

## **QSM Guidelines and Application**

**Deadline: September 17, 2018 (Subject to change)**

### **Description:**

The Quality Science & Mathematics Grant Program (QSM) was established by R.S. 17:374 of the Louisiana Legislature in the summer of 1992 for the purpose of providing materials and equipment to MATHEMATICS and SCIENCE PUBLIC SCHOOL TEACHERS. The QSM program has funds to award approximately \$162,000 in grants to eligible classroom teachers for the 2017-2018 school year. Grants for approved materials and equipment will be awarded on a competitive basis to individual classroom teachers to use in providing standards-based instruction to help meet state accountability goals. Applicants must show that their proposals will enhance the quality of instruction for regular education students who are enrolled in mathematics or science classes.

### **Application Guidelines**

- Only full-time classroom teachers assigned to teach mathematics or science in the K-12 regular education program in public schools are eligible to submit proposals. Classroom teacher is defined as "any employee of a parish or city school board who holds a teacher's certificate and whose legal employment requires a teacher's certificate."
- Maximum award: **\$1,000**. A teacher may not submit more than one application.
- Proposals must be submitted no later than midnight September 17, 2018.
- To maintain anonymity, mention of names, schools, parishes, districts, or towns within the body of the proposal, OR on the Budget File will disqualify the application.
- The QSM grant funds must be used for the purchase of non-consumable instructional materials, equipment, or educational technology. The funds may not be used to purchase furniture, carts, access to online portals, subscriptions of any type, annual fees, protective covers for technology, software, etc.). Kits with some non-consumable instructional materials included may be requested.
- All applications must be strongly linked to science/math instructional goals and performance objectives. The proposal should include specific ways the requested materials/technology will support student learning. Full justification must be provided within the sections of the proposal. Software, online subscriptions, furniture, or protective covers for tablets, etc., are not eligible.
- Violations of the state's policy regarding use of confidential student data or implication of knowledge of the content of an assessment beyond what has been provided by the governing agency will automatically exclude the proposal from consideration. For example, including student names on reports is a violation of student confidentiality laws. Inclusion of information that could only have been obtained by reviewing individual items on a state assessment is a violation of state policy.
- The QSM Council maintains the right to disqualify proposals showing evidence of plagiarism including, but not limited to, substituting synonyms for another individual's words but preserving his/her sentence structure or mixing the individual's words or phrases with the applicants' paraphrasing. Do not run the risk of having your proposal denied because of plagiarism. It is suggested that proposals not be shared with others who are also writing a QSM proposal.
- The "Statement of Support" form is required and must be signed by both the teacher and school principal. Note that the principal will become a Collaborator as defined by the site. The

submitter will invite the principal to become the Collaborator for the proposal, and he/she will receive instructions on how to review the proposal.

- Applications will be evaluated on a competitive basis by a Review Panel comprised of representatives from the Louisiana Association of Teachers of Mathematics (LATM), Louisiana Council of Supervisors of Mathematics (LCSM), Louisiana Science Teachers Association (LSTA), and Louisiana Association of Science Leaders (LASL). Possible point values for each section are indicated on the proposal form.
- QSM Council members and Review Panel members are not eligible to write or submit proposals.
- Notification of funded or non-funded QSM Grant Proposals will be via e-mail from the QSM office to each teacher and principal.
- Please direct any questions concerning the QSM Grant to the QSM Office at [bnixon@lsu.edu](mailto:bnixon@lsu.edu) or call Brenda Nixon (225) 205-2680.

### **If Funded**

- Recipients of QSM Grants will be required to complete all on-line components, including award acceptance and the final report. An award acceptance is also required of the school principal.
- Original receipts (no packing slips) for purchases made under the QSM funded projects are due to [qualityscienceandmath@gmail.com](mailto:qualityscienceandmath@gmail.com) no later than February 1, 2019.
- All grant funds must be expended as specified in the approved proposal.
- Note: Any requests for budget changes must be related to fulfilling the goals and objectives of the reviewed project and approved by the QSM Office PRIOR to expenditure. Recipients are encouraged to spend all funds to ensure a successful project by purchasing non-consumable items for project success.
- If between the application submission and award announcement developments make it impossible for the project to be completed as submitted the teacher or principal will need to contact the QSM Office declining the award.

Failure to adhere to the above standards may result in revocation of the grant which requires the reimbursement of the full amount of funding to the QSM program and the disqualification of the applicant for future funding.

### **Contact Information:**

For questions about this application, please contact Brenda Nixon at [bnixon@lsu.edu](mailto:bnixon@lsu.edu). 225-205-2680.