### UMS Logo

UMS Micro-Credential 2022 Mini-Grant Request for Proposals

**Due date*:* 5 PM, Monday, October 17, 2022**

**Up to $10,000 awarded to collaborative teams**

## Description:

**The University of Maine (UMS) Micro-Credential Steering Committee is pleased to announce the availability of a mini-grant opportunity to develop a University of Maine System micro-credential addressing workforce development needs in Maine.**

Micro-credential pathways include the skills and competencies desired by employers to upskill/reskill adults, youth, and/or UMS students/employees. All UMS Micro-credentials follow the same three leveled framework that takes a learner from foundational knowledge through application in a real-world setting. Visit the UMS Micro-Credential website for more information about the [UMS Micro-Credential Framework](https://www.maine.edu/student-success/micro-credentials/).

Applicant teams are not expected to have a fully formed idea to complete the proposal. The Micro-Credential Development training will take you through the process, step by step, earning your own leveled badges along the way. Training is required for funded development teams. We suggest that you complete the one-hour Level 1 training to better understand the UMS Micro-Credential Framework **before** submitting an application. Please contact [ums.mc@maine.edu](mailto:ums.mc@maine.edu) if you have an idea and you would like to discuss it before you apply or attend the

* **View the Materials from the Q&A Session on Zoom on Friday, September 9, 2022 at 1 p.m.** 
  + [Video Link (External Link)](https://video.maine.edu/media/t/1_2arsz51u)
  + [Powerpoint Slide Deck (External Link)](https://docs.google.com/presentation/d/1ogro0M9m_4hKoRVKie_Gy2LLfJ6D5xFnc_uXEsOeRHo/present)

For further information about the three levels of training, please visit the [UMS Micro-Credential Development website](https://www.maine.edu/student-success/micro-credentials/micro-credential-development/).

Choose from the following priority topic areas:

* Renewable/Clean Energy/Climate Change Environmental Sustainability (Recovery Plan; Economic Development strategy)
* Business/E-Commerce/Creative Economy (Recovery Plan – New Businesses)
* Diversity, Equity, and Inclusion in Businesses (Recovery Plan)
* Teacher Education, early childhood and other Professional Development (Recovery Plan)
* Entrepreneurship (Recovery Plan)
* Innovation in key industry sectors (e.g., Health Care, Aquaculture (beyond the one developed), Agriculture, Forestry, Manufacturing, Marine Sciences, Biological and Life Sciences, etc.) (Recovery Plan, Economic Development strategy)
* Health care
* **Other topic areas** may be considered with a strong workforce development justification and appropriate Maine labor market data.

The priority topic areas come from several reports and plans including:

* [The Maine Economic Development Strategy: A Focus on Talent and Innovation, 2020-2029](https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/DECD_120919_sm.pdf) (Economic Development Strategy – External Link)
* [Governor’s Economic Recovery Committee Recommendations to Sustain and Grow Maine’s Economy](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Maine%20ERC%20Report_FINAL_11242020.pdf) (Recovery Plan – External Link)

## Development Team:

Mini-Grants will be awarded to **UMS teams of faculty/staff** collaborating on the development and implementation of UMS micro-credentials. UMS students and people outside of the UMS may also be part of a development team (e.g., employers, industry professionals, State agencies, non-profit staff, etc.).

## Advisors (optional):

The Development Team may decide to add Advisors or to create an Advisory Team. Employers/Industry professionals may wish to serve in this capacity. Advisors are not required to complete the Micro-Credential Development Training, but they may ask to be included. It is recommended that Advisors complete the Level 1 training.

You will have the opportunity to add to your development team and advisors once selected. The UMS Micro-Credential Steering Committee can help you to identify appropriate team members and/or advisors. Please contact us at [ums.mc@maine.edu](mailto:ums.mc@maine.edu).

## Requirements and Expectations:

* The grant maximum is **$10,000**.
* The micro-credential must aid workforce/economic development in Maine
* There must be **collaboration** across the UMS:
  + a). A team of UMS Faculty/Staff collaborators from more than one UMS university;

and/or

* + b). If appropriate collaborators cannot be located across the UMS (e.g., the topic is unique to one campus), the micro-credential must be open and available to learners across the UMS (e.g., offered online).
* If funded, team members must complete the required training in a timely manner. The **Level 1 training must be completed by all Development Team members before funding is released**. Selected teams must work to meet the expected timeline for completion. See Appendix A.
* The **UMS Framework and guidelines** must be followed. A complete micro-credential pathway (three levels and macro-badge) must be developed. Embedded micro-badges may also be developed.
* Funded teams will be called upon to provide updates, feedback, and outcome data throughout the development process.
* The team will indicate a **Primary Contact**. The Primary Contact is the point person for the Development team.
  + **Responsibilities for the Primary Contact include:**
    - Acting as the main point of contact to the Micro-Credential Initiative for the Development Team

If funded:

* + - Deliver progress reports on the overall status of the development process
    - Submit specific assignments on the behalf of the team in Brightspace
    - Indicate a **Financial Contact** and work with this person and the UMS to receive the funds and work with the team to access the funds.
* We ask that courses/course shells be developed in UMS Brightspace.

## Selection Criteria:

Proposals will be evaluated based on how well the following areas are addressed:

* Clear **description of the purpose** explaining the **tie to workforce/economic development goals**: Is the purpose/goal of the micro-credential clearly articulated? Does the proposal identify and address one of the priority topic areas or does it give a strong workforce/economic development rationale for inclusion? Does the proposal clearly articulate a workforce development need with labor market **facts/statistics**? Does the proposal articulate a **competency-based approach** (e.g., skills/competencies)?
* **Clear rationale for the potential benefits to learners**: Does the proposal specify the targeted learners? Does it clearly articulate the potential benefits to those learners?
* **Clear budget rationale**: Does the proposal include a clear budget rationale that adequately supports the project? Budget items may include (but are not limited to): Faculty/Staff time for micro-credential development and instructional design support. Course-release **cannot** be included. Please see the sample Budget (Appendix B).

## Time Commitment:

The time needed for completing the required training, content development, and Brightspace course design will vary per team. Please consider this and other time needed when creating your budget and selecting Development Team members.

## Outcome Assessment/Feedback:

##### The team will be asked to provide feedback and/or testimonials. The team may also be asked to participate in an outcomes study and/or interview.

## How to Apply:

Please submit your completed proposal via our [**Google Form**](https://forms.gle/2EmpTynWjBA1UZ929) (External Link) **on or before 5 PM, October 17, 2022.**

## Appendix A

Timeline for Funded Teams:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Fall 2022** | **Spring & Summer 2023** | **Fall 2023** |
| Notification of award | October | - | - |
| Level 1 training completed by the Development team (before funds are released) | No later than November 14 | - | - |
| Enroll in Level 2 training | November | - | - |
| Check-in with UMS M-C staff | Nov-Dec | - | - |
| Level 2 training completed (by all Development Team Members); Meta-Data draft submitted | - | Jan-March  (No later than March 31) | - |
| Check-in with UMS M-C staff | - | March | - |
| Level 3 training completed; Marketing | - | No later than April 30 | - |
| Content developed and Brightspace course competed; Course Merchant information provided to UMS staff | - | No later than June 15 | - |
| Funds expended | - | Latest June 15 | - |
| Micro-Credential launch | - | - | Beginning of Fall 2023 semester or sooner |

## Appendix B

Sample Budget:

| **Item** | **Cost** |
| --- | --- |
| 1. Development Team’s time; Content Specialist/Advisor: 5 members | $1000 X 5 = $5000 |
| 1. Administrative Staff/Student Employee time (e.g., Webpage Development; tracking evidence; training to issue badges; follow-up communication) | $1000 |
| 1. Brightspace, E-Learning Instructional Design | $3000 |
| Total: $9000 | |

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## Budget Narrative/Rationale:

Description of the need/rationale for each item.

|  |  |
| --- | --- |
| **Item #** | **Narrative** |
| 1. | Requested to support the Development Team members/Advisors for their time: team meetings, micro-credential training, subject matter planning, supervisory tasks, drafting documentation. |
| 2. | Requested to fund a professional staff member (or student employee) to provide administrative support, data management, evidence tracking, and webpage for marketing. |
| 3. | Requested to put the content in Brightspace, create videos and branded slides, seek permissions, conduct accessibility checks, use e-learning best practices |

**Please submit your completed proposal via our** [**Google Form**](https://forms.gle/2EmpTynWjBA1UZ929) **(External Link).**

Any questions?

Please contact Claire Sullivan at [claires@maine.edu](mailto:claires@maine.edu).