

**OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION**



*Improving our future by degrees*

# **APPENDICES**

**IMPROVING TEACHER QUALITY MINI GRANT PROGRAM  
ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)**

**UNDER PROVISION OF NCLB, TITLE II, PART A**

**PUBLIC LAW 107- 110**

**CFDA No. 84.367B**

**CLOSING DATE: OCTOBER 19, 2017**

**12:00 P.M. CENTRAL TIME**

**DR. GOLDIE THOMPSON, PH.D.  
ADMINISTRATOR, STATE TEACHER QUALITY PROGRAM  
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION (OSRHE)  
405-225-9143**

**[GTHOMPSON@OSRHE.EDU](mailto:GTHOMPSON@OSRHE.EDU)**

## COVER PAGE

<b>General Information</b>	
Project Title	
Project Category	MLS Professional Development, Mentoring Support and Oklahoma Academic Standards (OAS) Implementation  Mathematics,      Language Arts or      Science
Project Director(s)	
Institution	
DUNS#	
Director's E-Mail	
Director's Address	
Director's Telephone	
Director's Fax	
Total Grant Amount:	
Total Matching/In-Kind Funds:	
<b>Required Partnership</b>	
Partner 1 - List the division of the higher education institution that prepares teachers and principals:	
Partner 2 - List the school of arts and sciences that awards baccalaureate degrees:	
Partner 3 - List all high-need LEAs:	
Other Partners - List all other partners, including mentors:	
List innovative features of this proposal:	
How many participants do you expect to serve?	
Participants' grade level (list all):	
Participants' teaching subject areas (list all):	

The 2017-2018 Elementary and Secondary Education Act (ESEA), Improving Teacher Quality Grant Program Mini Grant application **must be submitted electronically (one document), and a hard copy mailed on or before Thursday, October 19, 2017, 12:00 p.m. Central Time.** The electronic submission must be e-mailed to [gthompson@osrhe.edu](mailto:gthompson@osrhe.edu). The hard copy must be mailed to:

Dr. Goldie Thompson  
Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104-6217

**APPENDIX A**  
**INSTITUTIONAL ENDORSEMENT LETTER**

No Assigned Template. Include an original letter of endorsement signed by the president of the institution, who is applying for a grant. The application cannot be processed without this letter.

## APPENDIX B

### STATEMENT OF ASSURANCES

Assigned Template. An original statement of assurances signed by the institutional president (fiscal agent) to ensure that the institution is fully aware of its obligations (CFDA NO. 84.367B) to adhere to all state and federal requirements in the event the proposal is funded. No funds will be released until a statement is signed and submitted by the institution's president.

ESEA - IMPROVING TEACHER QUALITY GRANT PROGRAM	
Project Title	
Project Director	
Institution	

**1. Institutional Grant Policy**

Our institution abides by a current official grant policy. The policy is located at \_\_\_\_\_  
and was updated on (date) \_\_\_\_\_  
(A copy of the Institutional Grant Policy must be submitted with this form if it is not publicly available online).

**2. Human Participants**

Yes    No If "yes" Indicate the status of IRB Review:  
Pending or Date IRB determined research to be exempt or approved: \_\_\_\_\_ IRB Number: \_\_\_\_\_ (must be current)  
If "Yes" and NIH funding is involved:

Yes    No Have all key personnel involved completed Human Subjects Training?

**3. Animal Subjects**    Yes    No Pending or Approval date: \_\_\_\_\_ and IACUC#: \_\_\_\_\_

**4. Conflict of Interest**

Recipient hereby certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research." Recipient certifies that, to the best of institution's knowledge, (1) all financial disclosures have been made related to the activities that may be funded by, or (2) will have been satisfactorily managed, reduced or eliminated in accordance with grant recipient's conflict of interest policy prior to the expenditures of any funds under any resultant agreement.

**5. Responsible Conduct of Research (RCR)**

Recipient organization/institution hereby certifies that it will ensure that all undergraduate students, graduate students, and postdoctoral researchers who will be supported by this proposal will be trained in the responsible and ethical conduct of research.

**6. Cost Sharing/Matching/In-Kind**    Yes    No Amount: \_\_\_\_\_  
(Cost sharing, Matching, and/or In-Kind amounts and justification shall be included in the grant budget).

**7. Certification Regarding Debarment and Suspension**

Yes    No Is the Recipient Organization, Principal Investigator (PI) or any other employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible for participation in federal department, agency, assistance programs or activities? (If "Yes" please explain in Comments section below)

**8. Export Control**

Recipient is individually responsible for maintaining its compliance with federal export laws and procedures. By checking this box, Recipient certifies that an export control officer, or other authorized person, has reviewed the proposal for compliance with federal export control laws. (Explain potential problems in the comments section below)

9. **Mandatory Violation Disclosures**

Recipient is individually responsible for a procedure for disclosing in a timely manner, in writing to OSRHE all violations of federal criminal law involving fraud, bribery, or inappropriate gratuity potentially affecting the grant award.

10. **Fiscal Responsibility**

The organization certifies that:

- |     |    |  |
|-----|----|--|
| Yes | No | Its financial system is in accordance with generally accepted accounting principals;   |
| Yes | No | It has the capability to identify, in its accounts, all grant awards received and expended and the grant programs under which they were received;  |
| Yes | No | It maintains internal controls to assure that it is managing grant awards in compliance with applicable laws, regulations and the provision of contracts or grants;  |
| Yes | No | It complies with applicable state and federal laws and regulations;  |
| Yes | No | It can prepare appropriate financial statements, including the schedule of expenditures of grant awards;   |
| Yes | No | and, there are no outstanding audit findings which would impact grant funded projects. <b>(Please attach a copy of the most current, Single Audit report with this signed form).</b> If there are finding(s), please provide a description of each finding and steps to be taken to correct the finding. |

**Comments:**

11. The higher education institution will comply with all applicable federal and state laws and regulations, including Titles VI and VIII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, Section 504 of Vocational Rehabilitation Act of 1973, and with the rules and regulations thereunder.
12. The higher education institution will comply with all provisions of NCLB Act, *Title II, Part A* (CFDA No. 84.367B).
13. The higher education institution assures that programs of training, retraining, and in-service training will take into account the need for greater participation in core academic subjects for historically underrepresented and underserved populations and gifted and talented students. The institution will strive to improve teaching so as to raise student achievement in core academic subjects through scientifically research-based methods in increasing teacher quality, school accountability and core content knowledge.
14. Title II funds will be used only to supplement, not supplant, available resources.
15. Consistent with the number of teachers in the area who teach in private elementary and secondary schools, after consultation with appropriate private school representatives, the higher education institution shall provide services and arrangements to ensure equitable participation in the purposes of Title II.
16. The higher education institution will maintain quality fiscal control of funds. A copy of all contracts, invoices, paid claims, and other data shall be kept in a separate file.
17. The higher education institution will comply with federal and state audit requirements.
18. At the termination of this program on a date set by law, unobligated funds will be retained by the Oklahoma State Regents for Higher Education.
19. The higher education institution will provide all data, reports, and information determined necessary by the Oklahoma State Regents for Higher Education.
20. The higher education institution will initiate, conduct, and complete the activities as specified in the proposal.

*I hereby agree that the institution will support the proposal listed above and certify that the information contained in this proposal is to the best of my knowledge correct.*

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

## APPENDIX C

### MEMORANDUM OF AGREEMENT AMONG PARTNERS

Assigned template. Federal law requires Title II, Part A higher education grant programs to have partnerships; **a Memorandum of Agreement must be submitted (due November 15, 2017).** This agreement must indicate the commitments for the grant period.

Have you entered into agreements with high-need LEAs?	<b>Yes</b>	<b>No</b>	
<p><b>Please note that all eligible partners must take an active role developing the project and not just endorse it.</b></p>			
Did all eligible partners contribute creating this project? How (explain)?	<b>Yes</b>	<b>No</b>	
Have you submitted all documents showing the collaborations among partners?	<b>Yes</b>	<b>No</b>	

*This cooperative agreement reflects the overall commitment as well as the specific responsibilities and the roles of each of the partners listed below. The purpose of this partnership is to prepare and support educators to help all students achieve high standards of learning and development. (A summary of each partner’s responsibilities and roles in this partnership should be attached to this signature page.)*

Name of Sponsoring Institution	
Project Title	
Project Category	MLS Professional Development, Mentoring Support and Oklahoma Academic Standards (OAS) Implementation Mathematics, Language Arts or Science
Project Director	

Type of Partner	Name	Title	Institution/District Organization	Original Signature
Teacher Preparation Program <i>(Required)</i>				
Department/School of Arts & Sciences <i>(Required)</i>				
High-need Local Education Agency <i>(LEA – Required)</i>				
Additional Partner				
Additional Partner				
Additional Partner				
Additional Partner				



## APPENDIX D

### CERTIFICATION FOR 50% RULE

Assigned Template. A signed copy of the Certification form must be submitted with the initial and final expenditure budget reports.

**THIS CERTIFICATION FORM SHALL BE SUBMITTED WITH THE INITIAL BUDGET AND THE FINAL BUDGET REPORT FOR THE IMPROVING TEACHER QUALITY GRANT. NO INITIAL OR ADDITIONAL GRANT FUNDS WILL BE RELEASED UNTIL THIS FORM IS RECEIVED BY THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION.**

\*G-27 Sub-grantees must keep records that fully show:

- The amount of funds under the... grant;
- How the... sub-grantee uses the funds;
- The total cost of Proposal activities;
- The share of the cost provided from other sources; and
- Other records to facilitate an effective audit.

\*G-29 through G-34. **SECTION 2132(c)** of the Elementary and Secondary Education Act requires that “no single partner in an eligible partnership (i.e., no single high-need local education agency (LEA), no single institution of higher education (IHE) and its division that prepares teachers and principals, no single school of arts and sciences, and no single other partner) may “use” more than 50% of the sub-grant. The provision focuses not on which partner receives the funds, but on which partner directly benefits from them. Examples are listed below.

- Tuition grant funds are considered to be used by the LEA since the funds benefit the teacher participants. Grant funds that pay for books, materials and supplies, and other participant support costs are considered to be used by the LEA.
- IHE faculty time paid by the grant, costs to develop professional development materials, expenses incurred to conduct the professional development may be treated as funds used by the division of the IHE that bears these costs.
- **Grant funds paid as salaries to mentor teachers or adjunct teachers who are employed by a school district may be considered as “used” by the LEA.**
- **Grant funds paid as contracts to IHE employees to mentor teachers or provide other services in the grant project are considered to be used by the division of the IHE that bears these costs.**
- Administrative costs are attributable to the partner that “uses” the corresponding funds as direct costs. In most cases, this would be the IHE.

**For questions, contact Goldie Thompson, 405-225-9143, [gthompson@osrhe.edu](mailto:gthompson@osrhe.edu).**

Please list all grant partners in the chart below and identify the amount and percent of funds used by each partner.

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\* This information is found in the “Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance,” revised October 5, 2006, Academic Improvement and Teacher Quality Programs, Office of Elementary and Secondary Education, U.S. Department of Education.  
The *Guidance* is available at <http://www.ed.gov/programs/teacherqual/guidance.pdf>.

Project Title			
Project Director			
Institution		Proposal Year:	
Grant Cycle Period – Beginning and End			
Total grant funds awarded for period		\$	
<b>Participating Partner</b>		<b>Amount of grant funds used*</b>	<b>Percent of grant funds used*</b>
Teacher Preparation Program <i>(Required)</i>			
Department/School of Arts & Sciences <i>(Required)</i>			
High-need Local Education Agency (LEA) <i>(Required)</i>			
Additional Partner			
Additional Partner			
Additional Partner			
Additional Partners			
		*Sum of numbers should equal allocation for period.	*Sum of percentages should equal 100%.
<b>Date Prepared</b>			
<b>Fiscal Agent's Signature</b>			
Fiscal Agent			
E-Mail			
Telephone			
<b>Proposal Director's Signature</b>			
Telephone			
E-Mail			

## APPENDIX E EXPENDITURE BUDGET

Assigned Template. The project must provide a proposed budget using the attached template. An explanation of the allocation and cost-effectiveness of the project is required. The possible leveraging of Matching/In-Kind contributions from other sources is encouraged. A separate budget narrative must include detailed descriptions and justification for each line item associate cost.

Proposal Budget				
Project Title		Project Category MLS Professional Development, Mentoring Support and Oklahoma Academic Standards (OAS) Implementation Mathematics, Language Arts or Science		
Project Director		Director E-Mail		
Institution		Director Telephone		
ITQ Federal Funds			Non-Federal Matching Funds	
Line Item Description Institution for Higher Education (IHE)	Requested Budget (\$)	Percent (%) of Total Budget	Sources	Amount (\$)
Director Salary (including benefits)	\$	%		
Trainers and Consultants Fee	\$	%		
Material/Equipment/Tech Cost	\$	%		
IHE Travel Cost (must provide detailed explanation )	\$	%		
Other IHE Related Costs (must provide detailed explanation)	\$	%		\$
Line Item Description High-need Local Education Agency (LEA)	Requested Budget (\$)	Percent (%) of Total Budget		
Participants' Stipend	\$	%		
Participants' Material Cost	\$	%		
LEAs Equipment/Tech cost (must provide detailed explanation )	\$	%		\$
Other LEAs Related Costs (must provide detailed explanation)	\$	%		
<b>Subtotal</b>	<b>\$</b>	<b>%</b>		
Administrative Cost (Must be ≤ 10% )	\$	%		\$
External Evaluation Cost (≤ 8%)	\$			
<b>Total Grant Amount</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	

**\* Please include WHOLE DOLLAR amounts only.**

Oklahoma State Regents for Higher Education

## **APPENDIX F**

### **EXPENDITURE BUDGET NARRATIVE**

No Assigned Template. Include detailed descriptions and justification for each line item's associated cost. A detailed Expenditure Budget Narrative is required.

## APPENDIX G ANTICIPATED OUTCOME CHART

Assigned Template. Anticipated Outcomes Chart describing project’s comprehensive goals and objective of accomplishments is required

Project Title	Project Category MLS Professional Development, Mentoring Support and Oklahoma Academic Standards (OAS) Implementation  Mathematics,    Language Arts or    Science
Project Director	Director E-Mail
Institution	Director Telephone

Objective	Measurable/ Sustainable Outcome	Responsible Party	Timeline	Internal Evaluation Tool(s)	Anticipated Student Outcome

## APPENDIX H

# PARTNERSHIP COLLABORATION SUPPORT DOCUMENTS

No Assigned Template. **Must submit all the necessary documentation by November 15, 2017,** justifying active collaborations among required partners on the timeline and development of this project.

**APPENDIX I**  
**DIRECTOR’S CURRICULUM VITAE AND**  
**SUPPORT PERSONNEL’S RESUME/CREDENTIALS**

No Assigned Template. The CV should not be more than two pages.

## **ABSTRACT**

No Assigned Template. An executive summary of the project must be submitted in an APA style (typed, double-spaced on standard-sized paper, 8.5" x 11", with 1" margins on all sides, using 12 pt. Times New Roman font). No more than one page.



## **COMPREHENSIVE PROJECT NARRATIVE**

No Assigned Template. A comprehensive project narrative meeting all the RFP's required components must be submitted in APA style (typed, double-spaced, on 8.5" x 11" paper, with 1" margins on all sides, using 12 pt. Times New Roman font). No more than 10 pages.

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