|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 2018  Oct-Dec 2018  Oct-Dec 2018  Oct-Dec 2018  Oct-Dec 2018  Oct-Dec 2018  Oct-Dec 2018  Oct-Dec 2018  Jan 2019  Jan 2019  August 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  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | * 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 |