

# Design Document \_MSP Mini-Grant

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<i>Business Purpose</i>	<p>The MSP Mini Grant projects are required to focus on the following key goals and authorized activities as defined by Part B- Mathematics and Science Partnerships. The MSP Mini Grant funds will focus on one of the following goals and activities related to elementary schools and secondary schools:</p> <ol style="list-style-type: none"> <li>1. Creating opportunities for enhanced and ongoing professional development of teachers in the STEM disciplines that improves the subject matter knowledge of such teachers.</li> <li>2. Promoting strong teaching skills for teachers and teacher educators, including integrating reliable scientifically based research teaching methods and technology-based teaching methods into the curriculum.</li> </ol> <p>Eligible applicants are required to attend a mandatory grant writing workshop (webinar or online course) to ensure they are eligible to apply and include all requested application information.</p> <p>Eligible applicants consist of <i>high needs</i> school(s) and an engineering, mathematics, or science department of an institution of higher education (IHE). Multiple higher education institutions and LEA partners are allowed, including public charter schools, public or private elementary or secondary schools, or a consortium of such schools.</p>
<i>Target Audience</i>	<p>Applicants and their partners that intend to apply for this grant including, project leads, grant writers, STEM faculty from institutes of higher education (IHE), district leadership, and external evaluators.</p>
<i>Training Time</i>	<p>45 minutes for Captivate eLearning module 60 minutes for webinar to allow for Q/A sessions</p>
<i>Training Recommendation</i>	<p>A representative of the applicant local education agency (LEA) must attend; this is typically the project lead or grant writer.</p> <p>Representatives from additional partners are highly encouraged to attend (external evaluators, STEM faculty from institutes of higher education (IHE), partner LEAs, etc.</p>
<i>Deliverables</i>	<ol style="list-style-type: none"> <li>1. Powerpoint presentation for vILT (webinar)</li> <li>2. Captivate eLearning module</li> <li>3. Grant RFP</li> <li>4. Grant Rubric</li> <li>5. Sample budget forms</li> </ol>

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<i>Learning Objectives</i>	<ol style="list-style-type: none"><li>1. Determine your role in the grant and whether you are a required or optional partner.</li><li>2. Identify eligibility requirements to apply for this grant and determine whether you meet those requirements.</li><li>3. Identify project requirements to apply for this grant and determine whether your proposed project meets those requirements.</li><li>4. Identify application requirements for this grant and determine whether you will be submitting a grant application.</li></ol>
<i>Training Outline</i>	<ol style="list-style-type: none"><li>1. Cover slide</li><li>2. Objectives</li><li>3. Intent of grant</li><li>4. Program Purpose</li><li>5. Definition of partnership<ol style="list-style-type: none"><li>a. Required partner and their roles</li><li>b. Optional partners and their roles</li><li>c. Check for understanding: Are you a required or optional partner?</li></ol></li><li>6. Eligibility Requirements</li><li>7. Check for understanding:<ol style="list-style-type: none"><li>a. Who is eligible to apply?</li><li>b. Who are required partners?</li><li>c. Self Reflection: Do you meet the eligibility requirements?</li></ol></li><li>8. Q/A for webinar presentation (n/a for Captivate eLearning module)</li><li>9. Project Requirements<ol style="list-style-type: none"><li>a. Project focus</li><li>b. Project timeline</li><li>c. Project budget</li><li>d. Evaluation plan</li><li>e. Check for understanding: What are minimum criteria to include in your project?</li><li>f. Self Reflection: Does your project meet the requirements?</li></ol></li><li>10. Q/A for webinar presentation (n/a for Captivate eLearning module)</li><li>11. Application Requirements<ol style="list-style-type: none"><li>a. Abstract</li><li>b. Needs Assessment</li><li>c. SMART goals</li><li>d. Professional development plan</li><li>e. Evaluation plan</li><li>f. Itemized Budget</li><li>g. Appendix Items</li></ol></li></ol>

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	<ul style="list-style-type: none"><li>h. Application Timeline</li><li>i. Check for understanding:<ul style="list-style-type: none"><li>i. What different components must be submitted with your application?</li><li>ii. Where do you find the Appendix items?</li><li>iii. Self Reflection: Does your project meet the requirements?</li></ul></li></ul> <p>12. Q/A for webinar presentation (n/a for Captivate eLearning module)</p>
<i>Evaluation Plan</i>	<p>Participants for the webinar and Captivate eLearning module will complete satisfaction surveys (Kirkpatrick's Level 1)</p> <p>Participants for the Captivate eLearning module will complete a 5-question summative assessment to demonstrate learning (Kirkpatrick's Level 2).</p>