



CTE REVITALIZATION GRANT REVISED SUBMISSION INFORMATION

New Due Date

A full proposal for the CTE Revitalization Grant must be submitted to the Oregon Department of Education no later than **April 9, 2012 at 5:00 pm**.

Eligibility

Only those eligible recipients who submitted a CTE Revitalization Grant Application of Intent by February 10, 2012 are eligible to submit a full application. All eligible recipients were notified by email that their CTE Revitalization Grant Application of Intent was received.

Revisions

Your final proposal may be a revision of the materials sent in February. If you sent a full proposal in February, we ask that you send it again by the new deadline to avoid any confusion about which proposal to use for reviews. Only the proposal submitted between now and April 9 will be evaluated by reviewers.

Style and Formatting

Please pay close attention to the formatting requirements of the application. These requirements are designed to assure a fair evaluation of all grants. A final checklist to help you assure these requirements are being met can be found at:

<http://www.ode.state.or.us/search/page/?id=3480>.

In summary, the following formatting is required:

- The abstract, narrative, and bonus sections must be double spaced Arial 12 point font and submitted as a Rich-Text (RTF) or Word file. Margins are one inch on all sides.
- Tables, graphs, and charts in the abstract, narrative, or bonus sections may be single spaced but must be Arial 12 point font in and submitted as a Rich-Text (RTF) or Word file.
- Appendices, assurances, and letters of commitment may use other font styles, font sizes, and line spacing. These may be submitted as a Rich-Text (RTF), Word, or PDF file. Remember that appendices are an optional extension of the narrative. The critical information should be in the narrative since reviewers may or may not read the appendices.

Submission

Digital submissions must be made through the ODE Secure File Transfer process. This process is described on pages 12 and 13 in the full RFP. Since those instructions were written, the Secure File Transfer system has added an image validation security step. Under certain web browser security settings you may not be able to see the image used in the validation. If

this is the case, try using another web browser. You can test the compatibility of your web browser by going to the Secure File Transfer web page. You should be able to see a small graphic in the validation section.

Deadlines

A digital copy of the full proposal must be submitted through Secure File Transfer by April 9, 2012 at 5:00 pm. Two hard copies of the proposal must be received by ODE no later than April 12 at 12:30 pm. The hard copies should be unbound. These will be the copies used by reviewers. Please make sure all pages are included in the proper order.

Timeline

April 9, 2012	All applications must be RECEIVED at ODE by 5:00 pm via Secure File Transfer. Applications sent through any other means will not be accepted.
April 12, 2012	Two unbound hard copies of the application must be received by ODE by 12:30 pm.
April 17, 2012	Application scoring process conducted.
April 19, 2012	Tentative award notifications sent to applicants.
April 26, 2012	Deadline for appeal submission.
April 30, 2012	Grant awards publically announced.
November 16, 2012	Interim Grant Report due.
June 29, 2013	Final Grant Report due.
June 30, 2012	Final date for all grant expenditures.
August 14, 2013	Final date for submitting claims through EGMS.

Questions

If you have questions about the requirements of the grant or the new submission process, please contact:

Tom Thompson
 Education Specialist
 Office of Educational Improvement and Innovation
 Oregon Department of Education
Tom.thompson@state.or.us
 503.947.5790

OR
 Donna Brant
 Education Specialist
 Office of Educational Improvement and Innovation
 Oregon Department of Education
Donna.brant@state.or.us
 503.947.5622

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