



## Improving Teacher Quality Grant – Cycle 15 Final Report Guidelines

Reports are due by July 31, 2018. Please send electronically to:

[elizabeth.valentine@dhe.mo.gov](mailto:elizabeth.valentine@dhe.mo.gov)

***Final reports should take a narrative form and should contain the following:***

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1. Cover page with the name of the project, project director, co-director, contact information, statutory partners, and date.
2. Abstract / Summary. Include the number of Higher Education Faculty, graduate and undergraduate students that worked on your grant.
3. Table of Contents with page numbers.
4. List of school districts (including non-public and charter schools) with the number of administrators and teacher participants and number of students from each (indicate high-need school districts).
5. Description of project activities completed by participants. For each activity, include the number of teachers/participants attending. Provide the average number of contact hours per participant across the time period of the project for each activity noted.
6. Description of any substantive modifications to the original project and reason for such modification.
7. Outcomes
  - List state objectives/absolute priorities and any additional specific project objectives
  - For each objective/absolute priority, describe how your project has met or made progress toward meeting them.
  - Attach supporting data in the attachments. These data should include student pre/post scores and analysis, teacher pre/post/post scores and analysis, any data collected addressing your project objectives, data associated with pre-service teacher change as a result of the project.
  - Describe the assessment procedures and instruments/measures used with reliability metrics where possible.
8. Description of how your project was connected to specific Missouri Standards, Grade-Level Expectations, and/or other curriculum frameworks.
9. Describe the dissemination of project information. Attach copies of any publications (or drafts submitted for publication) resulting from the grant. Identify conferences at which the project results were presented and/or have been accepted for presentation.
10. Sustainability
  - Describe your sustainability plan in detail
  - Describe progress to date with your sustainability plan
  - Describe any changes since C14 in your plan and any new developments
11. Conclusion (include lessons learned)
12. Attachments (ensure you or your sponsored programs office complete the Compliance Audit Checklist and submit with the report)