Higher Education Emergency Relief Fund (HEERF)
Project Request Guidelines

Introduction

The U.S. Department of Education has awarded supplemental funding, through its Higher Education Emergency Relief Fund (or HEERF Round 3), to Northeast State to defray expenses associated with the coronavirus and/or to carry out student support activities that address needs related to the coronavirus. The College has allocated a portion of its HEERF award to support innovative projects with the potential to not only address short term needs related to the coronavirus, but also to produce longer term positive impacts.

Timeline

Implementation dates will vary depending on when individual projects are selected and approved for funding.

HEERF project directors will be expected to submit mid-term and final progress reports.

Selection Process

Projects will be prioritized and selected for funding based on a number of factors, including but not limited to:

- Alignment with Department of Education and HEERF funding requirements
- Alignment with Northeast State's mission and strategic priorities
- Potential impact on student engagement, retention, and success

Submission Instructions

Completed project requests must be submitted via email to Jane Honeycutt (jbhoneycutt@northeaststate.edu)

Submitted project requests must include the following components:

- Preliminary Approval Form/Cover Page with signatures
- Project Request Narrative – limited to 3 pages; using the format noted below
- Completed Budget Table & Supporting Justification

Questions?

Questions may be submitted to Nikki Morrison (snmorrison@northeaststate.edu) or Jane Honeycutt (jbhoneycutt@northeaststate.edu).

Project Request Format (Narrative Section)
Applicants must provide a brief, clear response to each section.

Need Statement: Provide a detailed discussion of the need for the proposed project. Describe the issue, problem or question to be addressed by this project. Who is the target population? What are the documented gaps? Include data and references to substantiate the need.

Project Goals and Objectives: The goal statement will be broad. The objectives are specific and measureable – the results you expect the project to achieve. Relate your goal(s) to your Need Statement.

Project Implementation and Timetable: Describe the specific sequence of activities that will be carried out during the implementation period. Include a timeline for the project that describes project activities on a weekly or monthly basis.

Project Personnel. List all persons who will work on this project. Describe the role, assigned responsibilities, and technical expertise of each.

Impact: What do you personally expect to learn from your involvement in this project? If it is successful, how might this project affect the College, its operations, and/or its students during the current and future academic years? How will this project impact your professional competency, job satisfaction, etc. and that of your students, department and/or division?

Evaluation Plan: How will you measure success? Describe the data needed to verify the degree to which the project has met its goals and objectives.

Budget: In this section, provide a narrative description of the requested budget items and why they are necessary to the project. In the attached budget table, provide detailed line item descriptions and calculations demonstrating how cost estimates were derived.

Funding Priority: Describe alignment of project to the ATD Plan, SEM Plan, and/or QEP, if applicable.

Reporting Requirements
Lead personnel on funded projects will be asked to submit a mid-term and final report, with due dates to be determined. The reports will include updates on project activities, the status of budget expenditures, implementation challenges and related adjustments to the project plan.

HEERF Project Request
Budget Table

Project Name:_____

Budget Category	Cost Detail (calculation/derivation of cost estimates)	Total
Salaries/Wages		$0.00
Fringe Benefits		$0.00
Equipment		$0.00
Supplies		$0.00
Contractual		$0.00
Other (Specify)		$0.00
GRAND TOTAL		$0.00