

Improving Teacher Quality Grant

C14

Renewal Application

**Renewal Applications must be received by the
Missouri Department of Higher Education (MDHE)
no later than **December 30, 2015****

Missouri Department of Higher Education
Academic Affairs
205 Jefferson St
Jefferson City, MO 65102

573-751-1764

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Table of Contents

Timeline.....	1
Improving Teacher Quality Program Grant Renewal Process.....	2
A. Background.....	2
B. Purpose.....	2
C. Renewal of Funding.....	2
D. Renewal Application Submission.....	3
ITQG Form I – Renewal Application Cover Sheet.....	5
ITQG C108a – Certificate of Assurances.....	7
ITQG C104a – Continued Team Collaboration.....	8
ITQG C105a – Continued Joint Effort.....	9
ITQG C106a – Continued Commitment K-12 Partner(s).....	12
ITQG C107a – Continued Commitment Higher Ed Partner(s).....	13
Progress Towards Missouri Absolute Priorities.....	14
Implementation Plan Progress.....	15
Review of Staff and Personnel.....	16
Budget and Justification.....	16
Conclusion.....	16

Timeline

Important Events	Due Date
ITQG Cycle 14 Renewal Application Posted to MDHE Website	November 16, 2015
Renewal Application due by email. (If the Renewal Application is incomplete or not submitted by the due date, payments will be withheld and projects may be rescinded.)	December 30, 2015

E-mail a copy of this renewal request to: elizabeth.valentine@dhe.mo.gov

Improving Teacher Quality Grant Renewal Process

A. Background

The Title II, Part A Improving Teacher Quality Grant Program operates under the federal legislation known as the No Child Left Behind (NCLB) Act of 2001 (CFDA 84.367) and supports professional development projects for teachers and principals. The Missouri Department of Higher Education awards competitive teacher professional development sub-grants to partnerships consisting of 1 (one) department of education, 1 (department of arts and sciences), and 1 (one) high need school district.

The purpose of the Improving Teacher Quality Grant program is to increase the academic achievement of students by helping schools and districts improve K-12 teacher and principal quality and helping to ensure that all K-12 teachers are highly qualified.

B. Purpose

Continuation of multi-year projects is contingent on each project meeting annual goals as established in each project proposal and agreed upon with the MDHE and making progress on all project activities and processes as outlined in the project's proposal.

C. Renewal of Funding

The MO ITQG Review Committee will consider the following factors annually in determining whether to recommend to the MDHE that the ITQG sub-grant, in whole or in part, be renewed:

- Progress on Missouri Absolute Priorities

Each project must establish clear measurable objectives for each Absolute Priority:

1. Improve student achievement in targeted mathematics and science content areas.
2. Increase teachers' knowledge and understanding of key concepts in mathematics and science content.
3. Improve teachers' pedagogical knowledge and practices that utilize scientifically-based research findings and best practices in inquiry-based instruction and literacy-based instruction. .
4. Improve teachers' knowledge and skills in designing and implementing assessment tools and use of assessment data to monitor the effectiveness of their instruction
5. Improve the preparation of pre-service teacher education through improvements in mathematics and science content and pedagogy courses.

Each project must establish clear measurable objectives for any other project specific priorities listed in its proposal

- 1.
- 2.
- 3.

- Progress on Project's Plan Implementation

For each objective/absolute priority, the project must describe the actions and activities completed to reach the outputs/outcomes as outlined in its proposal, including a timeline with specific dates of implementation. Further projects must describe and provide a timeline of completion for all activities in their original proposal narrative and timeline. The project must explain activities not completed and provide a timeline of when they will be completed. The projects must include all interim reports (and if applicable, final report(s) from previous cycle(s)) and external evaluator reports with this application. The project must submit a budget for C14 with budget justification and must make sure that any new personnel or any personnel that has left the project are clearly documented as such. Attach supporting data (e.g., student and teacher pre- and post-test scores, revised curricula for teacher education program based on your project, etc.) and the participant data sheets with contact hours clearly documented. If there is any indication of a shortfall in contact hours, it is the project's responsibility to clearly bring that to the attention of the review committee.

1. Description of how your project was connected to specific Show-Me Standards, Grade-Level Expectations, and/or curriculum framework

- A review of staff and personnel working on the project
 1. All co-directors for C14 must be listed and their roles described
 2. All other personnel must be listed and their roles described
- Conclusion
 1. include lessons learned
 2. include changes as a result of lessons learned

D. Renewal Application Submission

The ITQG renewal Application is due on or before December 30, 2015. **If forms are incomplete or late, MDHE may not renew the sub-grant.**

Applicants must submit one electronic copy (all single spaced in 12 point Arial font using one inch margins) and ensure that the electronic copy is received by MDHE on or before 5 p.m., December 30, 2015.

Projects will be notified of continuance status by February 1, 2016.

ITQG Form 1 – Renewal Application Cover Sheet

Improving Teacher Quality Grant Program (ITQG) Renewal Application

**Renewal Application Receipt Deadline
December 30, 2015**

Submit to:
Elizabeth Valentine, PhD
Missouri Department of Higher Education
Academic Affairs
Improving Teacher Quality Grant Program
elizabeth.valentine@dhe.mo.gov

Project Title:	
Name of Lead Higher Education Institution:	DUNS Number:
Project Director from Lead Higher Education Institution	Name:
	Title:
	Role:
Project Director Contact Information	Address:
	Telephone:
	E-mail Address:
	Sginature:
	Date:

Co-Director 1 (copy co-director form and add to packet for additional co-directors)	Name:
	Title:
	Role:
Co-Director Contact Information	Address:
	Telephone:
	E-mail Address:
	Sginature:
	Date:
Co-Director 2 (copy co-director form and add to packet for additional co-directors)	Name:
	Title:
	Role:
Co-Director Contact Information	Address:
	Telephone:
	E-mail Address:
	Sginature:
	Date:
Co-Director 3 (copy co-director form and add to packet for additional co-directors)	Name:
	Title:
	Role:
Co-Director Contact Information	Address:
	Telephone:
	E-mail Address:
	Signature:
	Date:

**Missouri Department of Higher Education
Form C108a - Certificate of Assurances**

To be completed and signed by the chief executive officer of the lead institution

I hereby provide assurances to the Missouri Department of Higher Education (MDHE) that if this institution receives funding under the terms of the MDHE *Improving Teacher Quality Grant*, it will:

- Conduct the professional development program or teacher education activities as described in the *Request for Proposals* and the project proposal;
- Provide institutional or organizational funding and resources as stated in the *Request for Proposals*;
- Comply with the state requirement to audit the grant-funded project in accordance with 2 CFR, Part 220, 2CFR, Part 230, and OMB Circular A-133, as appropriate, and, within 60 days of the completion of the audit, to supply the MDHE with a copy of the audit report and any findings for each fiscal year in which those grant monies were expended;
- Keep all records necessary for fiscal and program auditing and give the MDHE, CBHE, USDE, and/or the state auditor through any authorized representative, access to, and the right to examine, all records, books, papers, or documents related to the grant;
- Retain all fiscal records for a period of five years after the end date of the grant;
- Comply with all regulations and requirements of the MDHE *Improving Teacher Quality Grant*;
- Comply with the administrative procedures of the MDHE, CBHE, and USDE;
- Use funds from the MDHE *Improving Teacher Quality Grant* only to supplement and not to supplant funds from non-federal sources;
- Take advantage of opportunities to provide greater access to math and/or science disciplines by historically underrepresented and underserved groups;
- Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)), prohibiting employment discrimination where discriminatory practices will result in unequal treatment to persons who are or should be benefiting from the grant-aided activity; and
- Ensure equitable participation of faculty and students from private schools to the extent feasible.

Signature: _____ Date: _____

Printed Name and Title: _____

Institution: _____ Phone: _____

**Missouri Department of Higher Education
Form C104a - Continued Team Collaboration Document**

The purpose of this document is to confirm that the project progressed with the active involvement of all high-need partners including school district personnel and/or teachers.

Project Title: _____

Project Director(s): _____

Lead Institution: _____

Partnership Members: _____

Planning Meetings (Use additional sheets as needed. Attach meeting agendas/minutes.):

DATE:	LOCATION:		
PARTICIPANT'S PRINTED NAME	SIGNATURE	TITLE	INSTITUTION / SCHOOL DISTRICT

**Missouri Department of Higher Education
Form C105a - Joint Effort Document**

The project must reflect the continued joint effort among its partners.

Joint effort can take a number of forms, ranging from informal discussions about the project to full sharing of administrative and instructional responsibilities such as:

- Instructional staff members are drawn from each unit/partner.
- Each unit/partner participating in the planning and implementation of the project.
- Each unit/partner playing a role in the evaluation of the project.

Statement of Joint Effort

The lead higher education institution hereby provides assurances that this project reflects a Joint effort between all of its statutory partners. **If more partners are involved, please Provide signatures, titles, and names of representatives of the partners on a separate sheet using the format below.**

Representative of the High-Need School District:

Signature and Date: _____

Printed Name and Title: _____

Department: _____

Representative of the Higher Education Department/College of Education:

Signature and Date: _____

Printed Name and Title: _____

Institution of Higher Education: _____

Department: _____

Representative of the Higher Education Arts and Sciences Department:

Signature and Date: _____

Printed Name and Title: _____

Institution of Higher Education: _____

Department: _____

Representative of Collaborating Institution of Higher Education:

Signature and Date: _____

Printed Name and Title: _____

Institution of Higher Education: _____

Department: _____

Representative of Collaborating Institution of Higher Education:

Signature and Date: _____

Printed Name and Title: _____

Institution of Higher Education: _____

Department: _____

Representative of Collaborating Institution of Higher Education:

Signature and Date: _____

Printed Name and Title: _____

Institution of Higher education: _____

Department: _____

Representative of Collaborating Institution of Higher Education:

Signature and Date: _____

Printed Name and Title: _____

Institution of Higher Education: _____

Department:

Missouri Department of Higher Education Form

C106a - Letter of Continued Commitment

K-12 Partner

Submit one copy of this form for **every** participating K-12 school partner. If two or more schools are in a single school district, only one form needs to be completed by a district administrator on behalf of all participating schools.

As a partner in a project funded by the Cycle-14 MDHE *Improving teacher Quality Grant*, I hereby commit my school district or school(s) within the district to provide access to classroom-level teacher and student demographic and achievement data as requested by the Project Director and/or the External Evaluation Team for the purposes of measuring the impact of MDHE *Improving Teacher Quality Grant* funds.

Examples of data that may be required for evaluation purposes include (but are not limited to):

- pre- and post-test scores in teachers' and possibly students' content knowledge;
- teacher interviews;
- student interviews;
- classroom-level MAP test results;
- aggregated building-wide and/or district-wide MAP test results;
- results of standardized tests administered by the district;
- classroom-level math and/or science assessments administered in the grade levels participating in the project.

The Project Director and External Evaluation Team guarantee the confidentiality of student, teacher, and school information in reporting. Analyses of all data collected will be made available to the K-12 partners so that they can be used to improve school or school district achievement in math and/or science.

Signature: _____ Date: _____

Printed Name and Title: _____

School District: _____

School: _____ Phone: _____

**Missouri Department of Higher Education Form
C107a - Letter of Continued Commitment
Higher Education Partner**

Submit one copy of this form for **every** higher education partner. This form must be completed by either

- the dean of a school/college of education and a dean of the school/college of arts and science, OR
- an appropriate administrator of the higher education institution on behalf of participating department faculty or institutional representatives.

As a partner in a project funded by the Cycle-14 MDHE *Improving Teacher Quality Grant*, I hereby commit my school/college to provide data and information about curriculum design and such processes as requested by the Project Director and/or the External Evaluation Team for the purposes of measuring the impact of MDHE *Improving Teacher Quality Grant* funds.

Examples of data/information that will be required for evaluation purposes include (but are not limited to):

- teacher education curriculum design,
- relationship between the teacher preparation unit (i.e. school/college of education) and content-specific units (arts and sciences department),
- extent of involvement of the teacher preparation unit in professional development of K- 12 educators, and
- pre-service teacher/paraprofessional academic records, or course-specific information, if applicable.

The Project Director and External Evaluation Team guarantee the confidentiality of this information in reporting. Analyses of all data collected will be made available to the institution so that they can be used to improve curriculum design processes within the partner institutions.

Signature: _____ Date: _____

Printed Name and Title: _____

Institution: _____

Phone: _____ Email: _____

Progress on Missouri Absolute Priorities

Explain progress toward each of Missouri's Absolute Priorities/Objectives through activities as indicated in the original proposal. Please number priorities and any other objectives/priorities that the project included in the original proposal. Describe how completed activities contributed to reaching objectives and include data that has been collected along with the measurement protocol and rubrics. Include explanations for any data not collected as laid out in the original proposal. Explain how activities aligned with Missouri Standards, National Science Foundation Standards, National Council of Teachers of Mathematics Standards, MSIP standards and CSIP plans. This section is about how activities were completed and should include descriptions of the activities and how they relate to progress towards the objectives. Submit all data collected and explain how it will be or was used to inform the professional development plan. Explain how the external evaluator report informed the professional development plan.

1. Improve student achievement in targeted mathematics and science **content** areas.
2. Increase teachers' knowledge and understanding of **key concepts in mathematics and science content**.
3. Improve teachers' **pedagogical knowledge and practices** that utilize scientifically-based research findings and best practices in inquiry-based instruction and literacy-based instruction.
4. Improve teachers' knowledge and skills in designing and implementing assessment tools and use of assessment data to monitor the effectiveness of their instruction
5. Improve the preparation of pre-service teacher education through improvements in mathematics and science content and pedagogy courses.
6. Other project objectives/priorities

Progress on Project Implementation Plan

Provide details of actions and activities in the project's implementation plan on the project level (planning and work meetings, focus groups for planning purposes, personnel and staff work accomplished, etc) and the participant level (professional development activities completed and specific elements of professional development completed (pre- and any post-tests, field trips, observations of participants, etc) as proposed in the original proposal) that have been completed through November 30, 2015 as described in the original proposal. Include a timeline depicting remaining activities and when they are planned to be completed through June 30, 2016. Include any information about past, current, and future obstacles to completion of the project plan provided in the original proposal. This section is more about what was completed, any obstacles encountered and how they were overcome or how they altered the plan, and when these activities were completed rather than the content of the activities.

Review of Staff and Personnel Working on the Project

1. All co-directors for C14 must be listed and their roles described
Changes in personnel and/or staff must be submitted along with CVs and explanations for any changes

Activities of directors, co-directors, and other instructional staff through November 30, 2015 must be described
2. All other personnel must be listed and their roles described
Changes in consultants, or other personnel must be submitted along with CVs and explanations for the changes

Budget

A revised C14 budget and justification must be submitted with the renewal application

Conclusion

1. Discuss lessons learned and changes in light of those lessons
2. Reminder: all interim reports must have been sent to MDHE and should be submitted with this application, if for any reason, they were not already sent.