

Teaching with Primary Sources Midwest Region
Coordinated by Illinois State University

POST AWARD GUIDELINES FOR ALL PROJECT DIRECTORS

Once a proposal has undergone a panel review and a decision to fund the project has been made, the project director will receive an email from the TPS Midwest Region outlining the next steps. The following checklist provides a summary of those steps and additional information and guidelines that must be followed by every recipient of the TPS Midwest Region grant.

FIRST STEPS:

- Complete the Subcontract Information Form and return to the TPS Midwest Region Coordinator via [email](#) (see attachment on your notification of funding email).
- Submit a brief description of your project to be added to the [TPS Midwest Region website](#) and to the TPS Teachers Network.
- Join the TPS Midwest Region Group on the [TPS Teachers Network](#) and start a discussion by posting a brief description of your project. All project directors from the TPS Midwest Region have been encouraged to join this group and engage in conversation with others about their project.
- You or the person identified as your institution's business official will receive a Subaward Agreement document from Illinois State University's Research and Sponsored Programs Office. Please return the signed Subaward Agreement to Illinois State University's Research and Sponsored Programs Office.

PROJECT COMMUNICATION GUIDELINES:

- Include the following acknowledgement of TPS funding in promotional and grant-related materials:

"This {insert the name of your activity, program, workshop, product etc.} is sponsored in part by the Library of Congress Teaching with Primary Sources Midwest Region Program, coordinated by Illinois State University."

- The Library of Congress may be referred to as the "Library" after the initial reference. Without exception, do not refer to the Library of Congress by an acronym, such as "LC" or "LOC."

Examples: "As the nation's oldest federal cultural institution, the Library of Congress ..."
"Recently, the Library announced a new poet laureate ..."

- 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 from the Library of Congress 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:

The required report formatting guidelines and sample forms can be found at the following link:

Formats and Examples: <http://teachingprimarysources.illinoisstate.edu/tpsmidwestregion/formats.html>

The Library of Congress has created a TPS Post-event Participant Questionnaire to be administered upon completion of your TPS professional development activity, program, workshop, etc. Please have your participants follow the link and complete the survey at the end of your professional development. [Post Activity Regional Survey](#)

A quarterly data collection form has been created in an effort to measure the impact and sustainability of the TPS Midwest Region's professional development efforts. Each quarter, you will be contacted to complete the quarterly data form found at the following link: [Quarterly Report Form](#). Quarterly reports will be due January 1, April 1, July

1 and October 1.

You may submit reimbursement requests monthly or quarterly, your reimbursement request must be in the form of an invoice on your institution's official letterhead. All receipts and appropriate supporting documents must be submitted with your invoice. More details about supporting documentation for your invoice can be found at: [Invoice Documentation](#). Please submit your invoice to Dr. Richard Satchwell.

Submit final report and project materials and/or any products created by your project electronically to [Dr. Richard Satchwell](#) within 30 days of project completion. You will be contacted each quarter and asked to complete a quarterly report for any activities or events that you provided leadership for that related to your TPS grant. We appreciate your willingness to complete this task in an effort to determine your project's sustainability efforts beyond its funding cycle.