

**MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM  
(YEAR 1 OF 3)  
NGO #10-MS07-GO3**

**NEW JERSEY DEPARTMENT OF EDUCATION**

**ELECTRONIC WEB-ENABLED GRANT SYSTEM (EWEG)**

**PROGRAM APPLICATION TECHNICAL INFORMATION PACKET  
Technical Assistance Session: 1/25/2010**

**EWEG SCREEN SHOTS:   MSP APPLICATION SCREENS  
                                  SAMPLE PAYMENT SCREENS**

**EWEG USER “TIP” SHEET**

## Screen 1 – TAB STRUCTURE

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
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## Screen 2 – OVERVIEW

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### OVERVIEW

#### Purpose:

The purpose of this program is to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers. Partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education are at the core of these improvement efforts. Additional partners may include public charter schools, businesses, and nonprofit or for-profit organizations concerned with mathematics and science education. Private schools are encouraged to participate in the program. Private schools within the boundaries of any high need Local Education Agency (LEA) may participate directly in the program through the local public school district. Other private schools may participate as a secondary partner with any high need LEA.

Funds available for the Mathematics and Science Partnership competitive grant program will be awarded by the Department of Education to support proposals submitted by eligible partnerships that provide programs to improve mathematics and science instruction. The Department of Education has established a three-year project using federal funds. Years Two and Three awards are contingent upon successful completion of funded program goals and objectives while adhering to all requirements.

MSP Key Features: Partnerships, Content-Based Professional Development, Needs Assessment, Scientifically-Based Research (SBR), and External Evaluation. All applications must be completed in accordance with the specifications set forth in the Notice of Grant Opportunity document published by the New Jersey Department of Education.

#### Eligible Agencies:

Eligible applicants are IHEs with a mathematics, science and/or engineering department. Each application must consist of partners as outlined in the Notice of Grant Opportunity document.

**This grant program is 100 percent funded under Title II Part B of NCLB, P.L. 107-110. Each partnership whose proposal is funded in Year One is eligible for a continuation in Years Two and Three, pending attainment of stated goals and objectives and receipt of federal funds. Agencies must demonstrate effective fiscal management each year.**

**Total Amount Available:** \$3,552,000

**Application Due Date/Time:** 3/5/2010 - 5:00 p.m.

## Screen 3 – CONTACT INFORMATION

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03) - Contact Information

Applicant Agency   
 Address:   
 City:  State:  Zip:

#### Authorized Representative (Chief School Administrator/Agency Lead Person):

First Name   
 Last Name   
 Phone    Extension   
 E-Mail   
 Fax

#### Project Director:

First Name   
 Last Name   
 Phone    Extension   
 E-Mail   
 Fax

#### Business Manager:

First Name   
 Last Name   
 Phone    Extension   
 E-Mail

Save Page

## Screen 4 – ALLOCATIONS

Click to return to menu list: Sign Out

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
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**Allocations** Instructions for page.

	Math Science Partnerships
<b>Current Year Allocation</b>	0
<b>Cooperative/Consortia</b>	
Transfer In (+)	0
Transfer Out (-)	0
Fiscal Agent	
<b>SUB TOTAL</b>	\$0
<b>TOTAL FUNDS AVAILABLE</b>	\$0

## Screen 5 – NARRATIVE - PROJECT ABSTRACT

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

**PROJECT ABSTRACT**

**Project Abstract:** Provide a summary that briefly describes the project vision, goals, activities, budget, external evaluation plan and key features that will be addressed and the expected benefits of the three year project. (2500 character maximum including spaces.)

[Save Page](#)

## Screen 6 – NARRATIVE - NEEDS ASSESSMENT

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

**NEEDS ASSESSMENT**

**Needs Assessment:** Provide the results of a comprehensive evidence-based needs assessment of the LEA's teacher quality and professional development needs, with respect to the teaching and learning of mathematics and science. Indicate how the goals and activities of the program are directly related to those needs. Refer to the NGO document for specific elements to be included in the Needs Assessment narrative. (Limit: 5,000 character maximum including spaces.)

[Save Page](#)

## Screen 7 – NARRATIVE - SCIENTIFICALLY-BASED RESEARCH (SBR)

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### SCIENTIFICALLY-BASED RESEARCH (SBR)

SBR: Provide a brief literature review of the current state of knowledge relevant to the program. Justify, citing the literature, why the proposed activities have been selected. An explanation of how the activities expect to improve student academic achievement and strengthen the quality of mathematics and science instruction must be included. (Limit: 5000 character maximum including spaces.)

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## Screen 8 – NARRATIVE - PROJECT DESCRIPTION – PAGE 1

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### PROJECT DESCRIPTION - Page 1

Project Description: Describe the proposed program. Refer to section 2.2 of the Notice of Grant Opportunity document for specific requirements. (5,000 character maximum, including spaces, per text field.)

1. Identify the key activities that will be undertaken during the first project period as well as timeframes, resources, responsible persons and how external evaluation will be accommodated. The narrative must provide a description of the number, type, duration and intensity of professional development experiences, including the number of teachers engaged. See the NGO for additional specific points to be covered.

2. Provide a brief description of how the partners collaborated to select/develop the MSP program activities, including the types of organizations involved in the process (e.g., STEM faculty, districts, and other potential partners).

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## Screen 9 – NARRATIVE - PROJECT DESCRIPTION (CONTINUED) – PAGE 2

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### PROJECT DESCRIPTION (Continued) - Page 2

Project Description: Describe the proposed program. Refer to section 2.2 of the Notice of Grant Opportunity document for specific requirements. (5,000 character maximum, including spaces, per text field.)

3. Provide a brief explanation of how the professional development activities are supported by research and align with the New Jersey Professional Standards for Teachers. See the NGO for additional specific points to be covered.

4. Provide a brief description of how this project will support or enhance existing professional development activities taking place in the partner LEAs.

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## Screen 10 – NARRATIVE - GOALS, OBJECTIVES, AND INDICATORS FOR YEAR ONE – PAGE 1

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

GOALS, OBJECTIVES, AND INDICATORS FOR YEAR ONE - Page 1

The overarching goal of this grant program is to improve student academic achievement in the areas of mathematics and science.

Provide a narrative for each of the mandated objectives listed below. The narrative must clearly describe the measurable outcomes correlated to the identified needs. Refer to the NGO document, section 2.2 Goals, Objectives, and Indicators for Year One, for the required goals that must be addressed.

1. Improve teachers' pedagogical content knowledge. (2,000 characters and spaces maximum.)

2. Increase student achievement in mathematics and science. (2,000 characters and spaces maximum)

3. Increased integration of reliable scientifically based research teaching methods and technology-based teaching methods into the curriculum. (2,000 characters and spaces maximum)

Save Page

## Screen 11 – NARRATIVE - GOALS, OBJECTIVES, AND INDICATORS FOR YEAR ONE (CONTINUED) – PAGE 2

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

GOALS, OBJECTIVES, AND INDICATORS FOR YEAR ONE (Continued) - Page 2

The overarching goal of this grant program is to improve student academic achievement in the areas of mathematics and science.

Provide a narrative for each of the mandated objectives listed below. The narrative must clearly describe the measurable goals and objectives indicating measurable outcomes correlated to the identified needs. Refer to the NGO document, section 2.2 Goals, Objectives, and Indicators for Year One, for the required goals that must be addressed.

4. Increase students' content knowledge that is aligned to the teacher professional development activities. (2,000 characters and spaces maximum.)

5. Provide evidence of growth in teachers' use of technology integration in mathematics and science. (2,000 characters and spaces maximum)

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## Screen 12 – NARRATIVE - ADDITIONAL GOALS, OBJECTIVES, AND INDICATORS FOR YEAR ONE

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### ADDITIONAL GOALS, OBJECTIVES, AND INDICATORS FOR YEAR ONE

The overarching goal of this grant program is to improve student academic achievement in the areas of mathematics and science. The program aims to improve mathematics and science teaching by encouraging institutions of higher education to assume greater responsibility for improving mathematics and science teacher education through the establishment of a comprehensive, integrated system of recruiting, training, and supporting current and future mathematics and science teachers.

Narrative describing the goals, objectives, and indicators for Year One must clearly describe the measurable goals and objectives indicating measurable outcomes correlated to the identified needs. Refer to the NGO document, section 2.2 Goals, Objectives, and Indicators for Year One, for the important characteristics that are required to be addressed in the design of the three-year comprehensive plan.

Specify your objectives for Year One only. Provide a specific timeline for each objective and list anticipated outcomes in the spaces provided. (Character limitations are specified in parenthesis. These limits include the count of both characters and spaces.)

**PLEASE BE SURE TO BEGIN THE GOAL/OBJECTIVE NARRATIVE WITH THE NUMBER OF THAT SPECIFIC GOAL/OBJECTIVE. AS SHOWN ON THE PREVIOUS PAGES, GOALS/OBJECTIVES 1 THROUGH 5 ARE MANDATED. BEGIN THE NUMBERING OF ADDITIONAL GOALS/OBJECTIVES WITH THE NUMBER SIX (6).**

GOAL/OBJECTIVE: (300 characters and spaces maximum)

Anticipated Outcomes (2,000 characters and spaces maximum)

Add Additional Objectives

Save Page

## Screen 13 – NARRATIVE - PROJECT ACTIVITY PLAN – PAGE 1 – NARRATIVE

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### PROJECT ACTIVITY PLAN - Page 1 - NARRATIVE

MSP professional development activities will deepen understanding of the mathematics and science content teachers need to know to effectively teach K-12 curricular topics.

Provide a brief narrative that defines the responsibilities of partners and fully account for how all the goals and objectives will be met. In addition, provide definitive timelines for when activities will occur and their duration. (Not to exceed 5,000 characters and spaces)

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## Screen 14 – NARRATIVE - PROJECT ACTIVITY PLAN – PAGE 2 – REQUIRED ACTIVITIES

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### PROJECT ACTIVITY PLAN - Page 2 - REQUIRED ACTIVITIES

MSP professional development activities will deepen understanding of the mathematics and science content teachers need to know to effectively teach K-12 curricular topics. Define the responsibility of partners and fully account for how all the goals and objectives will be met. Provide definitive timelines for when activities will occur and their duration.

I. Establishing and operating mathematics and science summer institutes for a period of not less than 2 weeks (10 days/80 hours), and follow up training, for vertical teams of elementary and secondary school mathematics and science teachers. Listed below are required activities. Please provide the staff information, the documentation to be used to track the progress and confirm completion of each activity, and check the appropriate box to indicate in which reporting period the activity will take place.

Implementation Activity	Staff Responsible for Conducting Activity (100 characters max.)	Documentation (250 characters max.)	Reporting Period			
			1	2	3	4
1. Conduct activities that directly relate to the curriculum and academic areas in which the teacher provides instruction, and focus only secondarily on pedagogy.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develop or redesign more rigorous mathematics and science curricula that are aligned with challenging State and local academic content standards and with the standards expected for preparation for postsecondary study in mathematics and science.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Enhance the ability of the teacher to understand and apply the challenging State academic content standards for mathematics and science and to select appropriate curricula.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Train teachers to use curricula that are based on scientific research, aligned with challenging core curriculum standards, and object-centered, experiment-oriented, and concept- and content-based.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Page

## Screen 15 – NARRATIVE - PROJECT ACTIVITY PLAN – PAGE 3 – REQUIRED ACTIVITIES (CONTINUED)

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### PROJECT ACTIVITY PLAN - Page 3 - REQUIRED ACTIVITIES

II. Establishing and supporting Professional Learning Communities comprised of participant teachers. Listed below are required activities. Please provide the staff information, the documentation to be used to track the progress and confirm completion of each activity, and check the appropriate box to indicate in which reporting period the activity will take place.

Implementation Activity	Staff Responsible for Conducting Activity (100 characters max.)	Documentation (250 characters max.)	Reporting Period			
			1	2	3	4
1. Create opportunities for enhanced and ongoing professional development of mathematics and science teachers that improves the subject matter knowledge of such teachers.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Promote strong teaching skills for mathematics and science teachers and teacher educators, including integrating reliable scientifically-based research teaching methods and technology-based teaching and learning methods into the curriculum.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Build skills and norms necessary for the expansion and sustainability of the Professional Learning Communities.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Structure and implement a cross-grade teacher exchange program whereby teachers experience teaching in a variety of grade levels.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Coach participant teachers for a period of not less than 4 days during the academic year (at least 120 hours of professional development for each participant teacher annually).

Reporting Period
1
2
3
4
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Save Page

## Screen 16 – NARRATIVE - PROJECT ACTIVITY PLAN – PAGE 4 – ADDITIONAL ACTIVITIES

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)  
PROJECT ACTIVITY PLAN - Page 4 - ADDITIONAL ACTIVITIES

MSP professional development activities will deepen understanding of the mathematics and science content teachers need to know to effectively teach K-12 curricular topics. Define the responsibility of partners and fully account for how all the goals and objectives will be met. Provide definitive timelines for when activities will occur and their duration.

When entering the data for the Implementation Activity, be sure to preface the text with the letter A and a sequential number (ex: A.1, A.2, etc.) Please provide the staff information, the documentation to be used to track the progress and confirm completion of each activity, and check the appropriate box to indicate in which reporting period the activity will take place.

Implementation Activity (250 characters max.)

Staff Responsible for Conducting Activity (100 characters max.)

Documentation (250 characters max.)

Reporting Period

1 2 3 4

   

Add Additional Activities

Save Page

## Screen 17 – NARRATIVE - PROFESSIONAL DEVELOPMENT PLAN – COMPREHENSIVE THREE-YEAR NARRATIVE

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)  
PROFESSIONAL DEVELOPMENT PLAN - COMPREHENSIVE THREE-YEAR NARRATIVE

Provide a three-year comprehensive professional development plan for the three-year grant cycle. Successful MSP grant applicants will propose three-year projects that provide intensive, sustained and supported professional development for well defined cohorts of teachers of mathematics and science. Outline the key activities that will be undertaken during the three-year project period as well as timeframes, resources, responsible persons and an outline of the three-year budget. See pages 16-18 of the NGO for additional information. (Not to exceed 5,000 characters and spaces)

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## Screen 18 – NARRATIVE - EXTERNAL EVALUATION PLAN

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)  
EXTERNAL EVALUATION PLAN

Each partnership project shall develop an external evaluation and accountability plan that will yield scientifically valid results. The external evaluation must identify measurable outcomes that measure the impact of the activities. MSP applicants must explain how they determined success in achieving their measurable objectives. Specific criteria to be included in the narrative can be found on page 19 of the Notice of Grant Opportunity document. (Not to exceed 5,000 characters and spaces)

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## Screen 19 – NARRATIVE - SUSTAINABILITY

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### SUSTAINABILITY

MSP projects should systematically increase each partner's capacity to sustain the continuous learning and growth of teachers. Provide a detailed plan for sustaining the professional development activities after the end of the three-year grant cycle. (Not to exceed 5,000 characters and spaces)

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## Screen 20 – NARRATIVE - COMMITMENT AND CAPACITY OF PARTNERSHIP

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### COMMITMENT AND CAPACITY OF PARTNERSHIP

Provide a management plan outlining the ability to manage the program, outline a clear process for meeting identified needs and deadlines, describe a clear process for making collaborative decisions, describe specific and definitive roles for each partner in the program, and provide a projected plan and time-line for how the program will continue beyond the three year grant funding. (Not to exceed 5,000 characters and spaces)

Save Page

## Screen 21 – DOCUMENTATION OF NONPUBLIC SCHOOL PARTICIPATION

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### DOCUMENTATION OF NONPUBLIC SCHOOL PARTICIPATION

*In accordance with federal requirements contained within the No Child Left Behind federal legislation, the following nonpublic school representatives were contacted. They were offered a genuine opportunity to express their interest in participating in the above program before any decision that affects the opportunities of those students, teachers, and other educational personnel in a nonpublic school became final as part of this application.*

(NOTE - BY ENTERING THE SUBMISSION DATE ABOVE, THE LEAD AGENCY'S CSA/CEO CERTIFIES THAT THE PARTICIPATION OF STUDENTS ENROLLED IN NONPUBLIC SCHOOLS REQUIREMENT IS UNDERSTOOD AND CERTIFIES LEAD AGENCY'S ELIGIBILITY TO PARTICIPATE IN THIS GRANT PROGRAM.)

Projects are required to retain all documentation verifying that all eligible nonpublic schools were provided timely and meaningful consultation. Enter the required specific information for each of the nonpublic schools contacted in the spaces provided below. Click on the 'Add Additional Schools' button to add additional lines. Complete one line per nonpublic school contacted.

School Name	Name and Telephone Number of Person Contacted	Yes/No (School will or will not participate)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Additional Schools

Save Page

## Screen 22 – BUDGET – SALARIES - INSTRUCTIONAL

Salaries	Supplies	Other	Equipment	Budget Summary
Salaries-Instructional			Salaries-Non Instructional	

**Salaries - Instructional** Instructi

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<b>FEDERAL FUNDS</b>	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$
<b>STATE FUNDS</b>	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$

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GOAL & OBJECTIVE NUMBER	USES OF FUNDS	TYPE	TITLE of POSITION and RESPONSIBILITIES and BRIEF JUSTIFICATION	Delete Row
<input type="text"/>	<input type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpublic	<input type="text"/>	<input type="button" value="X"/>

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<b>TIME</b>	<b>SALARY</b>	<b>200-200 BENEFITS</b>	
<input type="radio"/> Full	Annual Salary: \$ <input type="text" value="0"/>	<input checked="" type="checkbox"/> FICA 7.65%      \$0	<input type="button" value="X"/>
<input type="radio"/> Part	Percent of Time: <input type="text" value="0"/> %	<input type="checkbox"/> TPAF 15.28%      \$0	
	<b>Requested Amount</b> \$ <input type="text" value="0"/>	<input type="checkbox"/> Other Benefits <input type="text" value="0"/> %      \$0	
		Total Benefit 7.65 %      \$ <input type="text" value="0"/>	

**COST**

Program

Admin

## Screen 23 - BUDGET – SALARIES – NON-INSTRUCTIONAL

Salaries	Supplies	Other	Equipment	Budget Summary
Salaries-Instructional			Salaries-Non Instructional	

**Salaries - Non Instructional** Instructions

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<b>FEDERAL FUNDS</b>	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$
<b>STATE FUNDS</b>	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$

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GOAL & OBJECTIVE NUMBER	USES OF FUNDS	TYPE	TITLE of POSITION and RESPONSIBILITIES and BRIEF JUSTIFICATION	Delete Row
<input type="text"/>	<input type="text"/>	<input type="radio"/> Public <input type="radio"/> Non Public	<input type="text"/>	<input type="button" value="X"/>

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<b>TIME</b>	<b>SALARY</b>	<b>200-200 BENEFITS</b>	
<input type="radio"/> Full	Annual Salary: \$ <input type="text"/>	<input checked="" type="checkbox"/> FICA 0%      \$\$0	<input type="button" value="X"/>
<input type="radio"/> Part	Percent of Time: <input type="text"/> %	<input type="checkbox"/> TPAF 0%      \$\$0	
	<b>Requested Amount</b> \$ <input type="text" value="0"/>	<input type="checkbox"/> Other Benefits <input type="text"/> %      \$0	
		Total Benefit 0.0%      \$ <input type="text" value="0"/>	

**COST**

Program

Admin

## Screen 24 - BUDGET – SUPPLIES – INSTRUCTIONAL

Salaries	Supplies	Other	Equipment	Budget Summary												
Supplies-Instructional			Supplies-Non Instructional													
<b>Supplies - Instructional</b>				<a href="#">Instructions</a>												
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">FEDERAL FUNDS</td> <td style="width:20%;">AMOUNT ALLOCATED: \$</td> <td style="width:20%;">AMOUNT BUDGETED: \$</td> <td style="width:20%;">AMOUNT REMAINING: \$</td> <td style="width:20%;"></td> </tr> <tr> <td>STATE FUNDS</td> <td>AMOUNT ALLOCATED: \$</td> <td>AMOUNT BUDGETED: \$</td> <td>AMOUNT REMAINING: \$</td> <td></td> </tr> </table>					FEDERAL FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$		STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$			
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STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$													
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><b>GOAL &amp; OBJECTIVE NUMBER</b></td> <td style="width:25%;"><b>USES OF FUNDS</b></td> <td style="width:30%;"><b>TYPE</b></td> <td style="width:10%;"><b>Delete Row</b></td> </tr> <tr> <td><input style="width:95%;" type="text"/></td> <td><input style="width:95%;" type="text"/></td> <td> <input type="radio"/> Public  <input type="radio"/> Nonpubic                 </td> <td style="text-align: center; vertical-align: middle;"> <input type="button" value="X"/> </td> </tr> <tr> <td><b>DESCRIPTION, ITEMIZATION AND JUSTIFICATION</b></td> <td> <b>COST</b>                      HOW MANY <input style="width:40%;" type="text"/>                      COST PER UNIT \$ <input style="width:40%;" type="text"/>                      TOTAL COST \$ <input style="width:40%;" type="text"/>  <input type="button" value="Calculate"/> </td> <td> <b>FUNDING SOURCE</b>   <b>COST</b>  <input checked="" type="radio"/> Program Costs <input type="radio"/> Admin Costs                 </td> <td style="text-align: center; vertical-align: middle;"> <input type="button" value="X"/> </td> </tr> </table>					<b>GOAL &amp; OBJECTIVE NUMBER</b>	<b>USES OF FUNDS</b>	<b>TYPE</b>	<b>Delete Row</b>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpubic	<input type="button" value="X"/>	<b>DESCRIPTION, ITEMIZATION AND JUSTIFICATION</b>	<b>COST</b> HOW MANY <input style="width:40%;" type="text"/> COST PER UNIT \$ <input style="width:40%;" type="text"/> TOTAL COST \$ <input style="width:40%;" type="text"/> <input type="button" value="Calculate"/>	<b>FUNDING SOURCE</b>  <b>COST</b> <input checked="" type="radio"/> Program Costs <input type="radio"/> Admin Costs	<input type="button" value="X"/>
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<b>DESCRIPTION, ITEMIZATION AND JUSTIFICATION</b>	<b>COST</b> HOW MANY <input style="width:40%;" type="text"/> COST PER UNIT \$ <input style="width:40%;" type="text"/> TOTAL COST \$ <input style="width:40%;" type="text"/> <input type="button" value="Calculate"/>	<b>FUNDING SOURCE</b>  <b>COST</b> <input checked="" type="radio"/> Program Costs <input type="radio"/> Admin Costs	<input type="button" value="X"/>													

## Screen 25 - BUDGET – SUPPLIES – NON-INSTRUCTIONAL

Salaries	Supplies	Other	Equipment	Budget Summary												
Supplies-Instructional			Supplies-Non Instructional													
<b>Supplies - Non Instructional</b>				<a href="#">Instructions</a>												
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">FEDERAL FUNDS</td> <td style="width:20%;">AMOUNT ALLOCATED: \$</td> <td style="width:20%;">AMOUNT BUDGETED: \$</td> <td style="width:20%;">AMOUNT REMAINING: \$</td> <td style="width:20%;"></td> </tr> <tr> <td>STATE FUNDS</td> <td>AMOUNT ALLOCATED: \$</td> <td>AMOUNT BUDGETED: \$</td> <td>AMOUNT REMAINING: \$</td> <td></td> </tr> </table>					FEDERAL FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$		STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$			
FEDERAL FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$													
STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$													
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><b>GOAL &amp; OBJECTIVE NUMBER</b></td> <td style="width:25%;"><b>USES OF FUNDS</b></td> <td style="width:30%;"><b>TYPE</b></td> <td style="width:10%;"><b>Delete Row</b></td> </tr> <tr> <td><input style="width:95%;" type="text"/></td> <td><input style="width:95%;" type="text"/></td> <td> <input type="radio"/> Public  <input type="radio"/> Nonpubic                 </td> <td style="text-align: center; vertical-align: middle;"> <input type="button" value="X"/> </td> </tr> <tr> <td><b>DESCRIPTION, ITEMIZATION AND JUSTIFICATION</b></td> <td> <b>COST</b>                      HOW MANY <input style="width:40%;" type="text"/>                      COST PER UNIT \$ <input style="width:40%;" type="text"/>                      TOTAL COST \$ <input style="width:40%;" type="text"/>  <input type="button" value="Calculate"/> </td> <td> <b>FUNDING SOURCE</b>   <b>COST</b>  <input type="radio"/> Program Costs <input checked="" type="radio"/> Admin Costs                 </td> <td style="text-align: center; vertical-align: middle;"> <input type="button" value="X"/> </td> </tr> </table>					<b>GOAL &amp; OBJECTIVE NUMBER</b>	<b>USES OF FUNDS</b>	<b>TYPE</b>	<b>Delete Row</b>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpubic	<input type="button" value="X"/>	<b>DESCRIPTION, ITEMIZATION AND JUSTIFICATION</b>	<b>COST</b> HOW MANY <input style="width:40%;" type="text"/> COST PER UNIT \$ <input style="width:40%;" type="text"/> TOTAL COST \$ <input style="width:40%;" type="text"/> <input type="button" value="Calculate"/>	<b>FUNDING SOURCE</b>  <b>COST</b> <input type="radio"/> Program Costs <input checked="" type="radio"/> Admin Costs	<input type="button" value="X"/>
<b>GOAL &amp; OBJECTIVE NUMBER</b>	<b>USES OF FUNDS</b>	<b>TYPE</b>	<b>Delete Row</b>													
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpubic	<input type="button" value="X"/>													
<b>DESCRIPTION, ITEMIZATION AND JUSTIFICATION</b>	<b>COST</b> HOW MANY <input style="width:40%;" type="text"/> COST PER UNIT \$ <input style="width:40%;" type="text"/> TOTAL COST \$ <input style="width:40%;" type="text"/> <input type="button" value="Calculate"/>	<b>FUNDING SOURCE</b>  <b>COST</b> <input type="radio"/> Program Costs <input checked="" type="radio"/> Admin Costs	<input type="button" value="X"/>													

**Screen 26 - BUDGET – OTHER**

Overview	Contacts	Allocations	Narrative	Nonpublic	<b>Budget</b>	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
Salaries	Supplies	<b>Other</b>	Equipment	Budget Summary							

Other [Instructions](#)

FEDERAL FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$
STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$



FUNCTION CODE	OBJECT CODE	GOAL & OBJECTIVE NUMBER	USES OF FUNDS	TYPE	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpublic	<input type="button" value="X"/>

DESCRIPTION, ITEMIZATION AND JUSTIFICATION <input type="text"/>	COST <input type="radio"/> Program Costs <input type="radio"/> Admin Costs	COST HOW MANY <input type="text"/> COST PER UNIT \$ <input type="text"/> TOTAL COST \$ <input type="text"/>	<input type="button" value="X"/>
	Indirect Cost Rate <input type="text"/>	Indirect Cost <input type="text"/>	
	<input type="button" value="Calculate"/>		
	(Empty space for additional input)		
	(Empty space for additional input)		

## Screen 27 - BUDGET – EQUIPMENT – INSTRUCTIONAL

Salaries	Supplies	Other	Equipment	Budget Summary
Equipment-Instructional			Equipment-Non Instructional	

**Equipment - Instructional** [Instructions](#)

FEDERAL FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$
STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$

GOAL & OBJECTIVE NUMBER	USES OF FUNDS	TYPE	Delete Row
<input type="text"/>	<input type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpublic	<input type="button" value="X"/>
DESCRIPTION, ITEMIZATION AND JUSTIFICATION	COST HOW MANY <input type="text"/> COST PER UNIT \$ <input type="text"/> TOTAL COST \$ <input type="text"/> <input type="button" value="Calculate"/>	FUNDING SOURCE  COST <input type="radio"/> Program Costs <input type="radio"/> Admin Costs	<input type="button" value="X"/>

## Screen 28 - BUDGET – EQUIPMENT – NON-INSTRUCTIONAL

Salaries	Supplies	Other	Equipment	Budget Summary
Equipment-Instructional			Equipment-Non Instructional	

**Equipment - Non Instructional** [Instructions](#)

FEDERAL FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$
STATE FUNDS	AMOUNT ALLOCATED: \$	AMOUNT BUDGETED: \$	AMOUNT REMAINING: \$

GOAL & OBJECTIVE NUMBER	USES OF FUNDS	TYPE	Delete Row
<input type="text"/>	<input type="text"/>	<input type="radio"/> Public <input type="radio"/> Nonpublic	<input type="button" value="X"/>
DESCRIPTION, ITEMIZATION AND JUSTIFICATION	COST HOW MANY <input type="text"/> COST PER UNIT \$ <input type="text"/> TOTAL COST \$ <input type="text"/> <input type="button" value="Calculate"/>	FUNDING SOURCE  COST <input type="radio"/> Program Costs <input type="radio"/> Admin Costs	<input type="button" value="X"/>

**Screen 29 - BUDGET – BUDGET SUMMARY**

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
Salaries		Supplies		Other		Equipment			Budget Summary		



**Budget (Read Only)**

[Instructions](#)

D. Expenditure Category	E. Function & Object Code	F. Program Costs	G. Admin Costs	H. Total (F + G)
<b>Instruction</b>				
Personal Services - Salaries	100-100	0		0
Purchased Prof. & Tech. Services	100-300	0		0
Purchased Prof. Ed Services	100-320			
Purchased Property Services	100-400			
Other Purchased Services	100-500	0		0
Travel	100-580			
Supplies and Materials	100-600	0		0
Other Objects	100-800	0		0
<b>SubTotal Instruction</b>		0		0
<b>Support Services</b>				
Personal Services - Salaries	200-100	0	0	0
Personal Services - Employee Benefits	200-200	0	0	0
Purchased Prof. & Tech. Services	200-300	0	0	0
Purchased Prof. Ed Services		0	0	0
Purchased Property Services	200-400	0	0	0
Other Purchased Services	200-500	0	0	0
Travel	200-580	0	0	0
Supplies and Materials	200-600	0	0	0
Other Objects	200-800	0	0	0
Indirect Costs		0	0	0
<b>SubTotal Support Services</b>		0	0	0
<b>FAC ACQ &amp; CONSTRUCTION SERV</b>				
Buildings	400-720	0	0	0
Instructional Equipment	400-731	0	0	0
Non-instructional Equipment	400-732	0	0	0
<b>SubTotal FAC ACQ &amp; CONSTRUCTION SERV</b>		0	0	0
<b>TOTAL PROJECT EXPENDITURES</b>		0	0	0

## Screen 30 – DOCUMENT UPLOAD

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM - YEAR 1 of 3 (NGO: #10-MS07-G03)

### DOCUMENT UPLOAD

**Upload Instructions: Please use PDF, Word and Excel files only. (Example: Articulation.pdf, Articulation.doc or Articulation.xls) NOTE: Word and Excel files need to be saved as an Office 2003 or lower document. NJDOE reviewers are not able to view Office 2007 documents (ex: Articulation.docx). Click on the BROWSE link and attach the appropriate file by highlighting the document name and clicking the OPEN button. Then click the UPLOAD button. Complete these steps for each file that must be uploaded.**

**Please Note: The Notice of Grant Opportunity document requires the following documents to be uploaded with the electronic application:**

- 1.) Documentation of Collaboration (NGO Attachment A)
- 2.) Nonpublic Equitable Participation Summary and Affirmation of Consultation form (NGO Attachment B)
- 3.) DUNS/CCR Information Form (NGO Attachment C)
- 4.) Documentation of Eligibility (NGO Attachment D)
- 5.) Organizational Chart
- 6.) Indirect Cost Rate Certification


  


## Screen 31 - ASSURANCES

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
<p><b>MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM</b></p> <p><b>Statement of Assurances</b></p> <p style="text-align: right;"><a href="#">Instructions</a></p>											
<p><b>THE DISTRICT/COLLEGE/AGENCY HEREBY ASSURES THE COMMISSIONER OF EDUCATION OF NEW JERSEY THAT THE APPLICANT:</b></p> <ul style="list-style-type: none"> <li>* Has the legal authority to apply for the funds made available under the requirements of the NGO, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-federal/state share of project costs) to ensure proper planning, management and completion of the project described in this application.</li> <li>* Will give the New Jersey Department of Education, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).</li> <li>* Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.</li> <li>* Will comply with provisions of the Public School Contracts Law: N.J.S.A. 18A:18A, and other relevant state laws and regulations.</li> <li>* Will implement the program in accordance with the applicable Notice of Grant Opportunity and the approved grant application.</li> <li>* Is in compliance, for all grant awards in excess of \$100,000.00, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier grantees as well.</li> <li>* As well as its principals and subgrantees, for all grant awards in excess of \$25,000.00 is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.</li> <li>* Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).</li> <li>* Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to               <ul style="list-style-type: none"> <li>(A) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;</li> <li>(B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;</li> <li>(C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;</li> <li>(D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 61-741.5(a)), as applicable, which requires affirmative action in employment;</li> <li>(E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.; 45 CFR Part 90), which prohibits discrimination on the basis of age, and</li> <li>(F) the Americans With Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.</li> </ul> </li> <li>* Will comply with Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.</li> <li>* Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.</li> <li>* Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).</li> <li>* Has provided in the application a correct and valid DUNS number for the applicant organization, as well as any controlling parent organization.</li> <li>* Has a current and complete registration in the Central Contractor Registry (CCR), located at www.ccr.gov, prior to the submission of this application, and shall maintain a current CCR registration throughout the period of the award.</li> </ul>											
<input type="button" value="Organization Certifies"/>											

### Screen 32 – BOARD APPROVAL

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
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**MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM**  
Board of Education Application Approval

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Enter the date the Board Approved the submission of this application.

If the date of approval by the Board of Education, Board of Directors, or other similar governing body is after the submission date of this application, you must submit a copy of the Board Resolution or a Certified Copy of the Board minutes showing the Approval Action. This document must be mailed to the Application Control Center, New Jersey Department of Education, Office of Grants Management, 100 Riverview Plaza, P.O. Box 500, Trenton, N.J. 08625-0500.

Date of Board Approval:

Secretary of the Board Name:

[Save Page](#)

### Screen 33 – SUBMIT

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
----------	----------	-------------	-----------	-----------	--------	--------	------------	----------------	--------	---------------------	--------------------

**Submit**

**Assurances must be reviewed and approved before you can submit your application.**

[Consistency Check](#)   [Lock Application](#)   [Unlock Application](#)

Assurances

Authorized Representative

Program Office Review

OGM Review

Program Office Director Review

ACC Contract Officer in OGM Final Review

## Screen 34 – APPLICATION HISTORY

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
Application History (Read Only)											Instructi
Status Change	UserId								Action Date		
Final Application Approved									06-08-2009		
Prg Office Director Approved									05-15-2009		
OGM Approved									05-12-2009		
Program Office Approved									05-06-2009		
Submitted to NJDOE									05-06-2009		
Returned for Changes									05-01-2009		
Program Office Approved									04-29-2009		
Submitted to NJDOE									04-24-2009		
Returned for Changes									04-15-2009		
Submitted to NJDOE									04-06-2009		

## Screen 35 – PAGE REVIEW STATUS

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status
Page Review Status											Instructi
<input checked="" type="checkbox"/> Expand All											
Math Science Partnerships										Page Status	Open Page for editing
Math Science Partnerships											
Overview										OPEN	<input type="checkbox"/>
Contacts										OPEN	<input type="checkbox"/>
Allocations										OPEN	<input type="checkbox"/>
Narrative											
Project Update											
Project Update Page 1										OPEN	<input type="checkbox"/>
Project Update Page 2										OPEN	<input type="checkbox"/>
Project Description											
Project Description Page 1										OPEN	<input type="checkbox"/>
Project Description Page 2										OPEN	<input type="checkbox"/>
Project Description Page 3										OPEN	<input type="checkbox"/>
Goals - Objectives											
Goals Page 1										OPEN	<input type="checkbox"/>
Goals Page 2										OPEN	<input type="checkbox"/>
Goals Page 3										OPEN	<input type="checkbox"/>
Activity Plan											
Activity Plan Page 1										OPEN	<input type="checkbox"/>
Activity Plan Page 2										OPEN	<input type="checkbox"/>
Activity Plan Page 3										OPEN	<input type="checkbox"/>
Activity Plan Page 4										OPEN	<input type="checkbox"/>
Evaluation										OPEN	<input type="checkbox"/>
Nonpublic										OPEN	<input type="checkbox"/>
Budget											
Salaries											
Salaries-Instructional										OPEN	<input type="checkbox"/>
Salaries-Non Instructional										OPEN	<input type="checkbox"/>
Supplies											
Supplies-Instructional										OPEN	<input type="checkbox"/>
Supplies-Non Instructional										OPEN	<input type="checkbox"/>

### Screen 36 – SAMPLE REIMBURSEMENT REQUEST (RR) SCREEN – 1 – Identify the Program

Select an application from the list(s) below and press one of the following buttons:

Printed Applications:

Select	Application / Amendment	Original Submit Date	NJDOE Final Approval Date	Status	Status Date
<b>2009-2010</b>					
<input type="checkbox"/>	10-MSP-00 Amendment 1			Not Submitted	
<input checked="" type="checkbox"/>	10-MSP-00 Original Application	04-02-2009	06-08-2009	Final Approved <a href="#">View Award</a>	06-08-2009

### Screen 37 – SAMPLE REIMBURSEMENT REQUEST (RR) SCREEN – 2 – View RRs

**Payment Summary** [Instructions](#)

Vendor

**Payment Summary as of 1/24/2010**

	MSP	
<b>Current Grant Year Allocation</b>	\$525,000	
(+/-) Adjustments	\$0	
(+/-) Consortiums	\$0	
(+/-) Transfers	\$0	
<b>Total Funds Available</b>	\$525,000	
<b>Anticipated Payments</b>		
Auto-Scheduled	\$0	
Reimbursements	\$525,000	
<b>Total</b>	\$525,000	
<b>Pending Payments</b>		
Auto-Scheduled	\$0	
Approved Reimbursements	\$35,839	
<b>Total</b>	\$35,839	
<b>Completed Payments</b>		
Auto-Scheduled	\$0	
Reimbursements	\$0	
<b>Total</b>	\$0	
<b>Remaining Payments</b>		
Auto-Scheduled	\$0	

### Screen 38 – SAMPLE REIMBURSEMENT REQUEST (RR) SCREEN – 3 – Create/Select RR

**Reimbursement Request Menu** [Instructions](#)

Program:

**Reimbursement Requests:**

Select an Reimbursement Request from the list(s) below and press one of the following buttons:

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input checked="" type="checkbox"/>	Reimbursement Request 1	12/8/2009	12/9/2009	12/10/2009	Approved	12/10/2009

**Expenditure Reports:**

Select an Expenditure Report from the list(s) below and press one of the following buttons:

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input checked="" type="checkbox"/>	Expenditure Report 1		1/6/2010			Not Submitted	

**Screen 39 – SAMPLE REIMBURSEMENT REQUEST (RR) SCREEN – 4 – Enter Data/Submit RR**

Reimbursement Request 1

Instruct

Program: MSP

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. 2536)

Function Code	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Reimbursement Request	Delete Row
100	Inst Salaries 23,524 Inst Supplies and Materials 6,818 Inst Field Trip to Lib. Sci. Ctr 1,830	\$135,292		032172	
200	Supt Salaries 17,604 Emp. Benefits 7,007 Grad Tuition MSP Part. 75,956	\$347,463		0147287	
				Total	\$179,459
Indirect Cost Approved Rate Derived Rate 7.9983 %		\$38,612		\$0	\$14,353
				Total	\$193,812

[Create Additional Entries](#) [Calculate Totals](#)

Vendor Invoice Number 01 4002MSP1012001  
End Period Expense 12/4/2009 Enter as MM/DD/YYYY

RECAP	Amount
Grant Award (Allocation)	\$525,000
Approved Budget	\$521,367
Amount Paid To Date	\$0
Expenses To Date	\$0
Balance Due LEA	\$0
Funds on Hand	\$0

**CERTIFICATION:** By submitting this Reimbursement Request the LEA certifies that the funds requested have either already been expended or will be expended in compliance with the Cash Management Improvement Act (CMIA) and the Education Department General Administrative Regulations (EDGAR). The LEA further certifies that the funds requested are being expended according to program requirements.

[Save Page](#) [Submit](#)

## EWEG – TIPS ON USING THE PROGRAM

1. Do not use the “Back” button. This will cause a system error.
2. It is always recommended that long narrative sections be typed in either Word or Note Pad, and copied and pasted into EWEG. Working in this manner will prevent you losing the text that you worked so hard to create.
3. When cutting and pasting from Word or Note Pad, be sure to check for special characters. Most notably, quotation marks (“”), the apostrophe (’), and hyphen (-) are the biggest culprits. However, avoid using all of the other special characters (!@#%&^\*()~/;<>{} and bullets).

The EWEG system is not always compatible with the Microsoft Word formatting of apostrophes, quotation marks and bullets. While there have been recent steps taken to correct this programming compatibility, there may still be issues related to this. If an error message is received when a page is saved, it is usually a good idea to inspect the text entered and to correct the text in the following manner:

Working in EWEG, remove the apostrophes and quotation marks and then put the apostrophes and quotation marks back in. You will notice that the apostrophes and quotation marks will now look different indicating that the problematic formatting has been removed. You should be able to save the page without getting an error message. In addition, do not use bullets in the text being pasted into EWEG.

4. When you click on a Tab to open a page, do not click on it more than once. Some of the pages may take a few extra seconds to open, depending on the system being used and your district’s or institution’s Internet bandwidth. If you click on the tab more than once, you will usually get a system error.
5. Certain systems are just not compatible with EWEG (most notably: MAC and Firefox). If you have these systems, please try to locate a different PC to use to enter your data.
6. There is an online tutorial for creating and submitting Reimbursement Requests (RRs). The tutorial is located at: <http://www.nj.gov/education/grants/rrt.htm>.
7. Questions regarding the physical operation of the EWEG system for discretionary grant programs may be directed to the EWEG Help Desk via email or directly to Dorothy Levandusky. Questions regarding the programmatic content of the data should be directed to the NJDOE program office sponsoring the program. In addition, fiscal questions may be directed to the grant specialist in the Office of Grants Management who is assigned to your program.

### **MSP PROGRAM CONTACTS:**

Operational Questions: EWEG Help Desk:

[eweghelp@doe.state.nj.us](mailto:eweghelp@doe.state.nj.us)

Operational Questions: Dorothy Levandusky

[dottie.levandusky@doe.state.nj.us](mailto:dottie.levandusky@doe.state.nj.us)

### **AFTER AWARD:**

Programmatic Questions: Mike Heinz

[michael.heinz@doe.state.nj.us](mailto:michael.heinz@doe.state.nj.us)

Fiscal Questions: Dave Carbone

[dave.carbone@doe.state.nj.us](mailto:dave.carbone@doe.state.nj.us)