISSION INFORMATION**

A comprehensive, well-written application provides all the information necessary for a complete evaluation. The review committee will use the scoring rubric found in Attachment A to evaluate applications. Reference the scoring rubric while crafting the application. A complete application will include the following four (4) components listed in this section and described later in greater detail. Each section of the grant application should include headings and subheadings. Please number your pages. Links will not be accessed by reviewers and should not be included in the application. [An application template is available for download here.](#) Reference this Section III while filling out the template to ensure you address all components.

Applications must include:

<b>1) Cover Sheet</b>	Pass/Fail	1 page max
<b>2) Project Narrative</b>	80 points	12 pages max
3.1 Overview		
3.2 Need		
3.3 Alignment		
3.4 Audience		
3.5 Roles and Responsibilities		
3.6 Timeline and Milestones		
3.7 Capacity		
3.8 Innovation		
3.9 Evaluation Plan		
3.10 Impact		
<b>3) Budget Plan</b>	10 points	No page limit
2.1 Budget Narrative		
2.2 Budget Spreadsheet		
<b>4) Letter(s) of Commitment</b>	10 points	No page limit

**Incomplete applications or applications that do not follow the submission requirements, including the formatting requirements described in detail below, as of the application deadline, will be disqualified and will not be scored for funding consideration.**



## 1. **Cover Sheet (Pass/Fail)**

**Format:** The cover sheet must not exceed one (1) page, must use Times New Roman 12-point font, and must contain the following information:

**Applicant Information:** Organization name, full mailing and physical addresses, phone number, website, and State vendor ID number (Note: State Vendor IDs typically start with a T or D followed by eight digits. Visit <https://controller.nv.gov/VendorDB/VendorRegistrationReq/> to register for a State Vendor ID if needed.)

**Project Information:** Project title, project type (see RFA page 1), location of project implementation, proposed dollar amount, list of project goals, and target audience

**Project Director Information** (overall project responsibility): Full name, title, organization, mailing and physical addresses, phone number, email address

**Project Contact** (daily project contact – if different than director): Full name, title, organization, mailing and physical addresses, phone number, email address

**Fiscal Agent Contact** (daily contact for fiscal matters– if different than project contact and director): Full name, title, organization, mailing and physical addresses, phone number, email address

## 2. **Project Description (80 points possible)**

**Format:** The Project Description must not exceed twelve (12) pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper. Tables should be single-spaced. The following information must be contained and labeled within the Project Description: 2.1 Project Overview, 2.2 Project Need, 2.3 Alignment with Regional STEM Network Goals, 2.4 Project Audience, 2.5 Roles and Responsibilities, 2.6 Timeline and Milestones, 2.7 Applicant Capacity, 2.8 Innovation, 2.9 Evaluation Plan and 2.10 Impact. Utilize the grant scoring rubric while crafting responses. Successful responses include claims and justifications.

### **2.1 Project Overview (5 points possible): What is the proposed project?**

Pitch or summarize the project. Readers unfamiliar with the project and applicant should be able to understand what the applicant is proposing to do, why, and how.

### **2.2 Project Need (8 points possible): What problem or gap does the project address?**

Include a problem statement the project intends to address in the region. Justify the need for your project, providing compelling data as appropriate. Describe relevant regional challenges, barriers, or gaps. Describe any existing efforts to address the identified challenges, barriers or problems, either by your organization or by others in the region. Describe how the proposed project is different from existing initiatives.

### **2.3 Project Alignment (10 points possible): How does the project align to the Regional STEM Network's goals?**

Explain how the proposed project goals align with the stated goals of the region for which you are applying. (See Attachment C: Regional Strategic Directions.) Describe regional assets the project will leverage to enhance the project and strengthen regional relationships and assets.



**2.4 Project Audience (5 points possible): What is the target audience?**

The project audience may include participants for programming, and/or beneficiaries of the project. Include a description of direct beneficiaries/participants (i.e. teachers receiving professional development) and indirect beneficiaries (i.e. students taught by program participants) as appropriate. Include in your description the audience location, demographics, and targeted number of participants/beneficiaries. Describe how and why you selected the target audience/beneficiaries and participation numbers. Describe recruitment and engagement strategies you will utilize with the target audience.

**2.5 Roles and Responsibilities (8 points possible): Who is involved in the project?**

Use the table provided in the application template or found as Attachment D to list who is involved in the project, their qualifications, and an estimated number of hours dedicated to the project. Additionally, use the table to describe each person or organization's role, actions, and responsibilities or contributions. The roster should be comprehensive, including all key staff and external partners. Attach resumes or CVs for key players (these do not count toward page limits).

**2.6 Timeline and Milestones (8 points possible): What is the project rollout?**

Use the table provided in the application template or Attachment E to organize the project actions, start to finish, into phases, dates/months/quarters, goals and deliverables. The timeline should provide reviewers with a clear understanding of each step of the project work plan, including who is doing what, when, and outcomes of the actions.

**2.7 Applicant Capacity (8 points possible): What does the applicant bring to the project?**

Describe the applicant's ability to enact the proposed project, both in terms of the organization and the individuals assigned to the project. Describe similar past experiences where the applicant has executed on a similar project. Describe resources and support (external/internal) that will make the project successful. Describe potential roadblocks and how the applicant will overcome.

**2.8 Innovation (10 points possible): How does the project encourage innovation in the region?**

Describe how the project is an innovative and unique, yet effective approach to the need identified in section 2.2 of the application. Defend the project approach using claims or a hypothesis backed by evidence or research. Describe how the project idea was developed.

**2.9 Evaluation Plan (8 points possible): How will the project be evaluated for success?**

Provide details about your project's evaluation. Use the table provided in the application template or Attachment F to identify components to be evaluated, evaluation tools, and success criteria. Describe how you will evaluate project implementation and progress, as well as success. Describe any actions you'll take in response to the evaluation data. The project must evaluate the project's impact on the region. Consider the following components when crafting your evaluation plan:

- What you evaluate might include the project's process, progress, or success. Evaluations may be quantitative or qualitative in nature.



- Tools to evaluate might include surveys, quizzes, reviews, interviews, performance indicators, audits, case studies, Gantt charts, or project boards.
- Evaluations might include formative (in-progress, on-going, milestones) and/or summative (final, end-of project) components.

**2.10 Impact (10 points possible): How will the region benefit from the project?**

Describe any deliverables or tangible benefits from the project. Describe how the region will be improved from the project. Describe specific actions the applicant will take to share project outcomes with other ecosystem partners. Justify claims with evidence and reasoning.

**3. Budget Plan: Narrative & Detailed Spreadsheet (10 points possible)**

Format: The budget narrative must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper. For the detailed budget spreadsheet, use the template found at [OSIT.nv.gov](http://OSIT.nv.gov) or see Attachment B. The applicant is required to submit a 1) budget narrative and a 2) budget spreadsheet. The budget plan does not have a page limit.

**3.1 Budget Narrative (5 points possible)**

The budget narrative must demonstrate a clear and strong relationship between the project's expenses and the project's goals and activities. The budget should be detailed, reasonable and adequate, cost-effective, and should align with the proposed work plan. The narrative should focus on explaining why each expense line item is necessary for project execution, rather than simply listing or summarizing them. From the budget narrative, the reviewer should be able to assess how the budget expenditures relate directly to the project goals.

**3.2 Budget Detail Spreadsheet (5 points possible)**

The budget table should be completed using the format provided in the application template and found in Attachment B. Costs should be broken down into individual line items. Include calculations for individual line items as appropriate; for example, pay rate x number of hours. Include all project costs, including any match or indirect costs.

**Matching funds** (up to 5 additional bonus points possible): Matching funds are not required. However, applicants are encouraged to bring additional funding to the project. Matching funds may be cash or in-kind. Examples of cash matching funds include the organization's own funding, federal grants, state grant funding, private philanthropic funding, or funding from partners. Examples of in-kind matching funds include volunteer time, volunteer services, or donated assets (ex: equipment, workspace, classroom space). Expenses claimed as indirect costs may not also be claimed as match funding. Please note, any match proposed in the application will require reporting documentation if the proposed project is funded.

**4. Letters of Commitment (10 points possible)**

Format: Letterhead, dated with signature.

Provide a letter of commitment from each key player listed in the Roles and Responsibilities table (2.5) as well as from the applying organization's leadership. Letters

should demonstrate the organization's commitment to the project's implementation and success. The letters should describe any resources the writer will commit to the project.

Optional: Submit letters of support from stakeholders, community members, or intended audiences.

### Submission Timeline and Instructions

Submit an electronic copy of the application by 5:00pm PST on August 7, 2026:

<https://forms.gle/Rg1BFVgFVUZFdDQ86>

The application submission link can also be found on the OSIT website: OSIT.nv.gov

### Tips to Avoid Common Pitfalls

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page.
- Follow stated formatting guidelines and observe page limits (any pages over the page limit will not be reviewed).
- Respond to all sections of the application; ensure a thread that ties the application sections together is present.
- Ask someone unfamiliar with the project to read the application and give you a list of their questions.
- Use the scoring rubric to evaluate your own application and make improvements before submitting.
- Spell out acronyms at initial use. Eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Read the Request for Application (RFA) completely and carefully.
- Use local statistics rather than national statistics when possible.
- Submit applications early in case revisions need to be made.

## **SECTION IV: AWARD ADMINISTRATION INFORMATION**

### Available Funding:

A competitive process will be used to distribute \$300,000 across Nevada's three regional STEM networks. The number of awards and the amount of funding awarded will depend on the quantity and quality of applications received. OSIT reserves the right to offer and award partial funding. Please see Section V below for more details.

### Spending Timeframes:

Spending can begin with a fully executed award agreement. All funding awarded by the State must be spent by Awardees by June 30, 2027. Please see Section V below for more details.

### Application Review and Selection Process

Eligible applications are complete, submitted before the deadline, follow all formatting rules, and are aligned to the award goals and objectives as described in this Request for Applications. Once the due date has passed, all eligible applications will be reviewed, evaluated, and competitively

scored by a review committee comprised of OSIT staff and Regional STEM Network Committee members. See Attachment A for the scoring rubric. Reviewers score each eligible application and submit their scores and justifications to OSIT. OSIT will then facilitate a review session, during which time reviewers will discuss each application, in descending order of average scores. Reviewers will share application highlights and any concerns or questions they have. The review team will recommend applications be funded in full, conditionally, partially, or not at all. OSIT ultimately determines final funding decisions. OSIT reserves the right to award all, part or none of the available grant funding during this grant round.

The application review and selection process for Regional STEM Network grants typically takes 4-6 weeks. The process may take less or more time, depending on the size of the application pool.

#### Award Notifications

Once proposals are selected for funding, OSIT will begin finalizing offers. If needed, OSIT may reach out to applicants for clarification about the project. Once offers are finalized, OSIT will notify all applicants of decisions. Applicants offered full funding will be provided with directions for completing the award contract. Applicants offered partial funding will be asked to confirm they can complete the project with partial funds. Applicants that do not receive funding will receive a denial letter detailing reasons the application was not selected for funding. Communications regarding applications and decisions will take place over e-mail.

#### Reconsiderations

Any applicant whose proposal has been submitted according to the rules governing the grant process and who is aggrieved by the award decisions made pursuant to these rules may request reconsideration.

Aggrieved applicants should submit a request for an appeal to OSIT within five days of receiving a written grant decision from OSIT. Requests for reconsideration must be in writing and must clearly state how OSIT has erred in following the administrative rules governing the grant process or the procedure outlined in the Section V of the Regional STEM Network Grant RFA. OSIT will schedule a Regional STEM Network Committee meeting to hear the reconsideration as expeditiously as possible so all funds can be distributed in a timely fashion, and a final decision will be made within 30 days after such a meeting. Notice of the approval/denial of the appeal will be conducted by OSIT. This procedure concludes the review process.

#### Award Contracts

OSIT will create award agreements for each successful proposal. The contract includes award conditions, terms, and instructions for financial and programmatic reporting. The contract also describes the proposed project, budget, and expected outcomes. Once created, OSIT will send the contract to the applicant to review, sign, and return to OSIT. Once signed by the applicant, OSIT will sign and return the fully executed award agreement. Once signed by both parties, the award becomes active.

### Grant Commencement and Duration

Project implementation must be initiated within thirty days (30) after the award period begins. Requests for an exception to this rule must be justified and submitted in writing within thirty days of the award. At the discretion of OSIT, the Grantee risks losing the award if the project does not commence as required.

All grant funding must be spent by June 30, 2027. Grantees must specify in their application the length of the proposed project, including if some aspects of the project will continue or end after June 30, 2027 (see reporting requirements below). By submission of the grant application and acceptance of the award, the applicant is certifying its intention to carry out the proposed project within the project window (date of award to June 30, 2027). There is no expectation of funding beyond awarded grant funds.

## **SECTION V: AWARD MANAGEMENT**

### Reimbursement Notice

The Regional STEM Network Grant is a reimbursement grant. Grantees are expected to pay expenses up front from their budgets and will be reimbursed for eligible expenses listed in the approved award budget after a review of the reimbursement request form and appropriate backup.

### Fiscal Responsibilities

All recipients of funding are required to identify a fiscal agent if the Grantee is not its own fiscal agent. All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. Funds may not co-mingle. All awards are subject to audits during and three years after the award period has concluded.

### Reporting Requirements

All recipients of funding are required to submit quarterly fiscal reports and quarterly progress reports during the funding period. The funding period is described as the date the award agreement is fully executed to the date the Quarter 4 (April-June) reports are accepted by OSIT. During the funding period, Grantees must continue to submit quarterly reports even after all state funding has been spent. Fiscal reports must include an accounting of State funding and any match funding described in the award agreement. OSIT maintains the right to withhold reimbursement payments if reporting requirements are not met in a timely and satisfactory manner.

### Report Audits

When Quarterly Financial Reports are submitted, OSIT staff will audit the reports for accuracy, acceptability, and completeness. If audits find insufficient reports, the reports will be returned to the Grantee for revisions. Quarterly Progress Reports will be audited to ensure they provide sufficient details about the status of the project. If Quarterly Progress Reports provide insufficient detail, they will be returned to the Grantee for additional information.

### Final Evaluation

Recipients of funding are required to submit a final evaluation, which is due within thirty (30) days of the conclusion of the project period. The project period is defined as the period from the day the award agreement is fully executed to the conclusion of the project as described in the award agreement. Project conclusion may occur after the funding period ends. Project periods and final evaluation expectations will be determined by the Grantee's project proposal and will be outlined in the award agreement. The final evaluation will also include a reflection from the Grantee around project outcomes, implications, recommendations and tips for others in the local STEM ecosystem.

### Sub-Awards

Sub-awards may be funded with OSIT grant funding, in accordance with sub-awards described in the work plan of the Grantee's award agreement with OSIT. It is the Grantee's responsibility to develop a sub-award agreement with the Sub-Awardee. The Grantee must monitor sub-awards to ensure budget and programmatic activities are progressing as proposed in the sub-award agreement. The Grantee is responsible for including sub-award activities and spending in the Quarterly Progress and Financial Reports. Grantees must audit reports from Sub-Awardees before submitting reporting materials to OSIT. Grantees are the point-of-contact for Sub-Awardees and any communications from Sub-Awardees to OSIT will be forwarded to the Grantee. OSIT is not responsible for payments to Sub-Awardees.

### Additional Information

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not available, any resulting contracts (grant awards) will become null and void, without penalty to the State of Nevada.

All materials submitted regarding this application for OSIT funds will become the property of the state of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.

### Bidding Process

The Grantee must follow the Grantee organization's bidding process and rules. Additionally, OSIT will evaluate quotes for cost efficiency during the application review process and during quarterly reporting as appropriate.

### Access for Persons with Disabilities

The Grantee shall assure that people with disabilities are not precluded from using OSIT grant funded facilities or resources. Projects must meet requirements as set by the Americans with Disabilities Act.

### Maintenance and Operation of Equipment

The Grantee is responsible for seeing that OSIT grant funded projects are maintained and operated in a condition equal to what existed when the project was completed, excepting normal wear and tear. Maintenance and operations standards should be adopted upon completion of the project.

### Signs

The Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund upon the start of the project or purchase of equipment.

### Nondiscrimination

Projects funded with OSIT grant funds shall be available for public use, regardless of race, religion, gender, sexual orientation, age, disability, or national origin.

### Prior Written Approval

In any instance that the grant notice, award, rules, regulations, and procedures are silent – prior written approval is required.

## **SECTION VI: OSIT CONTACT**

Tracey Howard, STEM Program Director  
Governor's Office of Science, Innovation and Technology  
[T.Howard@gov.nv.gov](mailto:T.Howard@gov.nv.gov)

*Thank you for your interest in applying for the Regional STEM Network Grant. You will be contacted if further information is required. Do not begin your project or incur costs until you have received a fully executed grant award contract.*



## Attachment A: Scoring Rubric

Find the scoring rubric at [OSIT.nv.gov](http://OSIT.nv.gov).

Project Description (80PTS)			
	4-5	2-3	0-1
<b>Project Overview</b>	The Project Overview provides a clear, compelling summary of the project. The overview can stand on its own to describe the project to those unfamiliar.	The Project Overview provides an adequate summary of the project. The overview lacks full clarity or completeness in some areas.	The Project Overview lacks sufficient details or organization, making it difficult for reviewers to understand what the applicant is proposing.
	6-8	3-5	0-2
<b>Project Need</b>	The Project Need establishes a clear and compelling problem statement that the project seeks to address. The application includes a well-developed, complete description of the region's STEM landscape, including opportunities and gaps. The application differentiates the project from existing projects.	The Project Need includes general statements about why the project is needed but is not particularly compelling. The application provides a partially developed description of the region's STEM landscape but may omit key opportunities or gaps. The application does not successfully differentiate the proposed project from existing initiatives.	The Project Need is neither clear nor compelling. The application's description of the region's STEM landscape is incomplete, inaccurate or missing. It is unclear how the proposed project relates to the identified need.
	8-10	4-7	0-3
<b>Alignment with Regional STEM Network Goals</b>	The project intends to leverage the region's unique resources to ultimately increase the number and preparedness of Nevadans accessing high-quality STEM learning, training, or workforce opportunities. The application clearly articulates STEM preparedness as the main goal, in part by increasing awareness, access, or quality of STEM opportunities. Goals are specific, measurable, and ambitious yet feasible.	The project demonstrates a reasonable connection to the region's goal of preparing Nevadans for STEM careers by improving awareness, access, or quality of STEM opportunities. STEM preparedness is acknowledged as an important outcome but is not consistently positioned as the central focus. Goals are present and somewhat measurable, but lack full clarity, specificity, or ambition. The project shows potential to benefit Nevadans broadly, though strategies for leveraging regional resources or achieving significant impact are only partially developed.	The project aims to increase awareness of, access to, or the quality of STEM opportunities, but the application fails to clearly articulate measurable goals, or the main beneficiaries of the project are the organization or its customers rather than Nevadans broadly. Alignment with regional STEM network goals is weak or incidental.
	4-5	2-3	0-1
<b>Project Audience</b>	The Project Audience is appropriate for the project and targeted to regional needs. The application describes in detail the population the project intends to serve, and specific, research-backed strategies the applicant will utilize to engage the audience.	The Project Audience is appropriate for the project. The application describes a population generally but could be strengthened with specific details. The application mentions general recruitment strategies for the project.	The Project Audience may not be found in the local region or may be inappropriate for the project. The application lacks detail regarding a target audience.
	6-8	3-5	0-2
<b>Roles and Responsibilities</b>	The Roles and Responsibilities table provides a comprehensive overview of those involved in the project, and their roles. The application describes committed strategic partnerships that bring complementary strengths. Partnerships are clearly integrated into the implementation plan.	The Roles and Responsibilities table provides an incomplete overview of those involved in the project, and their roles. Partnerships are present and relevant but may lack full clarity, formalization, or integration into the plan. Assumptions are required to understand how the team will work together on the project.	The Roles and Responsibilities table provides an incomplete overview of those involved in the project, and their roles. Major responsibilities or key players are missing from the table. Strategic partnerships are minimal, unclear, or absent. Partnerships, if mentioned, are informal or not well-integrated into the plan.
	6-8	3-5	0-2
<b>Timeline and Milestones</b>	The Timeline and Milestones table provides a comprehensive step-by-step plan for the project, including spending and major milestones. It is clear how the project will progress. The Timeline and Milestones are aggressive yet feasible. The approach is logical, well-structured, and demonstrates strong alignment with project goals. All State Funding will be spent by the end of the State Fiscal Year.	The Timeline and Milestones table provides an incomplete overview of the project roll-out. Key milestones may be included, but it is unclear how the milestones will be achieved. Reviewers can generally understand the intended activities, but some uncertainty remains about execution. Assumptions are required to understand how the project will progress.	The Timeline and Milestones table provides an incomplete picture of the project. Key milestones are missing from the table. Activities are described in broad terms without clear timelines, responsibilities, or milestones. It is unclear how the team will effectively complete the project.



	6-8	3-5	0-2
<b>Applicant Capacity</b>	The application describes robust organizational capacity, including sufficient staffing, expertise, and resources to implement the project successfully. Overall, the proposal instills confidence in the project's successful execution.	The application describes adequate capacity to implement the project, though some gaps or weaknesses exist. While the proposal suggests the project can succeed, some uncertainty remains regarding resource sufficiency. The approach appears moderately feasible, though success may depend on resolving gaps or ambiguities.	The applicant lacks key resources or expertise needed for successful implementation. The application does not convincingly demonstrate how resource or knowledge gaps will be addressed, making the likelihood of success low without significant revision or additional planning.
<b>Innovation</b>	8-10 The project is unique, novel, or cutting-edge for the region. The application effectively and accurately describes how the project addresses the region's needs with new methods, tools, or partnerships. The project offers compelling value to the region.	4-7 The project is potentially innovative, but the Innovation section leaves reviewers with questions. Or, the project has innovative components to an otherwise existing project.	0-3 The application ineffectively describes how the project is innovative, or the project is duplicative of existing projects in the region.
<b>Evaluation Plan</b>	6-8 The Evaluation Plan is detailed and comprehensive, including formative and summative evaluations, metrics, methods, and course correction interventions.	3-5 The Evaluation Plan adequately describes how the applicant will determine if the project was successful at the conclusion. The evaluation plan lacks sufficient detail regarding formative metrics, methods and interventions.	0-2 The Evaluation Plan will not effectively assess the project's success. Details are insufficient. The Evaluation Plan does not appropriately align with the project goals or actions.
<b>Impact</b>	8-10 The project will have a lasting impact on the region by providing new knowledge, tools, or opportunities in the region. The application describes evidence or research to support claims about the project's expected impact.	4-7 The project is likely to have benefits that extend beyond the immediate project period, but these impacts may diminish over time or require continued effort to maintain. The proposal includes some strategies for sustainability or follow-up, though they are not fully developed or guaranteed.	0-3 The project's benefits are limited to the duration of the project or tied to one-time activities (e.g., events, workshops) without clear plans for continuation or systemic change. There is little suggestion of long-term regional impact or sustainability beyond the initial implementation.
<b>Letters of Commitment (10PTS)</b>			
	8-10	4-7	0-3
<b>Letters of Commitment</b>	Each person listed in the Roles and Responsibilities portion of the application has provided a letter. The letters of commitment are on letterhead, signed, and recently dated. Letters provide specific commitments to the proposed project. Letters describe collaborative partnerships rather than transactional ones.	The majority of those listed in the Roles and Responsibilities portion of the application has provided a letter. Letters show support of the project rather than specific commitment, or the partnership is transactional rather than collaborative. Letters of commitment are limited, ambiguous or restrained. Letters of commitment may detail specific commitments, but commitments are duplicative rather than fill a project gap.	Letters are limited, missing, outdated, for different projects, or are written by the applicant and signed by partners.
<b>Budget Plan (10PTS)</b>			
	4-5	2-3	0-1
<b>Budget Narrative</b>	The Budget Narrative establishes a clear and convincing relationship between the project's activities, expenses and goals. The narrative is comprehensive and effectively justifies all expenses. Applicant leverages existing resources.	The Budget Narrative describes expenses and provides some justification, but connections to project goals and outcomes are insufficiently detailed. Existing resources are minimally leveraged.	The Budget Narrative does not effectively describe, explain or justify expenses. It is unclear how costs support project goals or outcomes. There is no evidence of the applicant leveraging existing resources. Or, funding would be used for an existing project.
	4-5	2-3	0-1
<b>Budget Table</b>	The Budget Table is comprehensive. Costs are broken down, organized and easily understood. Costs are reasonable and allowable.	The Budget Table is mostly complete but may be missing items or cost breakdowns. Costs are mostly reasonable and allowable. The budget may need adjustments prior to awarding funding.	The Budget Table is inaccurate, missing items or missing item breakdowns. Costs are unreasonable or include unallowable expenses. The Budget Table could not be used to develop an award.



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<b>Bonus Points: Up to 5 Bonus Points for Match</b>			
	<b>4-5</b>	<b>2-3</b>	<b>1</b>
<b><i>Match (Optional)</i></b>	Applicant matches with cash in an amount equal to or greater to the grant funding requested. In-kind may be included, but cash alone is equal to or greater.	Applicant proposes in-kind match in an amount equal to or greater than, or a combination of in-kind and cash match in an amount equal to or greater than the amount of grant funding requested.	Applicant proposes match of either cash or in-kind in an amount less than the amount of grant funds requested.
			<b>Total Score (out of possible 105)</b>



## Attachment B: Budget Tables

Find editable Budget tables at [OSIT.nv.gov](http://OSIT.nv.gov).

Budget Summary Table:

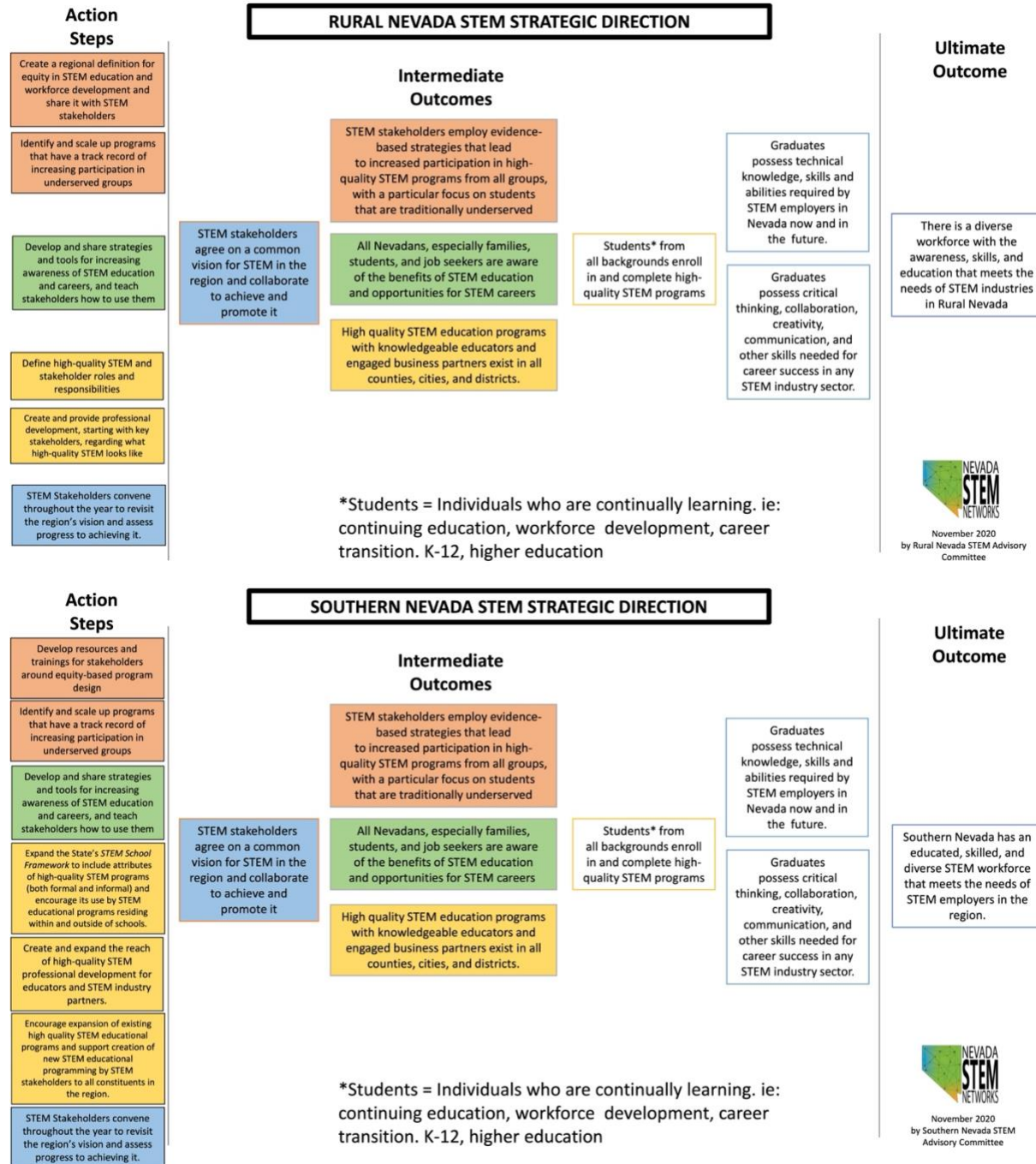
<b>Budget Table Summary</b>		
<b>Budget Category</b>	<b>Amount Paid with Grant Funding</b>	<b>Amount Paid with Match Funding</b>
Personnel & Fringe		
Travel		
Per Diem/Stipends/Substitutes		
Equipment/Supplies		
Construction Costs		
Other Purchased Services		
Indirect Costs		
Total		

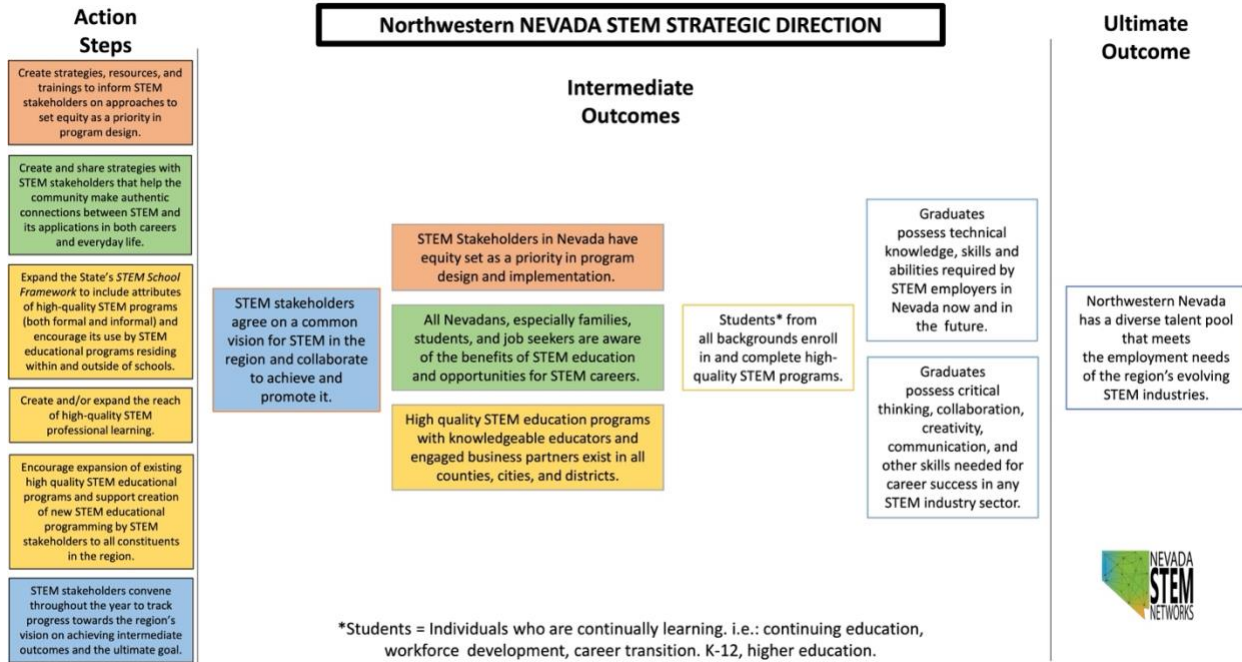




## Attachment C: Regional STEM Directions

Find the regional strategic directions at [OSIT.nv.gov](http://OSIT.nv.gov).





\*Students = Individuals who are continually learning. i.e.: continuing education, workforce development, career transition. K-12, higher education.





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### Attachment D: Roles and Responsibilities Table

Find editable Roles and Responsibilities table at [OSIT.nv.gov](http://OSIT.nv.gov).

Name & Title	Organization or Affiliation	Qualifications	Project Role	# hours dedicated to the project	Project Responsibilities



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### Attachment E: Timeline and Milestones Table

Find editable Timeline and Milestones table at [OSIT.nv.gov](http://OSIT.nv.gov).

<b>Project Phase</b>	<b>Timeframe</b> (specific dates, month, or quarter)	<b>Milestone</b> (Achievement, Outcome, Deliverable)



**Attachment F: Evaluation Plan Table**

Find editable Evaluation Plan table at [OSIT.nv.gov](http://OSIT.nv.gov).

Modify table (i.e. the number of goals) to meet the project needs.

<b>Project Goal #1:</b>			
<b>What are you evaluating?</b>	<b>What tool will you use to evaluate this component?</b>	<b>When will you complete this evaluation?</b>	<b>What outcomes do you expect from this evaluation?</b>
<b>Project Goal #2:</b>			
<b>What are you evaluating?</b>	<b>What tool will you use to evaluate this component?</b>	<b>When will you complete this evaluation?</b>	<b>What outcomes do you expect from this evaluation?</b>
<b>Impact on Region</b>			
<b>What are you evaluating?</b>	<b>What tool will you use to evaluate this component?</b>	<b>When will you complete this evaluation?</b>	<b>What outcomes do you expect from this evaluation?</b>



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<sup>i</sup> Golden, Paula. "STEM Ecosystem Initiative: Preparing Students for Industry 4.0." *Society for Science*, 2018, <https://www.societyforscience.org/isef/stem-ecosystems/>.

<sup>ii</sup> Arizona State University. *STEM Learning Ecosystem generalized example in context 6-28-24 FINAL learner pathways with labels*. "STEM Learning Ecosystems Illustrations," 2023. *National Informal STEM Education Network*. <https://www.nisenet.org/stem-learning-ecosystems-illustrations>.

<sup>iii</sup> "NSF's Indirect Cost Rate Policies." U.S. National Science Foundation, <https://www.nsf.gov/funding/proposal-budget/indirect-costs>.