

Eastern Region Partnership coordinated by Waynesburg University
PROJECT CHECKLIST

After receiving email that the project has been funded:

- Submit a brief description of your project and a logo to be added to the TPS ER website.
- Join the [TPS Teachers Network](#) and start a discussion by posting your project description of the Regional Project. <http://tps.waynesburg.edu/documents/738-tps-teachers-network-guide>. (optional: To submit an event for consideration on the Network calendar: <https://forms.waynesburg.edu/machform/view.php?id=794160>).

Upon receiving the signed Funding Agreement:

- Carefully review the Funding Agreement and attachments, including the Office of Management and Budget federal guidance at 2 CFR200 found here: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.
- Have Funding Agreement signed by authorized person(s) at your institution. Return via email to Barbara Kirby.

Project Communication Guidelines:

- Include the following acknowledgement of TPS funding in promotional and grant-related materials:
"This activity/program/workshop/etc. is sponsored in part by the Library of Congress Teaching with Primary Sources Eastern Region Program, coordinated by Waynesburg University."
- The Library of Congress may be referred to as the "Library" after the initial reference, but not as LC or LOC.
- Teaching with Primary Sources may be referred to as TPS after the first mention.
- Use of the Library of Congress or TPS logo is not permitted.
- When using primary source images in external communications, the following guidelines are suggested:
 - Sources are digitally available from www.loc.gov
 - Sources are linked to the loc.gov item record or include a citation on the same page

Ongoing project management:

- Formats and Examples for project management: <http://tps.waynesburg.edu/formats-and-examples>.
 - Maintain a Roster of participants including name, email, and Congressional District(s) served: <http://tps.waynesburg.edu/documents/1372-grantee-participant-roster-template>
 - Administer TPS Participant Survey at the end of TPS events (or series): https://www.surveymonkey.com/s/Survey_Regional.
 - Submit Quarterly Reports online, due January 1, April 1, July 1 and October 1.
 - Submit Reimbursement Requests at least quarterly, along with appropriate supporting documentation (i.e. receipts), no later than 30 days from the close of each quarter, to Josh Mundell.
 - If regional TPS funds are included in your institution's Single Audit, submit one copy of the audit to Waynesburg University for every year TPS funds are included.
 - Submit an end of project narrative report and project materials and products via the online reporting form available on the [Formats & Examples](#) page within 30 days of project completion.
 - Sustainability: Annual reporting is encouraged beyond the grant cycle. Sustaining Partners are eligible for conference mini-grants, special Library of Congress events, and travel and lodging for the annual TPS Eastern Region Conference.
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