

CTL GRANTS

Project Management Guidelines

2007-2008

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CTL grants director contact information

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Overview

Congratulations on the award of your CTL Grant. This guide is intended to help you set up and administer your grant successfully. Please read it carefully as you begin the implementation process, and contact the Center for Teaching and Learning if you have any questions.

Preparing for transfer of funds

STEP ONE: We will be transferring the funds to your campus account in MAPS as an inter-MnSCU transfer. Assure that your business office or sponsored programs office informs CTL (by email to ctl@so.mnscu.edu) of an appropriate cost center to which funds can be transferred ON OR BEFORE JUNE 20, 2007. As with most other grants, you may not pay for expenses from another cost center and reimburse these expenses from your CTL grant funds. Please contact CTL immediately if you have any questions about managing your CTL grant funds.

STEP TWO: We will transfer 75 percent of your grant to the campus. After the project final report is approved, your institution shall invoice the Center for Teaching and Learning, Office of the Chancellor, for the balance due of the approved budget. "Balance due" is calculated as 25 percent of the initial approved budget less funds not used in the grant period plus any fringe benefit costs incurred, beyond those accounted for in the budget.

STEP THREE: In mid-July, contact your business office or office of sponsored programs to ensure that the requested funds have been transferred to your campus. If you have not received the funds by this time, contact CTL for more information. You may also want to take this opportunity to set up a regular schedule of budget reports for the ongoing management of your grant.

Managing funds

According to the U.S. Department of Education, the most common problems in grant management are:

- poor overall recordkeeping (e.g. lack of data on program participants, absence of written evaluations);
- improper charging to grant fund accounts;
- matching requirements (if any) from the responsible institution are not met.
- funds are not used to benefit the intended population;
- recipients do not receive formal approval for changing the scope of the work funded. (See Brewer Achilles, Fuhrman 1995: 259).

These have proven to be the most significant areas of concern in the management of CTL funds as well. These problems are easily avoided by keeping simple, thorough records. Here are some suggestions for managing information that may be helpful as part of a site visit or a final report:

- Follow campus guidelines for all expenditures.
- Keep copies of all receipts, purchase orders, and reimbursement requests.
- Keep copies of all program-related correspondence (including e-mail), especially correspondence with the system's Center for Teaching and Learning.
- Make sure that you get monthly reports from your business or sponsored programs office showing activity in your grant funds account. (Financial reports are often designed by and for financial professionals. Ask for assistance if you find these reports difficult to decipher.)

Changes to Your Project Requiring Consultation with Grantor

If you intend to alter significantly your project in a manner that conflict with the spirit or specific terms of your proposal, consult with the Center for Teaching and Learning grants director prior to instituting said changes. Significant changes include but are not limited to change in milestones, project deliverables or tasks, and/or project personnel.

If circumstances result in changes to your project prior to such consultation, document all changes and, then, consult with the Center for Teaching and Learning grants director as soon as possible.

In order to assist you in fulfilling the obligations of this grant, CTL may request brief interim reports on progress on project timelines, deliverables and project issues once or twice over the period of your grant. These interim reports are in addition to your final report.

Finally, we welcome regular correspondence with grantees. Always feel free to call or e-mail the CTL grants director with updates, comments, questions and/or concerns.

Publicizing your CTL Grant

Campus centers for teaching and learning are good avenues for letting your colleagues know about your project. Review the dissemination plan you submitted with your application and consider asking your campus CTL leader to schedule a workshop or presentation based on your grant project. Campus newsletters are also a good avenue for letting people know about your work.

One strategy for raising awareness about the Center for Teaching and Learning is the use of attribution in all grant-funded activities (many foundations routinely require attribution as a condition of their grants).

As a condition of receiving a CTL grant, you must include the following sentence on all materials and publications:

“This program is (was) made possible through a Center for Teaching and Learning grant with funding from the Office of the Chancellor, Minnesota State Colleges and Universities.”

If your project produces flyers, brochures, or any other widely distributed materials (including press publication), please include one copy of each of these documents in your final report.

Evaluation of Outcomes

In order to evaluate the outcomes of your project, it is a good idea to maintain records of program activities and a notebook or folder to keep track of basic data (such as the number of participants at the beginning and end of activities, general characteristics—such as age and gender—of participants, starting and ending times of program activities). This kind of information, which you described in your original evaluation plan, can be invaluable in constructing an account of what happened weeks or months after the event took place. Contact CTL for additional suggestions on evaluations and record keeping.

It's also useful to record anecdotal information (such as incidental comments about the program made by colleagues or students) and/or keep a "program manager's journal" for future reflection on the development of the project.

Upon completion of each CTL-funded grant project, the project manager should be prepared to report on the following program outputs and outcomes (where appropriate) as part of an evaluation plan report.

OUTCOMES

- **Student Learning:** Was student learning achieved with regards to increased knowledge of concepts and skills? How?
- **Teaching methods:** Were faculty teaching skills & strategies improved? How?
- **Course and curriculum design:** Were courses and curriculum changed to incorporate new pedagogy? How?
- **Student assessment:** Was there improvement in use of assessment techniques by faculty? How? What were the results?
- **Cross-curriculum skill development:** Was there emphasis on student skill development in areas such as reading, writing, math, science, critical thinking, technological literacy, etc.? What were the areas? What were the outcomes?
- **Other:** Describe any other project specific outcomes.

UNANTICIPATED OUTCOMES Identify any unplanned results of your project.

LESSONS LEARNED

Provide a summary of the project's major activities and accomplishments. Was this project a creative teaching and learning experience? How?

GUIDING PRINCIPLES

Pick the top three principles that guided your project.

- Encourage successful student learning outcomes
- Provide affordable access
- Enhance global perspective of students
- Expand understanding of diversity issues and principles
- Encourage innovation involving use of technology by students and faculty
- Achieve collaboration & partnerships
- Enhance quality & continuous improvement of programs
- Address stewardship and provides value
- Meet community needs

- Meet workforce needs
- Facilitate transition from high school to college
- Facilitate transition from college to university education
- Attain technical skills

STRATEGIES

What teaching and learning strategies were used in your project?

- Active learning, experiential learning
- Applied-learning, problem-based learning
- Service-learning and community engagement
- Student research
- Technology-supported learning
- Tutoring
- Internships
- Study abroad
- Improved student services
- Other (identify and describe)

DISSEMINATION

How did you (or will you) share your project outcomes with your faculty colleagues and others?

- Your own classroom or lab
- On-campus conference/workshop Presentation
- System-wide conference or workshop presentation
- National/regional conference presentation
- Article or other publication
- On-line dissemination of project findings/materials
- Program/Industry Advisory Committee presentation
- Key industry presentation
- K-12 school district presentation
- Other

SUSTAINABILITY

Explain the ways by which the issues or innovations raised in this project will continue to be addressed after completions of the CFAE project. What commitments (e.g. financial, personnel, facilities) have been made to continue this project? Indicate sources of funds (e.g. institutional budget, foundation funds, Perkins program, grant funds, employer match).

- Commitment obtained for future funding of project at your institution
- Commitment obtained for project continuation at your institution
- Project replicated at other institutions
- Project planned for replication at other institutions
- Project completed, no replication planned
- Other

ADDITIONAL INFORMATION

When completing the *Student Learning* section, be sure to address these items.

- Total number of student participants in the project and breakdown of student characteristics (undergraduate, graduate, full-time, part-time, other demographics.)
- Total number of professional participants involved with the project (project manager, faculty, consultants)

- Total number of community participants and business partners involved in the project
- Type of technology employed
- Type of training in which faculty or project managers participated

Reporting on use of funds and results

Final reports are to be filed when the project is completed or by the date specified in your award letter. CTL encourages public open reporting and recommends the use of eFolio Minnesota as an electronic publishing opportunity (see www.efoliominnesota.com). Please note that faculty stipends (if part of the grant budget) will not be released until the final report is received by CTL. Reports will vary depending on the kind of project, but all reports will be expected to contain (when appropriate) the following elements.

- An Executive Summary (1-2 pages) that will be posted on the Center for Teaching and Learning Web site.
- Final budget figures showing the original budget request compared with actual expenditures.
- An accounting statement and report from your campus business office for your particular project's cost code, and an invoice for any unpaid amount.
- Copies of any promotional materials, articles written, papers or presentations delivered, related to the project or dissemination of the results.

Center for Teaching and Learning Contact Information

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CTL Grants Program Management Preparation Checklist

- Visit your business office or office of sponsored programs to establish a cost center for grant funds. **Share these project guidelines with them, and ensure that they e-mail** the cost center number to CTL for transfer of funds.
- Review local campus rules and processes for accessing funds for purchases and for contracted work.
- Contact vendors and/or consultants about the payment and program schedule for the grant project.
- Establish a record-keeping system and location for managing funds and program information.
- Follow up with the business manager or office of sponsored programs to make sure that funds have been transferred and appropriately allocated.