

Arizona Board of Regents  
State Agency for Higher Education

Subgrantee Monitoring Protocols  
Self-Report

DRAFT – 7-15-08

Project ID/Name:			
PI Name:		Institution:	
PI Phone:		PI Email:	
Project Start Date:		End Date:	
Award Amount:		For funding period:	
Project Summary (50 words max):			

A. GENERAL

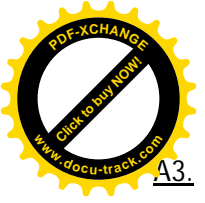
*ITQ State Agency for Higher Education subgrants are intended to support partnership-based professional development designed to increase academic achievement of students in core subjects by enhancing the content knowledge and teaching skills of classroom teachers.*

A1. This project addresses teacher content knowledge and effectiveness in the following content area(s) [check all that apply]:

<input type="checkbox"/> Arts <input type="checkbox"/> Music <input type="checkbox"/> Civics/Government <input type="checkbox"/> Economics	<input type="checkbox"/> English <input type="checkbox"/> Foreign languages <input type="checkbox"/> Geography <input type="checkbox"/> History	<input type="checkbox"/> Mathematics <input type="checkbox"/> Reading/Language arts <input type="checkbox"/> Science
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A2. This project includes the three statutorily required partners:

Required Partner:	Name of Partner Institution:
Institution of higher education with a teacher prep program	
Degree-granting school of arts and sciences	
High-need school district (meets 20% minimum poverty standard; high number of non-highly qualified teachers):	



A3. Please check YES or NO for each of the requirements below.

YES	NO*	
		a. The PI has reviewed and understands the major Federal regulatory provisions governing ITQ grants that were set forth in the Request For Proposals for this funding round.
		b. The PI attests that to the best of his/her knowledge, the project is in compliance with the major Federal regulatory provisions contained in the Request for Proposals.
		c. The PI is aware of his/her responsibility for being familiar with, understanding, and working in accordance with <i>all</i> the applicable Federal regulations, whether referenced in the RFP or not.

### B. ELIGIBLE ACTIVITIES

**B1.** Grant activities must be clearly focused on professional development strategies that have been demonstrated by scientific research to be effective in increasing student academic achievement in the core subjects by enhancing the content knowledge and teaching skills of classroom teachers. Following are the characteristics of eligible professional development activities as set forth by *NCLB* Title IX, Section 9101(23). Please check YES or NO to indicate whether an item substantially describes your project's professional development activities:

YES	NO*	The project's professional development activities:
		a. Improve and increase teachers' knowledge of the academic subject they teach.
		b. Are an integral part of broad school-wide and district-wide educational improvement plans.
		c. Give teachers, principals, and/or administrators the knowledge and skills to provide students with the opportunity to meet challenging state content standards.
		d. Improve classroom management skills.
		e. Are high quality, sustained, intensive, and classroom-focused.
		f. Are not one-day or short-term workshops or conferences.
		g. Advance teacher understanding of effective instructional strategies that are scientifically based and improve student academic achievement.
		h. Are aligned with state content standards and curricula tied to these standards.
		i. Are developed with extensive participation of teachers, principals, parents, and administrators.
		j. Are regularly evaluated for their impact on increased teacher effectiveness and improved student achievement.

\* If you check NO for any item, please explain your response on the last page of this report form.



### C. OTHER STATUTORY REQUIREMENTS

C1. Private School Participation. Federal statutes require that any private K-12 schools located within the geographic boundaries of partnering LEAs must be offered the opportunity to participate equally in the ITQ project. Please check YES or NO for each item below:

YES	NO*	To demonstrate compliance, the project team can provide documentation that:
		a. Representatives of private schools with the geographic boundaries of partnering LEAs were informed of the availability of <i>Title II, Part A</i> (ITQ) services.
		b. The needs of private and public school teachers were identified as part of a district-wide needs assessment.
		c. Private school officials were consulted and provided an opportunity for input into the planning of the LEA's program activities.
		d. The LEA designed a project that would permit the equitable participation of private schools within its geographic boundaries.

C2. 50% Limitation ("Special Rule") – Single-Partner Use of Funds.

YES	NO*	
		The PI is aware of and in compliance with the 50% Limitation ("Special Rule," Section 2132(c) of <i>NCLB</i> , which requires that "no single participant in an eligible partnership may use more than 50 percent of the <i>Title II, Part A</i> funds made available to the partnership."

C3. Recordkeeping.

YES	NO*	In accordance with Federal statute, the PI/project team keeps records that fully show:
		a. The amount of funds under the grant or subgrant.
		b. How the grantee or subgrantee uses the funds.
		c. The total cost of project activities.
		d. The share of the cost provided from other sources.
		e. Other records to facilitate an effective audit.
		f. Records to show compliance with program requirements and that permit an "audit trail" that clearly documents that all funds were used for activities that were reasonable, allowable, and allocable to the program.

\* If you check NO for any item, please explain your response on the last page of this report form.

