

## Project Checklist

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### 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 and utilize the [TPS Teachers Network](#).
- 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-vol1part200/summary>
- Have Funding Agreement signed by authorized person(s) at your institution. Return via email to [Barbara Kirby](#).
- Complete the Grantee Institution Single Audit Survey <http://bit.ly/SingleAuditInfo>.
- Share news of the Grant Award in your local press [Press Release Template](#).

### Project Communications Guidelines: To promote branding and recognition for the 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](http://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](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 [tps@waynesburg.edu](mailto:tps@waynesburg.edu).
- 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: To remain eligible for mini-grants, the annual TPS Eastern Region Conference, and other funding opportunities, please continue to [report TPS-related activities](#) beyond the funding cycle.

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Barbara Kirby, Director  
724-852-3388  
[bkirby@waynesburg.edu](mailto:bkirby@waynesburg.edu)

Sue Wise, Associate Director  
724-852-3377  
[swise@waynesburg.edu](mailto:swise@waynesburg.edu)

Program Specialist  
[tps@waynesburg.edu](mailto:tps@waynesburg.edu)