# After receiving email notification that the project is approved:

* Email a brief description of your project and logo to [tps@waynesburg.edu](mailto:tps@waynesburg.edu) for the TPS Eastern Region website
* Join and utilize the [TPS Teachers Network](https://tpsteachersnetwork.org/)
* Complete the Library of Congress TPS Consortium Member survey: <https://surveymonkey.com/r/consortiuminfo>

# Upon receiving the Funding Agreement:

* 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-2023-title2-vol1/CFR-2023-title2-vol1-part200>
* Have Funding Agreement signed by authorized person(s) at your institution and return via email to [Barbara Kirby](mailto:bkirby@waynesburg.edu)
* Complete the [Financial Audit Management Questionnaire](https://waynesburguniversity.forms-db.com/view.php?id=1253618)
  + Note: if a Single Audi[t is required, submit one copy](mailto:tps@waynesburg.edu) to Waynesburg University for every year TPS funds are included in the audit. Details available at [Office of Federal Financial Management](https://www.federalregister.gov/documents/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards)

**Project Communications Guidelines**:

**The Library of Congress requires all TPS Consortium members to adhere to standard communication guidelines.** To access the Communication Guidelines and TPS Logos see: [Accessing TPS Consortium Communication Guidelines and Logos.pdf](\\\\waynesburg.edu\\shares\\departments\\Teaching with Primary Sources\\Staff Documents\\Website\\Regional Website Documents\\Accessing TPS Consortium Communication Guidelines and Logos.pdf)

* Include the following Acknowledgement of TPS Funding in **all** promotional and grant-r[elated materials:](http://bit.ly/TPSlogoGuide)

***“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, use the following guidelines:
  + 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 are available on the** [Formats & Examples](https://www.waynesburg.edu/community/tps-eastern-region/formats-examples) **page**

* For each event, maintain [Participant Roster](file:///\\waynesburg.edu\shares\departments\Teaching%20with%20Primary%20Sources\Staff%20Documents\Website\Website%20Articles%20and%20Documents\Formats%20&%20Examples\Webpage%20Documents%20-%20Formats%20&%20Examples\Participant%20ROSTER-%20TPS%20Grant%20Project.pdf) information including name, email, and Congressional Districts served
* Administer [TPS Participant Survey](https://www.surveymonkey.com/s/Survey_Regional) at the end of a series of TPS events
* Subm[it](https://illinoisstate.az1.qualtrics.com/jfe/form/SV_0CWax4vS2BzdggJ) [Quarterly Reports](https://illinoisstate.az1.qualtrics.com/jfe/form/SV_eDKRy0TcCJnWI1o) online, *due January 1, April 1, July 1, and October 1*
* Subm[it](https://www.waynesburg.edu/media/72/download) quarterly Reimbursement Requests, with appropriate supporting documentation (i.e. receipts), no later than 30 days from the close of each quarter to [Jana Kyle](mailto:jana.kyle@waynesburg.edu).
* Submit [end of project narrative report](https://waynesburguniversity.forms-db.com/view.php?id=121934) with project materials and products within 30 days of project completion

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| **TPS Eastern Region** | **Waynesburg University** | [**https://tps.waynesburg.edu**](https://tps.waynesburg.edu) |