|  |  |  |
| --- | --- | --- |
| **Project Tasks** | **Year One** | **Year Two** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| Submit project application to IRB for review, prepare invention materials |  |  |  |  |  |  |  |  |
| Recruit participants, administer measures |  |  |  |  |  |  |
| Prepare progress report and grant proposal |  |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |
| Prepare conference presentation, manuscript for publication, grant proposal |  |  |  |  |  |  |  |  |
| Conference presentations and submission of manuscript to journal |  |  |  |  |  |  |  |  |
| External grant submission, final report |  |  |  |  |  |  |  |  |

**Project Implementation Timetable**

| **Timeline** | **Activities** |
| --- | --- |
| Oct-Dec 2018Oct-Dec 2018Oct-Dec 2018Oct-Dec 2018Oct-Dec 2018Oct-Dec 2018Oct-Dec 2018Oct-Dec 2018Jan 2019Jan 2019August 2019 | * HDevelop project website and outreach materials
* Hire student interns and research assistants
* Order supplies and equipment
* Initiate outreach activities and programs
* Develop STEM Technical Writing course
* Upgrade and maintain math tutoring lab
* Install chemistry software
* Initiate Greenhouse construction
* Prepare interim report
* Initiate STEM Technical Writing course
* Prepare final report
 |
| Jan-May OngoingOngoingOngoingOngoingOngoing | * Identify students for summer workshop
* PI and Students Attend STEM conferences and present
* Hold monthly project meetings to discuss progress and make adjustments
* Conduct evaluation of Programs and submit quarterly progress reports
* Maintain website, equipment, and tutoring lab
* Analyze and review project progress (Project Evaluation Council)
 |

| **Timeline** |
| --- |
| **Activities** | **Responsible Personnel** | **Timeline** | **Resources/Methods/Outcomes** |
|  |  |  | Resources:  |
| Methods:  |
| Outcome:  |
|  |  |  | Resources:  |
| Methods:  |
| Outcome:  |
|  |  |  | Resources:  |
| Methods:  |
| Outcome:  |
|  |  |  | Resources:  |
| Methods:  |
| Outcome:  |
|  |  |  | Resources:  |
| Methods:  |
| Outcome:  |

| **TAMIU Title V Development Grant-Evaluation Procedures and Timeline** |
| --- |
| **Tasks** | **Responsible****Persons** | **YR****1** | **YR****2** | **YR3** | **YR4** | **YR5** |
| Program Director **(PD);** Activity Director **(AD);** External Evaluator **(EE)** |
| Review evaluation requirements for Title V Activity to facilitate timely project completion  | PD, AD, EE | x |  |  |  |  |
| Define & document baseline data for all objectives to facilitate evaluation of performance measures  | PD, AD, EE | x |  |  |  |  |
| Provide baseline reports to all key project personnel to provide targets for scheduled and required performance  | PD, AD, EE | x |  |  |  |  |
| Develop evaluation plan & timeline to monitor activity progress | PD, AD, EE | x |  |  |  |  |
| Develop qualitative instruments to identify programmatic areas of weakness and strength and improve program delivery  | PD, AD, EE | x | x | x | x | x |
| Use formative assessments to evaluate activities & utilize results to implement changes | PD, AD, EE | x | x | x | x | x |
| Collect quantitative data to measure outcomes against baselines to determine progress in preparation of annual report | PD, AD, EE | x | x | x | x | x |
| Analyze progress reports with the task force to evaluate progress, identify failures and obstacles, resolve problems  | PD, AD, EE | x | x | x | x | x |
| External Evaluator conducts surveys with students, faculty, staff and other Assessors to review activity progress to propose recommendations to Task Force and University administration | EE |  | x | x | x | x |
| Disseminate End of Project Report to TAMIU and broader education community, also posted on University website  | PD, AD, EE |  |  |  |  | x |
| Prepare End of Project Report for the Department of Education; include External Evaluator’s Report. | PD |  |  |  |  | x |