Project Checklist

After receiving email notification that the project is approved:
- 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 Regional Project description. See TPS Teachers Network Guide for details.
- Submit TPS-related public events to the Network Calendar: TPS Teachers Network Calendar.

Upon receiving the Funding Agreement:
- Carefully review the Funding Agreement and attachments, including the Office of Management and Budget federal guidance at 2 CFR200: https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/summary
- Have Funding Agreement signed by authorized person(s) at your institution. Note: ACH direct deposit is available for grant reimbursements. Return via email to Barbara Kirby.

Project Communications Guidelines:
To promote branding and recognition for the Teaching with Primary Sources (TPS) program, the Library of Congress requires all TPS Educational Consortium members to apply these policies: http://bit.ly/TPSlogoGuide.
- Include the Acknowledgement of TPS Funding in all 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.
- 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:
Project management forms available on the Formats and Examples page.
- Maintain **Participant Roster** information including name, email, and Congressional Districts served.
- 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. Details available at Office of Federal Financial Management.
- An **end of project narrative report** with project materials and products, submitted online 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, sponsorship the annual TPS Eastern Region Conference, and other TPS opportunities.

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