



Improving Teacher Quality Grant – Cycle 14 Final Report Guidelines

Reports are due by July 31, 2017. Please send electronically.

For multi-year projects: Annual reports should follow the same format as final reports, but must also include a section describing the next year's activities and how those activities will build upon the foundation created in prior years as well as progress towards sustainability.

Final reports should take a narrative form, include required tables and must clearly and specifically address the following:

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 or were supported by your grant.
3. Table of Contents with page numbers.
4. Table with 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. List and description of project activities completed by participants. For each activity include the number of teachers/participants attending, time allowed for each activity. Provide the average number of contact hours per participant across the time period of the project for each activity noted. This should include a table that lists each activity and contains cells for the required information.
6. Description of any substantive modifications to the original project and reason for such modification.
7. Outcomes
 - a. List state program objectives and any additional specific project objectives
 - b. For each objective describe how your project has met or made progress toward meeting them.
 - c. 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.
 - d. Describe the assessment procedures and instruments/measures used with reliability metrics where possible.
8. Description of how your project was connected to specific Show-Me Standards, Grade-Level Expectations, and/or other curriculum frameworks. Use a table to display this information.
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. Conclusion (including lessons learned and sustainability progress to date as well as sustainability plans for C15)

11. Attachments (ensure you or your sponsored programs office complete the Compliance Audit Checklist and submit with the report)