

RACE TO THE TOP ASSESSMENT APPLICATION SUBMISSION TIPS

Information in this document is based on information in the Applications and the Race to the Top Assessment Guidance and Frequently Asked Questions.

Submission Deadline

- The Department must **receive** all grant applications by 4:30:00 p.m., Washington D.C. time, on June 23, 2010. Applications postmarked on the deadline date but arriving late will not be read.
- Applications for grants under this competition must be submitted by mail or hand delivery.

Format of Application Submission

- An applicant must submit **an original** (including original versions of all applicable signature pages) and **one paper copy** of its application. An applicant may submit its application by mail or hand delivery. Emailed applications will not be read.
- If an applicant's application includes content that cannot be presented in a paper copy, the applicant may submit that content separately in one or more electronic files on a CD-ROM or DVD-ROM. This content must reside on the CD-ROM or DVD-ROM; the Department will not review material in external references or links. The files may be in any of the following formats: .DOC/.DOCX (Microsoft Word Document), .PDF (Adobe Portable Document Format), .PPT/.PPTX (Microsoft PowerPoint), .HTML (Hypertext Markup Language), .JPEG (Joint Photographic Experts Group Image), .GIF (Graphics Interchange Format), .PNG (Portable Network Graphics), .TIFF (Tagged Image Format), .XLS/.XLSX (Microsoft Excel), .XML/.XSD (Extensible Markup Language/XML Schema), .CSV (Comma Separated Values), .TXT (Text File), and .ZIP (Compressed Package). If an applicant is submitting data files, it should include in its application a description or schema of the data elements within the files. If an applicant submits a file type other than the types specified in this paragraph, the Department will not review that material.
 - Each electronic file name should clearly identify the part of the application to which the content is responding. The CD-ROM or DVD-ROM should be clearly labeled with the applicant's name and any other relevant information.
 - An applicant must provide 10 copies of any CD-ROM or DVD-ROM it submits with the original and paper copy of its application.
 - Applicants should not password-protect any files.
- Applicants should not include hyperlinks to websites in their applications.
- We recommend that applicants format their applications in black and white. When the Department prints the applications for reviewers, the applications will not be printed in color.
- The application suggests specific page limits for the narrative responses to all selection criteria (60 pages for the Comprehensive Assessment Systems application and 45 pages for the High School Course Assessment Program application). These page limits are recommended but not required, with the exception of the page limit for the Executive Summary (Part I.D in each application) which may not exceed two (2) pages in length in an application for either grant category.

Submission of Applications by Mail

- States may submit their application by mail (either through the U.S. Postal Service or a commercial carrier).
- To avoid delays, we strongly recommend sending applications via overnight mail. Mail applications to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.395A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

Submission of Applications by Hand Delivery

- States may submit their application by hand delivery (including via a courier service).
- The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.
- We must receive the applications on or before the application deadline date, at the following address:

U.S. Department of Education
Application Control Center
C/O Joyce Mays
Attention: (CFDA Number 84.395A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

Do not send an application to both addresses – choose one!

Envelope requirements and receipt

- When an applicant submits its application, *whether by mail or hand delivery*—
 - It must indicate on the envelope that the CFDA number of the competition under which it is submitting its application is 84.395 B (Comprehensive Assessment Systems) **OR** 84.395 C (High School Course Assessment Programs); and
 - The Application Control Center will mail to the applicant a notification of receipt of the grant application. If the applicant does not receive this notification, it should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Resources

- Website: www.ed.gov/programs/racetothetopassessment
 - Useful documents include Frequently Asked Questions; Notice Inviting Applications; Application; Executive Summary; presentations and transcripts for calls and Technical Assistance Workshops.
- Questions: Email racetothetop.assessment@ed.gov or call 202-453-7246.