CITI K-12 RFP

Questions from email and the January 4 briefing, and answers.

Regional

1. Does the project have to be in one region? Can it cross regions or be for the whole state online?

The project can have a statewide online component, for dissemination. However, the preference is that this phase of the proposal concentrate in a region.

2. How will the collaboratives provide the services?

Collaboratives may provide services by cooperating with institutions of higher education in order to deliver services to more than one school or school district.

Collaboratives will also have access to a greater number of teachers who might be interested in participating.

Staffing

3. The grant allows us to pay staff for participate. If a grad course were involved, could the grant pay for the college credit…$530 per 3 credits?

No.

4. Is there an allowable per teacher expense? We are thinking 20 participants @ $1,500, including all expenses.

For the five days of the institute, a teacher can receive $1000 ($200 per day equivalent) plus PDPs.

5. Can adjunct faculty who are on the school staff teach in this program?

They can teach in the program but they must be part of the agreement with the institution of higher education.

Financial oversight

6. To whom does the money go? Who is the fiscal agent?

The lead partner is the fiscal agent and thus in charge of expending the money as agreed upon in the budget. The partner pays the institution of higher education and also the teachers who are participating.

7. Is the money flexible? If you get many good grants can you approve them all?

We have a limited amount of money and will have to make difficult choices. We cannot approve them all.

Schedule

8. Would 20 hrs. per week for 2 weeks (40 hours) plus outside assignments meet the requirements?

Yes, as long as there are 40 in-class contact hours with 20 hours per week over 2 weeks.   Outside assignments are to be described in your proposal and are optional.

9. Can we run a M-Th. schedule, 5 hrs. a day x 4 days? Must the two weeks be sequential?

Yes to the first.

No to the second. The two weeks may be separated by a reasonable/justifiable amount of time.

10. What is the deadline for expending funds?

All of the project activities should be take place this summer and finish this fall, 2007.

Matching/Partnering

11. To identify potential corporate matches, do we need to do more than list possibilities; i.e., do we need to have made contact with them?

You need to identify them as reasonable granters. We recommend that you contact them to get an idea of how much you might expect.

12. Is there an expected number of potential contacts?

No.

13. In budgeting for the match, do we write as if expecting it?

No. Write as if <u>not</u> receiving the matching funds, but then indicate how much you would reasonably expect to get and what you would do with that amount.

14. We expect to recruit our 20 from our district and partner district(s), but if we did not have the interest, would we pro-rate funds and return the remainder?

You need at least 15 teachers to run a session.
You would ask permission to redirect the funds to another activity within the four corners of your proposal and if that were <u>not</u> approved, you would return the funds.

15. Can private higher education institutions provide the instruction?

Yes

16. Can corporations provide the instruction?

They can provide some of the instruction, as part of the total instructional package overseen by the institution of higher education

17. Can instruction come from multiple higher education institutions?

Yes, if under the aegis of one oversight institution.

Number of grants:

18. How many grants will be awarded?

Approximately 4 middle school grants

Approximately 2 high school grants

Technical areas

19. Can funds be used to purchase equipment by the schools?

No.

20. What happens if a teacher uses the money to buy a laptop or other digital device with the money he/she receives?

The device belongs to the teacher.

21. If Palatino is not available, what can we use?

Use Times Roman please.

22. Can there be a joint project between the higher education grant and the K-12 CITI grant programs?

Yes. Look at the Higher Education RFPs on the CITI website.

23. Is there an application form?

No, follow the section called Proposal Requirements (there is also a matching checklist in the RFP). When you attach your document (see below) on the web site, a cover page will be created.

A rating rubric will be provided by January 15, 2007.

24.Are the pages limits definite?

Yes. Ten pages includes four pages for the budget for the proposal.

Attachments need to be part of the document with the web submission system we use. There is room for only one document. Please submit only the "attachments" called for.

If you are submitting a curriculum which is not electronic, you will need to mail it to Isa Zimmerman at Office of the President, University of MA, 225 Franklin Street, 12th floor, Boston 02110.

NB. Please look over the RFPs again…we have added one item to the HS RFP (including guidance counselors as participants) and have made the proposal requirement chart align completely with the Proposal Requirements scection.