



**Improving Teacher Quality State Grants (#84.367B)
Title II, Part A, Subpart III
NO CHILD LEFT BEHIND ACT OF 2001
PROJECT ADMINISTRATION GUIDELINES 2015-2016**

Budgets and Expenditures

The project director is expected to monitor project expenditures and to work closely with your sponsored programs/budget/grants office contact person to ensure that your budget and expenditures records agree. Request for reimbursements should also be channeled from your office and must contain your signature or a designee. *The SCHEV/NCLB coordinator should be contacted by the project director, in writing, for all budget line item changes.* Any questions received from staff at your institution should be addressed directly by the project director.

- Budget adjustments to any line item
 - Requires original request, in writing, from project director with signature.
 - ❖ **Please use the following format when requesting line item adjustments: {Example: We would like to request the amount of (\$X.XX) to be transferred from ‘Supplies and Materials (1300)’ to ‘Transfer Payments (1400)’ for this reason (provide detailed justification for transfer here.)}**
 - **SCHEV’s approval is required; submit a justification.**
- Purchases
 - Special purchases must be approved by SCHEV.
 - Supplies and materials purchased should be directly consumed in the course of the project. All materials purchased are expected to become the property of the participant and not the property of the school, sponsoring institution or organization.
- Recordkeeping and Unexpended funds:
 - **Funds for the grant must be encumbered by September 30, 2016. The financial records close September 30; we must receive all funds not spent no later than November 25. This deadline must be met; otherwise your institution might become responsible for paying outstanding charges.**
 - Keep all records necessary for fiscal and program auditing purposes and give the State Council for Higher Education, the Federal sponsoring agency or the State Auditor access to and the right to examine all records, books, papers or documents related to this grant.
 - The final budget summary **must correspond to approved budget categories.**

Evaluation and Dissemination Plans

- Development of strong plans throughout the course of project.
 - Results in final report should correspond with stated goals and objectives in approved proposal. The program effectiveness should be clearly explained along with how the goals were achieved, the model used and the outcome. For additional information see the final report guidelines.
 - External evaluation is required and the cost should be included in your original proposal. The amount should be reasonable.
 - Dissemination information should extend the impact of the project at the local, state, regional, and national level.
 - (1) local
 - (2) state
 - (3) regional^a
 - (4) national^a
- ^aout-of-state travel not funded*

Monitoring Visits

- Program activities and schedule form is due to SCHEV no later than **April 1, 2016**. SCHEV will notify you of its intended visit.
- Interviews with participants required.
- Evaluation of project in relation to approved project proposal and budget, including collaboration with school divisions/LEAs and schools, including private
- Evaluation report submitted for each project.

Forms

- Interim Progress Report -- due on **February 19, 2016**.
- Program Activities Schedule -- due no later than **April 1, 2016**.
- Monitoring Visit Form – Randomly selected by SCHEV.
- Unexpended Funds Form -- Any funds paid and not used must be returned to SCHEV no later than **November 25, 2016**. A check made payable to the State Council of Higher Education for Virginia (SCHEV) should be included. State agencies can also return this form and submit payment via the EDI system. EDI transmittals should include the following information:
 - AGENCY Vendor ID: 546020516 and Vendor Suffix: IA
- Final Report -- no later than **November 25, 2016** unless an exception has been granted in writing. The project ending date is **September 30, 2016**.
- Project Director Summary -- no later than **November 25, 2016** unless an exception has been granted in writing. The project ending date is **September 30, 2016**.
- Participant Response -- no later than **November 25, 2016** unless an exception has been granted in writing. The project ending date is **September 30, 2016**.

- Final Budget Summary -- no later than **November 25, 2016** unless an exception has been granted in writing. The project ending date is **September 30, 2016**.
- Request for Reimbursements -- Should be submitted as often as necessary and in compliance with State and Federal requirements.

The 2014-15 program closing information includes the final report, the project director summary, the participant response and the final budget summary. Please submit all as one packet.

All forms are accessible via SCHEV's websites at:

www.schev.edu

<http://www.schev.edu/AdminFaculty/NCLB-RFP.asp>

<http://www.schev.edu/schev/formsIndex.asp#NCLB>

Communications

- All budget and reimbursement requests must be submitted **by hard copy only**. Telephone or e-mail requests are not acceptable. **Original signatures are required.**
- Facsimile copies: acceptable if followed by hard copies.
- Changes in reporting requirements or requests for additional information will be disseminated from the No Child Left Behind Coordinator.

Advertisements

- Program advertisement brochures, written materials distributed to participants, and all disseminated materials should bear the following acknowledgement (with the appropriate figures inserted): Funds for this project were provided by a grant from the Department of Education. However those comments do not represent the policy of the Department of Education, and you should not assume endorsement by the federal government. The Improving Teacher Quality State Grants (Title II, Part A) are administered by the State Council of Higher Education for Virginia.

SCHEV Contact Information

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No Child Left Behind 2015-2016 RFP and other relevant information is accessible directly from our website at the following URL:
<http://www.schev.edu/AdminFaculty/NCLB-RFP.asp>

Project Director Contact Information

Dr. Jan Rozzelle, College of William and Mary
Project Title: SURN Visible Leaders Impact Learning: Data, Feedback, Action
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Dr. Dianne Robinson, Hampton University
Project Title: Remote Sensing: Eyes on the Critical Zone
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Project Title: Problem-based Interdisciplinary STEM Learning II (PISTEM II)
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Dr. Katherine Hilden, Radford University
Project Title: Integration Station-3 (IS3): Building Literacy & Science Capacity
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Dr. Peggy Schimmoeller, Randolph College
Project Title: Teaching Math and Science in a Changing World
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Dr. Frackson Mumba, Rector and Visitors of the University of Virginia
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