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## Teaching with Primary Sources Midwest Region Post Award Guidelines

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### Once receiving approval for your granting project:

- ☐ **Return** a signed Subrecipient Form to [Dr. Judy Bee](#). If you did not receive this document, please notify the same. 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 sign and return once received.
- ☐ **Return** the received W-9 form for reimbursement. If you did not receive this document, please notify [Dr. Bee](#).
- ☐ **Submit** a brief description of your project to [Joseph Skotzke](#). This description will be added to the Teaching with Primary Sources Midwest Region website.
- ☐ **Join** the [TPS Teachers Network](#) and join the [TPS Midwest Region](#). Start a discussion by posting the brief description of your project to the Midwest Region group.

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### Project Communications Guidelines:

**Follow** the required acknowledgement guidelines, found on the [Communications and Guidelines Page](#).

**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, located at Illinois State University. Content created and featured in partnership with the TPS Midwest Region does not indicate an endorsement by the Library of Congress.*

**Refer** to the Library of Congress 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 ..."

**Refer** to Teaching with Primary Sources as TPS after the first mention.

**Refrain** from the use of the Library of Congress or TPS logo. The use of the Library's logo is not permitted.

**Follow** the suggested guidelines when using primary source images from the Library of Congress in external communications. The suggested 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.

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### Ongoing Project Management:

- ☐ **Require** your participants to complete a [Regional Participant Survey](#) questionnaire following the conducting of a series of TPS sponsored events. You must also submit a [Participant Roster](#) per Library requirements.
- ☐ **Submit** [Quarterly Reports](#) during the length of your project's duration. Quarterly reports are due *January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>* to outline events completed in the previous quarter.
- ☐ **Submit** reimbursement requests **quarterly** to [Dr. Judy Bee](#). All receipts and appropriate supporting documents must be available at your institution in the unlikely event of an audit. More details about supporting documentation for your invoice can be found on the [Formats and Examples](#) page.
- ☐ **Submit** a [final report](#) and project materials and/or any products created by your project electronically to [Dr. Judy Bee](#) within 30 days of project completion. We appreciate your willingness to complete this task in an effort to determine your project's sustainability efforts beyond its funding cycle.
- ☐ **Submit** a final invoice to [Dr. Judy Bee](#) following the completion of all items on this checklist for final reimbursement.
- ☐ **Upload** all created products and materials to the [Consortium Created Materials](#) page.