

**Improving Teacher Quality Grant – Cycle 12 Final Report Guidelines**

**Reports are due by July 31, 2015. Please send electronically.**

**For multi-year projects:** Annual reports should follow the same format as final reports, but must also include a section describing the next year’s activities and how those activities will build upon the foundation created in prior years.

***Final reports should take a narrative form and must address the following:***

1. Cover page with the name of the project, project director, co-director, contact information, statutory partners, and date.
2. Abstract / Summary. Include the number of Higher Education Faculty, graduate and undergraduate students that worked on or were supported by your grant.
3. Table of Contents with page numbers.
4. List of school districts (including non-public and charter schools) with the number of administrators and teacher participants and number of students from each (indicate high-need school districts).
5. Description of project activities completed by participants. For each activity include the number of teachers/participants attending. Provide the average number of contact hours per participant across the time period of the project for each activity noted.
6. Description of any substantive modifications to the original project and reason for such modification.
7. Outcomes

a. List state program objectives and any additional specific project objectives

b. For each objective describe how your project has met or made progress toward meeting them.

c. Attach supporting data in the attachments. These data should include student pre/post scores and analysis, teacher pre/post/post scores and analysis, any data collected addressing your project objectives, data associated with pre-service teacher change as a result of the project.

d. Describe the assessment procedures and instruments/measures used with reliability metrics where possible.

1. Description of how your project was connected to specific Show-Me Standards, Grade-Level Expectations, and/or other curriculum frameworks.
2. Describe the dissemination of project information. Attach copies of any publications (or drafts submitted for publication) resulting from the grant. Identify conferences at which the project results were presented and/or have been accepted for presentation.
3. Conclusion (including lessons learned)

1. Attachments (ensure you or your sponsored programs office complete the Compliance Audit Checklist and submit with the report)