

Archived Information

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Learning Anytime Anywhere Partnerships (LAAP) Annual Grant Progress Report Guidelines

The main purpose of the annual Grant Performance Report is to summarize and describe the progress of your project for the current reporting period. As the project director (lead partner) for your LAAP grant, you must submit an annual report on the progress of your project for this year. This will require that you elicit the appropriate information from your partners.

Submission of the Report

FIPSE is developing a system for web-based submission of some or all of the information we request of you. Until this system is operational, we encourage you to submit your Cover Sheet, Project Abstract, Progress Report, and relevant data sheets as an attached Microsoft Word file to your Program Officer, (add name). This will help process your abstract for the Program Book and for the Web Site.

Contents of Progress Report

1. Cover Sheet. Please use enclosed Grant Performance Report cover sheet.
2. Partner Organizations. Please check for accuracy the enclosed sheet regarding your partner organizations. Make appropriate changes in the contact information. Please explain the reasons for any institutional or key personnel changes that have occurred. Note that changes in institutional membership or in project directors constitute a change in the scope of the project and require program officer approval.
3. Project Abstract for FIPSE/LAAP Program Book and Website. Please update last year's project abstract to include new activities and accomplishments. Follow the enclosed guidelines carefully since the information you give will be used in the FIPSE/LAAP Program Book as well as on the LAAP website to describe your project.
4. Progress Report. The LAAP program has its progress report organized in four sections: (A) a 5-10 page narrative describing the current status of the project; (B) a one page narrative from partner organizations describing their tasks and accomplishments this year; (C) budget information; and (D) performance data that provide baseline information for LAAP performance indicators. Specific instructions follow for each section.

LEARNING ANYTIME ANYWHERE PARTNERSHIPS (LAAP)

TITLE PAGE

ANNUAL REPORT

LAAP GRANT NUMBER: **P339B**_____

TITLE of LAAP GRANT:

GRANTEE INSTITUTION:

NAME(S) OF PROJECT DIRECTOR(S):

ADDRESS OF PROJECT DIRECTOR(S):

PHONE_____

FAX_____

EMAIL(S)

PROJECT YEAR (circle one) (1) (2) (3) (4)

GRANT PERIOD (e.g. 9/1/99 – 8/31/00)

Update Partner Organizations and Contacts

This list shows the partner organizations for your LAAP project as submitted in the original proposal. Please check that the names and addresses are still correct for your project's partner institutions and their corresponding contact persons. If your project has a website (URL), please write it here: _____

Replace the example below with your project information.

Lead Partner: University of Washington, Educational Outreach
5001 25th Ave NE, Box 354221
Seattle, Washington 98105

Contact: David Szatmary, Acting Vice Provost, 206-685-6313 ,
Dszatmary@ese.washington.edu

Other Partners: 1) PBS Adult Learning Service
1320 Braddock Place
Alexandria, VA 22314-1698

Contact: Shirley Davis, 703-739-5360, als@pbs.org

2) World Organization of Webmasters
9580 Oak Ave. Parkway, 7-177
Folsom, CA 95630

Contact: Bill Cullifer, 916-929-6557, wbc@world-webmasters.org

1) Prentice-Hall Publishers
One Lake Street
Upper Saddle River, NJ 07458

Contact: Mark L. Taub, Editor-In-Chief, 201-236-7115, markt@prenhall.com

Annual Project Description

Guidelines for Composing and Formatting LAAP Project Descriptions

Introduction

The project description will be used in the FIPSE Program Book as well as on the FIPSE website to describe your project to the public. Both the Program Book and the searchable listing on the website are designed to facilitate networking and cross-fertilization among FIPSE sponsored projects, as well as to serve as a resource on new directions in postsecondary education for the Secretary of Education, members of Congress, and others.

Each FIPSE project director must compose a summary description at the beginning of the grant period and update that description each year throughout the funding of the project. Good project descriptions help FIPSE project directors with similar interests and problems identify each other and engage in a conversation. It also helps to advertise your project so that anyone interested in your project will have a way to contact you for more information.

Write your description to both “get the word out” on your project and to invite discussion. Please make sure your description is current. Please see enclosed sample project description. For additional examples, please go to the 1999 Program Book on the FIPSE web site at www.ed.gov/FIPSE

Content of Project Description

1. **Name of Lead Institution**
2. **Title of Project**
3. **Essay Description**

Begin your description with the project title as you wish it to appear. Compose an essay of no more than 500 words or one single-spaced page that includes the following points:

- An **overview of the problem or issue** addressed by your project, including how the partnership will develop and foster innovation in teaching and learning anytime anywhere.
- A **description of your strategies and solutions for improving greater access to and quality of** anytime anywhere distance education, including the roles of your partners. It should be clear how your project strategy differs from and improves upon current distance learning practices.
- A **summary of the project’s goals and activities**, including what the national or regional postsecondary education community, employees, technology companies, and other key stakeholders will gain from your project.
- A **description of your evaluation plan**, including the procedures you are using, the evidence you are collecting, and a summary of evaluation activities to date.
- A summary of the plans to **scale up, disseminate and sustain** your project, indicating the strategies you are employing and the national or regional scope you are achieving..
- A **list of awards and honors**, if applicable.

List of Partners and Contacts

At the end of the essay, please provide contact information as shown below.

- Name(s), phone number(s), fax, email(s), street address(es) of Project Director(s)
- Complete Institutional Name of Lead Partner
- Full institution or organization name and State for each of the other partners
- URL for Project WEB site, if applicable.

4. **Award Number** - for the US only (e.g. P116B990014)

5. **Key Descriptors (for indexing purposes)**

Please choose the first and second most appropriate key word or phrase descriptors for your project from the enclosed descriptor form. The first choice should be the keyword that best describes your project. [See attached list of descriptors.]

Key Descriptor One	Key Descriptor Two
1.	2.

Technical Guidelines

- Type in MS Word
- Save document as a MS Word file.
- Do NOT format. Do NOT try to prepare your documents as it will appear in the Program Book. Prepare it as a general document – NO columns, NO indents
- Do NOT use bold or italics
- Use only Times New Roman or CG Times font: 12 point.

E-mail Submission Instructions:

Submit the project description in an email. Send a brief e-mail message with your name, your institution and your award number. Send your description as an **attachment to your e-mail message**. Do NOT send the description as the e-mail message, itself. Do not send hard copy or fax – only email attachment. Send e-mail to: LAAP@ed.gov

Key Descriptors for Projects

Access, Retention and Completion	Adult Education	Articulation and School~College Partnerships	Assessment	Business and Economics
Campus Ethos	Cost Effectiveness/ Restructuring	Critical Thinking	Curricular Reform	Disabled Learners (Disability Issues)
Dissemination	Distance Learning	Engineering	Ethics	Faculty Development
The Fine Arts	Graduate and Professional Education	Health and Medicine	Interdisciplinary Studies	International Education
Language Learning	Liberal Arts/Core Curriculum	Mathematics	Multicultural Curriculum	School-to-Work Initiatives
The Sciences/Science Education	Service Learning	Social Sciences	Teacher Education	Teacher Assistant Training/Preparing College Teachers
Teaching Effectiveness	Technology	Women's Studies/Issues	Writing	

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LAAP Progress Report

Part A. Project Status

The main purpose of the annual Grant Progress Report is to summarize and describe the progress of your project for the current reporting period. In a narrative of 5-10 pages [no more than 10 pp.], relate the activities, successes, and difficulties that your project experienced during the past year. As part of the narrative, or separately if not covered, answer the following questions. Check (✓) that you have responded to every question.

- 1) Describe the progress you have made toward achieving your stated project objectives. Your narrative should include: the process for developing products and services of your project, quantitative data when available, and other highlights. Discuss the reasons for any setbacks or hurdles you have experienced and describe significant changes that occurred this past year (e.g. changes in project leadership, partners, strategies, activities).
- 2) Discuss any significant changes proposed for the coming year (e.g., changes in project leadership, partner organizations, strategies, activities).
- 3) In what ways is your project improving the quality of teaching and student learning?
- 4) How is your evaluation proceeding? What specific measurements are you developing and using to determine the progress of your project? How often do you collect evaluation data on your project? Are you experiencing any difficulties gathering data on your objectives? Are there any changes or delays from your original evaluation plan?
- 5) Describe the ways that your project is achieving wide impact—e.g. implementation by partner institutions, expansion of your partners or formation of other partnerships, distribution of products and services, use or adoption of courses or modules by other institutions? Please discuss.
- 6) To what extent did you and your partners establish effective working relationships this year and what problems arose? What active steps are you taking to ensure that your project is likely to continue beyond federal funding?
- 7) Has your LAAP project received special recognition from your institution or others (e.g., additional funding, awards, invitations to speak)?

Part B. Progress of Partner Organizations.

Each partner organization should write a short narrative of the year's progress and submit it through the lead partner. This narrative should not exceed one page. Partners should describe:

- 1) Their role in the project over the past year, discussing the tasks they have achieved, difficulties faced during the year, and changes, if any, that ensued from their activities.
- 2) Plans for participation in the project over the coming year.

Part C. Budget Status Report

Prepare a Budget Status Report following the sample below. The report requires that you create a chart to show:

- your budget for this year;
- expenditures made from the first day of your project to the date of this report;
- obligations and projected expenditures from the date of this report to the end of the grant year; and
- an estimate of unobligated funds.

You are also required to submit a chart showing:

- the current budget;
- the planned contributions from the partners;
- actual cost share contributions of your partners; and
- the amount of deviation from the cost share plan, if any.

Provide narrative to support the budget report that indicates whether expenditures are being made as planned.

- If you are not expending funds in the ways expected or receiving cost share contributions as planned, explain why.
- Identify changes to your budget resulting from modifications of project activities described above.
- If you expect to have unexpended funds at the end of the current budget period, explain the reason, provide an estimate of the difference, and indicate whether you wish to carry forward some portion of the balance into the next budget period.
- Similarly, if you expect to be under the amount of planned contributions at the end of the current budget period, explain the reason, provide an estimate of the difference, and indicate how you will make up the difference in the next budget period.

Sample Budget Status Report

Date: 4/15/00

Amount of Award for Current Period: \$71,971.00

Project Costs Requested from FIPSE

	Current Budget 9/01/99 8/31/00	Expenditures 9/01/99 8/31/00	Obligations and Projected Expenditures 4/15/00 8/31/00	Estimated Unobligated Balance 8/31/00
A. Direct Costs.				
1. Salaries & Wages	53,450.00	16,750.00	25,617.00	11,083.00
2. Employee Benefits	10,690.00	3,350.00	5,224.00	2,216.00
3. Travel	1,000.00	820.00	180.00	0.00
4. Materials	1,000.00	630.00	370.00	0.00
5. Consultants	500.00	500.00	0	13,299.00
6. Other	0	0	0	0
B. Indirect Costs	5,331.00	1,764.00	2,503.00	1,064.00
Total	71,971.00	23,814.00	33,794.00	14,363.00

Project Cost Share Provided by All Partners

	Current Budget 9/01/99 8/31/00	Cost Contributions 9/01/99 4/15/00	Obligations and Projected Contributions 4/15/00 8/31/00	Estimated Difference in Contributions 8/31/00
A. Direct Costs				
1. Salaries & Wages	27,725.00	16,000.00	10,000.00	1,725.00
2. Employee Benefits	5,500.00	3,000.00	2,500.00	0.00
3. Travel	1,000.00	0.00	1,000.00	0.00
4. Materials	1,000.00	0.00	1,000.00	0.00
5. Consultants	1,000.00	500.00	500.00	0.00
6. Other	0.00	0.00	0.00	0.00
B. Indirect costs	37,400.00	27,000.00	5,000.00	5,400.00
Total	73,625.00	46,500.00	20,000.00	7,125.00

Part D. LAAP Performance Data

Please assist the LAAP program in meeting its performance objectives by working with your partners to provide the following data that are relevant to your project.

I. Increase Access to Anytime Anywhere Learning

1) Total number of students served by your LAAP project activities (unduplicated head count)

_____.

2) Number of underserved students enrolled this year (these categories may overlap):

___ individuals with disabilities

___ individuals located in areas far from appropriate educational programs

___ welfare recipients

___ adults unable to participate in traditional postsecondary ed

___ minority populations:

___ African Americans ___ Asian Americans ___ Hispanic Americans ___ Native Americans

___ other _____

3) If you have completed a new course, program, module, or something else you developed, provide where relevant:

___ number of enrollees per course (if more than one, identify them and give the number of enrollees)

___ number of enrollees per module (if more than one, identify them and give the number of enrollees)

___ number of enrollees per program (if more than one, identify them and give the number of enrollees)

___ number of enrollees per other _____ (if more than one, identify them and give the number of enrollees)

___ number of those completing a given course (provide numbers for all courses if more than one)

___ number of those completing a given module (provide numbers for all modules if more than one)

___ number of those completing a given program (provide numbers for all programs if more than one)

___ number of those completing a given "other" (provide numbers for all if more than one)

___ ratio of enrollees to those completing a given course (provide ratio for all courses if more than one)

___ ratio of enrollees to those completing a given module (provide ratio for all modules if more than one)

___ ratio of enrollees to those completing a given program (provide ratio for all programs if more than one)

___ ratio of enrollees to those completing an "other" (provide ratio for all "others" if more than one)

II. Achieve Economies of Scale

1) In what ways are you achieving economies of scale (check all that apply):

___ shared expertise, skills, & labor

___ scale of audience(s)

___ cost savings

___ product delivery media

___ other _____

Please explain.

- 2) On the line to your left, write in the number of products/services completed to date and indicate the reach or distribution by writing in the letter corresponding to the appropriate distribution. L=local; S=in state; O=out of state, multistate, national or regional; G=global

Number of Products & Services on the line to the left + Their Distribution, L, S, O, G as relevant on the right

- ___ journal articles ___
- ___ books ___
- ___ textbooks ___
- ___ guides & handbooks ___
- ___ video or audio disks ___
- ___ CD-ROMs ___
- ___ software programs ___
- ___ syllabi ___
- ___ printed course materials & modules ___
- ___ web course materials & modules ___
- ___ evaluation reports ___
- ___ conferences proceedings ___
- ___ project materials on the Internet ___
- ___ policy documents ___
- ___ other(explain)

Please discuss the number of institutions and/or states involved in the distribution of your products and services.

III. Increase Open and Flexible Learning Environments

- 1) To document the number and types of flexible learning environments developed under LAAP, please fill in the table below where relevant to your project:

Fill in the number completed this year of:	Allowing student choice of entry & exit	Delivered asynchronously	Based on assessment of student competencies* for exiting	Other (explain)	Other (explain) Add as many "other" as needed
Courses	___	___	___	___	___
Modules	___	___	___	___	___
Programs	___	___	___	___	___
Other _____	___	___	___	___	___

* Rather than class attendance, completion of chapters or units, or anything other than a student demonstrating the outcomes associated with a given learning unit/program.

- 2) In developing flexible learning environments, what have you adapted to individual differences of learners, such as abilities, learning styles (text, video, audio), testing styles, work schedule, etc? Check all that apply and provide a brief explanation.

___ content ___ pacing ___ schedule ___ services ___ pedagogy ___ other _____

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0757. The time required to complete this information collection is estimated to average 20 hours. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: Patrick J. Sherrill, U.S. Department of Education, ROB-3, Room 5624, 7th and D Streets, SW, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: LAAP Coordinator, FIPSE, 8th floor, 1990 K St NW, Washington, DC 20006-8544.