



### Higher Education- Educator Fellowship Initiative Request for Proposals

The Talent Ready Utah Educator Fellowship Initiative is a strategic workforce initiative designed to strengthen alignment between education and industry by immersing educators in high-skill workplace environments. Participating educators will spend one week embedded with a partnered industry employer to observe operations, technologies, workplace expectations, and emerging skill demands. The fellowship experience is intended to inform curriculum design and delivery, enhance classroom relevance, and support current and future programmatic workforce needs.

#### Grant Objectives

- Provide educators with real-world exposure and experiences with industry partners to identify current practices and future workforce needs.
- Increase educators' understanding of critical workplace competencies, identified durable skills and applied technical skills that would inform curriculum development.
- Foster collaboration between educators and industry to strengthen talent pipelines and ensure students are learning the skills required for today's employers.

#### Eligibility

- The primary applicant must be a Higher Education Institution within the Utah System of Higher Education, according to Utah Code 53B-1-102.
- The educator must be affiliated with a current Talent Ready Utah award or initiative.
- Have letters of commitment from industry partners to host educator fellowships and participate in post fellowship interviews, roundtables, and/or surveys.

An institution may submit multiple proposals, but should only submit one proposal per industry partner. Multiple faculty/professors may be included in a proposal.

#### RFP Information Session and Questions

Applicants and others interested in the Educator Fellowship Grant RFP are invited to a virtual RFP information session.

- **When:** Wednesday, January 20th, 2026, 1:00 – 2:00 p.m.
- **Where:** Zoom
- **What:** This information session is an opportunity to ask questions about the proposal requirements and online proposal submissions, with Talent Ready staff present to share information and answer questions.
- **Register:** To register for the RFP information session and receive a meeting invitation, [click here](#).

A recording of the RFP Information Session, along with emailed questions and responses, will

be posted on the Talent Ready Utah webpage.

### **Timeline**

The proposal must be submitted online via the Talent Ready Utah grants management portal.

- Proposals are due by 5:00 p.m. on February 13, 2026.

### **Proposal Review and Questions from the Review Committee**

- All submissions will be initially verified. Applicants should be prepared to respond to requests for clarification or additional information.

### **Review Committee Recommendations to the Talent Ready Utah Board**

- After the proposal review, the committee will present its recommendations to the Talent Ready Utah Board.

### **Award notification to awardees**

- Award notifications will be emailed to the contact listed on the application upon the Talent Ready Utah Board's final decision.

### **Anticipated Award Notification**

- Time of Award - March 1, 2026

### **Required Proposal Documents**

*We anticipate using our Grant Management System to submit proposal for this initiative. If the system is ready we will provide instructions during the information session and distribute an update RFP to those registered for the information session.*

Each institution will upload its application (proposal) documents to the Talent Ready Utah grants management portal. The following documents are required for each application:

- Proposal Narrative
- [Budget](#)
- Per 2024 H.B. 335 State Grant Process Amendments, if the applicant will receive any additional funding from the State of Utah for the proposed program, please provide budget details for the additional funding.
- Letter(s) of Support

**See Instructions for Proposals** on page 5 for more details.

### **Proposal Debriefing**

A debriefing meeting will be scheduled with an applicant upon request. The request must be emailed to [TRUgrants@ushe.edu](mailto:TRUgrants@ushe.edu) within five (5) business days after notification of an unsuccessful proposal is sent to the applicant. Talent Ready Utah will acknowledge receipt of the debriefing request within three (3) business days.

Discussion will be limited to feedback on the requesting applicant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing

conferences may be conducted by phone or virtually and will be scheduled for a maximum of 30 minutes.

### **Program Length**

This Fellowship program aims to build a stronger connection between education curriculum, teaching and industry standards, practices, processes, skills and competencies needed for job placement and job role duties and responsibilities. The funds for this program will be a one-time use only. Fellowships must be completed prior to August 29, 2026.

### **Budget**

Requested funding will be used solely for the direct costs associated with the Educator fellowship, such as the salary/stipend for teachers, substitute coverage and travel. Funding for general administration, equipment or marketing is not allowed. Only a maximum of \$1,500 per educator will be considered, but multiple faculty may be proposed. Cost share is not required.

Allowed Budget Categories:

#### Salary/Stipend:

- Salaries: Compensation for educators directly participating in the fellowship with a company. Coverage for a substitute teacher is allowed.

#### Travel - Staff

- Staff Travel: Expenses for transportation (gas, mileage, airfare).

Talent Ready Utah must approve changes to the program's final budget or program scope before they are made. If the grant funds are not used in compliance with the specified guidelines or if any disclosures are inaccurate or incomplete, Talent Ready Utah reserves the right to reclaim the awarded funds.

### **Compensation Compliance**

All salaries/stipends proposed under this initiative must be in alignment with the submitting institution's established compensation policies and pay ranges. It is the responsibility of the authorized individual submitting the proposal to ensure that compensation requests are compliant with institutional/school policies and procedures.

If a proposal is submitted and awarded, the award does not authorize the institution or awardee to deviate from institutional/school compensation policies, pay ranges, or procedures. Institutions are expected to manage compensation in accordance with their internal requirements.

### **Funding and Payments**

Grant funds for this initiative will be disbursed upon award of the grant. This program is supported by one-time appropriations. Payment will be disbursed once the Memorandum of Understanding is executed. Use of funds will be validated by submission of a final report which

is due 30 days after post fellowship experience. Institutions that fail to submit a report 30 days after the fellowship experience, based on the proposed timeline will receive an invoice to return the awarded funds.

### Reporting and Data Collection

The institution/school is required to submit a report no later than **30 days post fellowship experience to TRUgrants@ushe.edu**.

At a minimum, the report should include:

- **Post-Fellowship Summary:** Participants details, Overview of what was learned, observed, gaps identified and discussed.
- **Presentation Plan:** How information was shared with department/program leadership and/or faculty.
- **Implementation Plan:** Specific actions the department/institution will take to implement what they learned via the fellowship experience.

### Evaluation Criteria

The proposal review and evaluation process will be competitive and conducted utilizing a fair and objective process. An evaluation committee will review and score proposals using the scoring rubric below. Priority will be given to fellowships that occur within the institution's regional area.

Category	Total Points	Weight
Partnership & Industry Engagement	25	20%
Program Design & Alignment	25	20%
Implementation & Sustainability	20	20%
Institutional Capacity & Commitment	15	20%
Budget	15	20%
<b>Total Possible Points</b>	<b>100</b>	<b>100%</b>

If the evaluation committee requires further information to recommend, Talent Ready Utah may contact the respective institution that submitted proposals for additional information and/or revisions.

If you have any questions regarding the Educator Fellowship grant initiative and application process, please email TRUgrants@ushe.edu.

## Instructions for Proposal

### Formatting

The proposal narrative should be no longer than three pages in length. This includes cover, table of contents, attached graphs, and any appendices to the proposal. It does not include the budget worksheet or letter(s) of support. A page is 8.5 x 11 inches, with 1-inch margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1-inch margin. Use one of the following fonts: Arial, Calibri, Helvetica, Palatino Linotype, or Georgia. Applications submitted in any other font will not be accepted. Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). All proposals should be converted and uploaded as a PDF.

### Applicants must address each of the following criteria:

Partnership & Industry Engagement	(25 points)
Program Design & Alignment	(25 points)
Implementation & Sustainability	(20 points)
Institutional Capacity & Commitment	(15 points)
Budget	(15 points)

### The following guidance may assist applicants in addressing each of the selection criteria:

#### Partnership & Industry Engagement— 25 points

- Provide a description of the proposed fellowship program, to include the faculty participating in the fellowship.
- Identify the industry/company partner(s) and the occupation(s), skills, or competencies that this fellowship will target.
- Describe the curriculum and teaching areas you are prioritizing through this fellowship and why these are aligned to industry needs.
- Identify the Talent Ready Utah program or initiative your institution currently participates in and explain how this fellowship will enhance or strengthen that program.

#### Letter(s) of Support (not counted in page limit):

- Employer commitment letter confirming willingness to host educators and engage in post-fellowship activities.
- Optional: Validation of support from institutional/departmental leadership.

#### Program Design & Alignment— 25 points

- Describe the partnership between your institution and employer.
- Provide a plan for carrying out the fellowship experience, including the one-week immersion activities.
- Explain how post-fellowship activities (presentations, workshops, roundtables) will share lessons learned with peers and leadership.

#### Implementation & Sustainability — 20 points

- Provide a post-fellowship implementation plan and timeline.
- Describe how your institution will prioritize and integrate the identified workplace practices, skills, or competencies into teaching and curriculum.

**Institutional Capacity & Commitment — 15 points**

- Identify measurable fellowship outcomes (e.g., curriculum updates, new units, integration of durable skills).
- Explain how your institution will track performance and outcome data.
- Describe how industry feedback will be obtained and used for continuous improvement of programs.
- Describe how the institution plans to continue to develop the relationship/partnership with the industry partner.

**Budget– 15 Points**

- Budgets must align with program guidelines: up to **\$1,500 per educator**, limited to salary/stipend, substitute coverage, and travel.