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. TPS Teachers Network Guide (optional: To submit an event for consideration on the Network calendar: TPS Teachers Network Calendar.)

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: Formats and Examples
➢ Maintain a Roster of participants including name, email, and Congressional District(s) served: Grantee Participant Roster
➢ 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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Director	Associate Director	Program Specialist
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https://www.waynesburg.edu/community/tps-eastern-region

WAYNESBURG UNIVERSITY