



## PROJECT CHECKLIST

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### 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: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](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](http://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): <http://bit.ly/RegionalParticipantPOST>
- 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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<https://www.waynesburg.edu/community/tps-eastern-region>