

Final Checks and Updates
October 11, 2013

CTE Revitalization Grant



During this webinar...

- Please mute any microphones or phones
- A copy of the RFP and these slides is available on the CTE Revitalization Webpage: <http://www.ode.state.or.us/go/ctegrant>
- Submit all questions through the chat feature. Access chat on the drop-down menu at the top of your screen.
- We will answer as many questions as possible at the end of the presentation.



During this webinar...

1. Review Submission Requirements
2. How to Compress a File
3. How to Use Secure File Transfer (SFT)
4. Demo on Using SFT
5. Final Questions from ***YOU!***



Submission Reminders



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Please submit the application documentation in the order listed:

Required Submission
p. 7

1. **Cover Page⁶** - Identify each school that will participate in the grant activities. The role of each school must be clearly identified in the grant narrative.
2. **Required Project Overview** – This section may not exceed 5 pages.
3. **Required Grant Narrative** – This section may not exceed 20 pages.
4. **Budget** - This section should include a narrative and budget worksheet. This section may not exceed 4 pages.
5. **Bonus Narrative** – *OPTIONAL* – Each response to the optional bonus section questions may not exceed one page.
6. **Previous Recipient Eligibility Response** - This section should be completed by previous recipients in order to be eligible for consideration in this grant cycle.
7. **Required Documentation⁷**
 - a. Statement of Assurances for Each Participating School
 - b. List of Partners
 - c. Partner Commitment Letters
8. **Appendix** – Any supporting charts, graphs, tables and other materials may be placed in an Appendix and referenced in the Grant or Bonus Narrative.

Format and Submission (p. 7-8)

- Format
 - Ariel 12 point double spaced with 1 inch margins
 - Word, RTF ONLY – Application
 - PDF of Assurances, Commitment Letters, etc are OK
 - Page limits

- Secure File Transfer – REQUIRED
October 24, 2013 by 5:00pm

- Paper Copy Submission – 3 copies
October 31, 2013 by noon





Compressed Files?

How do I do that?

Compressed (ZIP) Files

- Take up less storage space
- Transfer more quickly
- Behave just like uncompressed files/folders
- Simplifies transfer – usually in single file

How to Zip a File Folder - PC

- Move all documents into a single folder – “Name of School”
- Organize them in the folder – match to submission requirement
- Right Click on the folder
 - Send to
 - Compressed (Zipped) Folder
- Compressed folder
 - .zip

How to Zip a File Folder - MAC

- Move all documents into a single folder – “Name of School”
- Organize them in the folder – match to submission requirement
- Right Click on the folder
 - Select Compress “folder name will appear”
- Compressed folder appears
 - .zip



Using the Secure File Transfer

What is Secure File Transfer (SFT)?

- Used to transfer files from one computer to another
- Encrypted
- Able to move LARGE files

Secure File Transfer (SFT)

- Go to “District” website
 - <https://district.ode.state.or.us/home/>
- Do not need user name/password
- Click on Secure File Transfer
(located on right side under *Quick Links*)



Recent News [...view all](#)

- [AT Teams Project - The Oregon Technology Access Program](#)
- [Assistive Technology Course - Fall Web Class Through PSU](#)
- [Deadline and Process for Missing Data - Report Card 2012-13 Supplemental Data Collection](#)
- [SYSTEM INTERRUPTION ALERT - Accountability Warehouse Extract \(AWE\)](#)
- [Refinement of Definition of Freshmen on Track](#)
- [New Report Card Validations Now Open in ADI](#)
- [InterMountain ESD has had Power Restored](#)
- [InterMountain ESD is Experiencing a Power Outage](#)
- [ORPATS Advanced Workshop: Consistency of Implementation](#)
- [Two Day ORPATS Workshop hosted by InterMountain ESD](#)

Upcoming Events [...view all](#)

- [Pre-Conference 2013 SPR&I Training - Eugene \(School Age Only\)](#)
- [SPR&I 2013 Annual Training - Oregon City](#)
- [SPR&I 2013 Annual Training - Baker City](#)
- [SPR&I 2013 Annual Training - Redmond](#)
- [SPR&I 2013 Annual Training - Ashland](#)
- [SPR&I 2013 Annual Training - Eugene/Springfield \(School Age Only\)](#)
- [SPR&I 2013 Annual Training - Eugene/Springfield \(EI/ECSE Only\)](#)
- [SPR&I 2013 Annual Training - Salem \(EI/ECSE Only\)](#)
- [SPR&I 2013 Annual Training - Forest Grove \(School Age Only\)](#)
- [SPR&I 2013 Annual Training - Hillsboro \(EI/ECSE Only\)](#)

Schedule of Due Dates [...view all](#)

Thursday, August 15, 2013

[Budget Expenditures 13-14](#) (Opened on 6/27/2013)

[Budget Revenues 13-14](#) (Opened on 6/27/2013)

Friday, August 16, 2013

[Validation - Mathematics 2012-2013](#) (Opened on 6/6/2013)

[Validation - Not Chronically Absent 2012-2013](#) (Opened on 8/1/2013)

[Validation - Reading 2012-2013](#) (Opened on 6/6/2013)

QUICK LOGIN

User Name:

Password:

LOGIN

[Forgot User Name or Password?](#)

QUICK LINKS

[Collection File Formats](#)

[Data Collection Committee](#)

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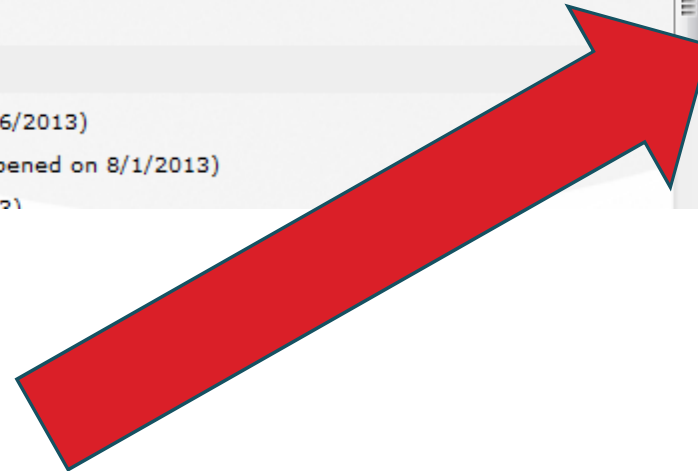
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[Free and Reduced Lunch](#)

[Secure File Transfer](#)

[Visual Preferences](#)

[ODE Public Site](#)



Secure File Transfer(SFT)

- Who Receives the File?
ode.cterevitalivation@ode.state.or.us
- Who is Sending the File?
- Locate your file and SEND
 - ZIP it!!
- Enter message



Who Receives the File?

ODE Email List	ODE Recipients (Select from ODE Email List)
<ul style="list-style-type: none"> nina.j.king@state.or.us nolan.campbell@state.or.us norma.j.dixon@state.or.us oconnorm@wou.edu <li style="background-color: #e0f0ff;">ode.cterevitalization@ode.state.or.us ode.helpdesk@ode.state.or.us ode.pcs@state.or.us pam.rimmer@state.or.us pam.williams@state.or.us 	<div style="border: 1px solid #ccc; height: 100px;"></div>

Outside Recipients

Either type the email address in the space provided or select email/s from ODE Email List to ODE Recipients listbox. If you are typing the emails in, separate each email address by either commas (,) or semicolons (;).

Who is Sending the File?

Enter your email address:

Locate your file to send:

Browse for your file:

(File size must be under 1 GB)

Enter Your Message Here



Let's Practice.....



HELP!!!

*ODE Helpdesk 503-
947-5715
odehelpdesk@state.o
r.us*

One last note...

Keep the receipt!



One more last, last note...

*Don't wait until the last minute to use
SFT!*

*Give yourself time to work out any
glitches.*





Final Questions



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Last Minute Questions

Please send your question via the chat feature to “EVERYONE”



Please Clarify The Total Pages

1. Cover Page
2. Overview - 5 pages
3. Grant Narrative – 20 pages
4. Budget Narrative and Worksheet – 4 pages
5. Bonus Narrative – 1 page each
6. Previous Recipient – no limit listed
7. Required Documents
 - School assurance – 1 each school
 - List of partners – 1 page
 - Partner letters – 1 each partner



What about assurances from partners?

That was a requirement
for the last CTE Revitalization Grant but...

it is NOT a requirement for this grant.



Any Final Questions?

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