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| **Name of Grant Program:** Title II-B:Massachusetts Mathematics and Science Partnership Program, Continuation **Fund Code:** 150-A |

# **FY 2018 CONTINUATION REVIEW RUBRIC**

# **MMSP Partnership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Reviewer Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Poor** – Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met  **Fair** – Provides information that requires some clarification as to how the criteria are met; lacks focus and detail  **Good** – Provides mostly complete, clear, and, in general, sufficient information as to how the criteria are met; shows some inconsistency or weakness  **Very Good** – Provides complete, detailed, clearly articulated information as to how the criteria are met; shows well conceived and thoroughly developed ideas |

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| Criteria | **Poor** | **Fair** | **Good** | **Very Good** | Comments/Questions |
| --- | --- | --- | --- | --- | --- |
| Part I: STANDARD CONTRACT FORM |  |  |  |  |  |
| Complete (note info missing) |  |  |  |  |  |
| PART II: BUDGET PAGES and PART III J |  |  |  |  |  |
| Expenditures align with the scope of the proposed project activities: cost for staffing is appropriate, cost for stipends is appropriate, and cost for materials is appropriate. Complete (note info missing).   * Columns E, F, G, and H are completed for entries in Section 1, 2, and 3 * Rate and Hour/Day columns complete for entries in Section 5 * 10% included for Statewide evaluator in Section 5 * Total administrative costs including indirect costs do not exceed 20%.   Reference “Funding Use” from the RFP. |  |  |  |  |  |
| **PART III.A: APPLICANT AND PARTNERS** |  |  |  |  |  |
| Complete (note info missing) |  |  |  |  |  |
| **PART III.B: PROJECT TITLE and UPDATED ABSTRACT** |  |  |  |  |  |
| The changes described will improve and strengthen the program and their MSP web address is included.   * Actions to enhance the sustainability of the program are included. * Evaluation/other considerations are addressed appropriately. |  |  |  |  |  |
| **PART III.C: PROJECT IMPACT** |  |  |  |  |  |
| Expenditures align with the scope of the proposed project activities and are appropriate. Reference “Funding” from the RFP. |  |  |  |  |  |
| **PART III.D: CONTACT INFORMATION** |  |  |  |  |  |
| Complete (note info missing) |  |  |  |  |  |
| **PART III.E: SUMMARY OF PARTICIPATION** |  |  |  |  |  |
| 1. Complete (note info missing). 2. Syllabus of completed course(s) is included. |  |  |  |  |  |
| **PART III.F: RECRUITMENT PLAN** |  |  |  |  |  |
| Course recruitment is addressed, and the reader is confident that the courses will be filled. |  |  |  |  |  |
| **PART III.G: COURSES AND FOLLOW-UP** |  |  |  |  |  |
| 1. The course descriptions include the targeted grade(s) or level(s), course objectives, and content learning standards. 2. The number of course hours & follow-up hours, where courses will be offered, and the name of the instructor are included. Grant requires PD courses to be a minimum of 45 hours, and follow-up activities of a minimum of 24 hours per participant, per course. 3. Includes detailed description of follow-up activities and explains how the activities will help teachers implement course content into their classrooms to impact student learning. 4. Syllabus of proposed course(s): The syllabus includes sufficient rigorous content, which is logically sequenced and in the context of practice. 5. If applicable: Grant close-out activities include detailed description of activities with person responsible and hours to complete. |  |  |  |  |  |
| **PART III.H: EVALUATION PLAN, Program Level** |  |  |  |  |  |
| 1. District is aware of and willing to participate in the state evaluation and reporting activities. 2. Student growth measures, rubrics, and protocols for completed courses were included, if applicable. Student growth measures, address relevant measures of student learning. |  |  |  |  |  |
| **PART III.H: EVALUATION PLAN, Course Level** |  |  |  |  |  |
| 1. Formative evaluation is described and ensures timely, ongoing feedback. 2. Summative evaluation is described and addresses changes in educator practice and content knowledge. |  |  |  |  |  |
| **PART III.I: TIMELINE** |  |  |  |  |  |
| 1. The timeline for implementation of the project includes course start dates, course end dates, leadership meetings, planning/designing meetings, data review meetings, and follow-up activities. 2. Implementation of the timeline should be feasible. |  |  |  |  |  |
| PART IV: PARTNER CONTRIBUTION AND COMMITMENTS |  |  |  |  |  |
| 1. Complete for each new partner (note info missing). 2. Commitment of new partners is clear, and participation in planning and program development is evident. 3. Proposed contributions and commitments of NEW partners will enhance the program. |  |  |  |  |  |
|  | | | | | Recommended:  YES NO |

List below anything that needs to be clarified or modified:

From FY18 MMSP Continuation RFP:

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| **Funding:** | The level of funding for continuation grant awards will depend primarily upon the number of teacher participants and the number of students impacted. In order to be cost effective, the cost per teacher participant should be approximately $2,300 per course. (This is an estimate and may be lower or higher depending upon the proposed program activities.) |
| **Fund Use:** | Funds awarded shall be used to supplement, not supplant, state and/or local funds that would otherwise be used for proposed activities.   1. Funds may be used to support STEM professional development programs, course development, DDMs development and activities that integrate the professional development with DDM development and administration and with local STEM improvement initiatives. 2. Funds **may** be used for administrative costs, stipends, substitutes, materials for professional development, program evaluation, program dissemination, travel to state and national Title II-B meetings, etc. **Note:** Grant funds may **not** be allocated to pay for both a participant’s graduate credit tuition and to provide a stipend. 3. Funds may **not** be used for equipment (costing more than $5000 per unit), space rental, or food. 4. Funds may **not** be used for equipment or instructional materials for the students of the participating teachers. 5. Funds may **not** be used for full-time staff positions. 6. 10% of the total proposal is set aside for the state evaluator, University of Massachusetts Donahue institute. 7. Indirect costs, if charged, must be at the Department’s approved rate and may **not** exceed a rate of 8%. 8. Administrative costs and indirect costs combined may **not** exceed 20% of the total budget. 9. Consultant fees may **not** exceed $100 per hour, up to $750 per day.   All budgets and budget descriptions must be aligned with the program activities and reflect any coordinated uses of resources from other sources. |