

# 2018-19 DPS LETTERS OF SUPPORT PROCESS AND FORMS

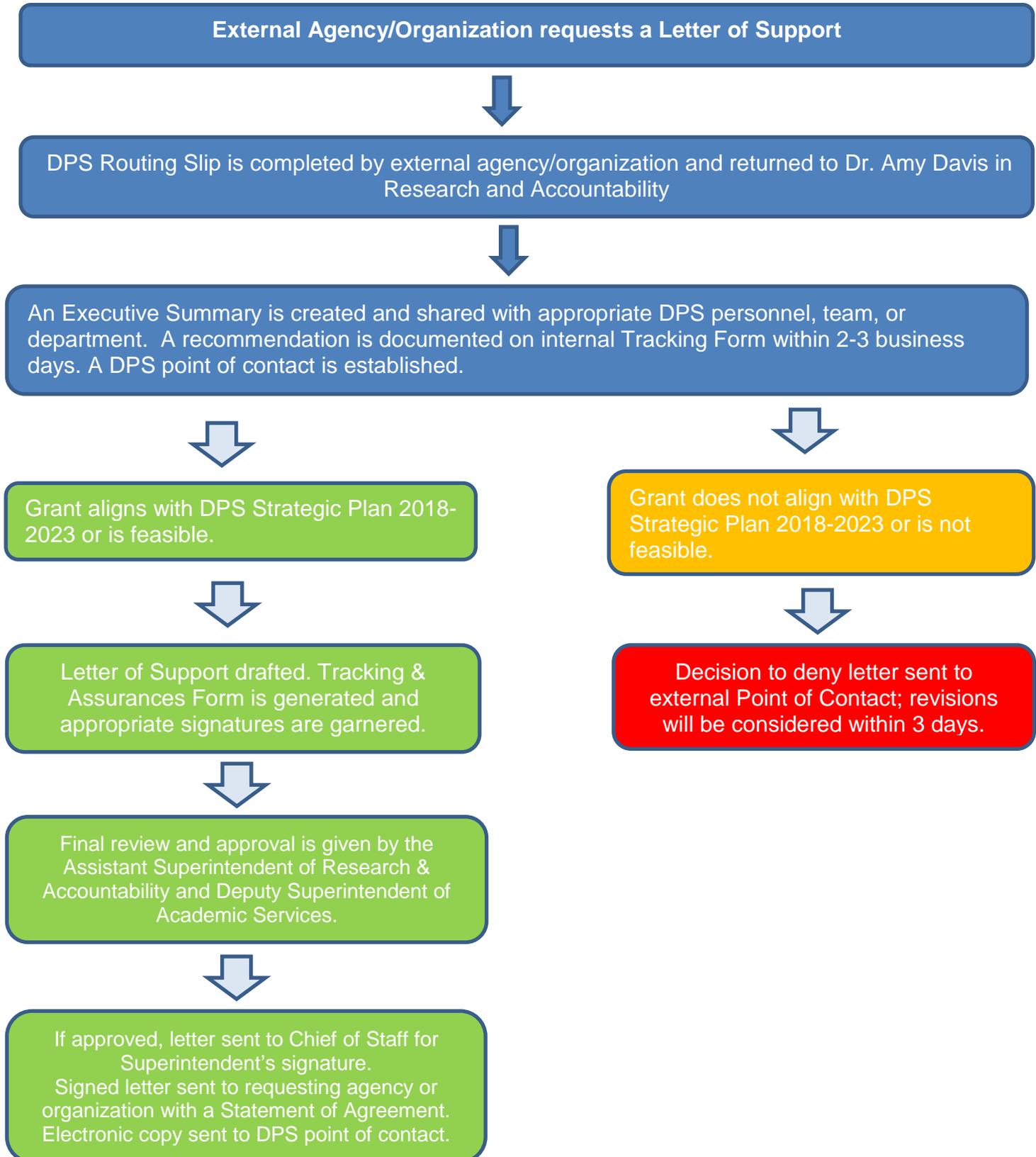
Office of Research and Accountability





## 2018-19 DPS Letter of Support Process Map

### Timeline: Ten Business Days





**Durham Public Schools  
 Office of Research and Accountability  
 Grant Letter of Support Routing Slip 2018-19**

**Requesting Organization:** Please complete all non-grey areas of this form and return to Amy E. Davis, Coordinator of Grants at [amy.davis3@dpsnc.net](mailto:amy.davis3@dpsnc.net) along with a draft of your proposed letter. Please allow a minimum of seven to ten business days for a review. You will be contacted with any questions and/or concerns as necessary.

**DPS Personnel:** Please review this form as well as the attached letter. When returning to [amy.davis3@dpsnc.net](mailto:amy.davis3@dpsnc.net), please note the date and make any comments below. Please also indicate whether you approve supporting the proposed project in the ways outlined in the letter and on this form. Once your comments have been received, the letter will be forwarded.

Grant Title:	
Requesting Organization:	
Organization Primary Contact(s):	
Contact Information: (phone and/or email)	
Requested Date of Letter Needed	
Application Deadline	
Grant Focus and Proposal Summary:	➤
Grant Purpose:	➤
Amount Requesting	
Estimated Project Budget (overall)	
Grant Duration: Renewable Grant? How long?	
DPS Lead Department:	
DPS Personnel Sponsors/Contacts:	
Target Audience and School(s) including the population and how many served by the grant:	
DPS Budget Implications/Costs: (what costs involved to the district?)	
How does this align with the Superintendent's goals?	
List any programs, educational models, software, or curriculums to be purchased with grant funds.	
Will you need to hire personnel as part of the grant?	
Will you need transportation for students as part of the grant?	
Will you be using technology or software as part of the grant?	
Will there be a decrease in funding in subsequent years if a multi-year	

grant? If so, how much? How will funding be supplemented when funding decreases?	
Sustainability of the project after the grant ends?	
How will progress be monitored and evaluated?	
What are the indirect costs with the grant? (Space, utilities, etc.)	
Research and Data Needs: (what data will you need to show effectiveness?)	
Will any professional development be included with the grant?	
Potential Benefits to the School/District	
Potential Risks to the School/District	
Will you be able to support a 3% grants management administration fee as part of the overall grant budget for costs incurred by DPS?	
Will you be able to pay for fees related to costs incurred for data culling and retrieval?	

## Statement of Agreement (SOA) for Letters of Support 2018-19

This Statement of Agreement for generating a potential letter of support, effective as of the \_\_\_\_ day of \_\_\_\_\_ 201\_ is entered into by Durham Public Schools (DPS) and \_\_\_\_\_ for the grant/research proposal entitled, \_\_\_\_\_.

For and in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

### I. Obligations of the Requestor

- a. Inform the district regarding the status of the grant/research proposal within two weeks of receiving notification.
- b. Set up an informational meeting with district personnel to discuss implementation of the grant/research project, including any data collection, and the voluntary nature of their participation.
- c. Submit a research application during the appropriate cycle window that aligns with the grant parameters outlined in development meetings with district personnel.
- d. When conducting research in schools, individuals shall abide by DPS standards of professional conduct and dress. Failure to do so will be cause for immediate termination of the grant/study and retraction of research approval.
- e. All researchers must sign and adhere to the DPS Data Sharing Agreement.
- f. Upon conclusion of the grant/research study, a final report will be submitted to the Coordinator of Grants and Research at no charge. A copy of the final report must be submitted within two months of final data collection. However, if a more formal report is to be released, the author shall provide DPS a formal copy at no charge. The researcher further agrees to release this report for use by DPS without remuneration.
- g. In exchange for the cooperation of DPS, the researcher agrees to present his/her results to the district's senior staff and other involved in the study at no cost to DPS.
- h. Be responsible for data collection and research application fees as incurred.
- i. Designate a percentage of grant/research funds for indirect costs, district/school staff, and other incidentals in the development and execution of the grant/research study.

### II. Obligations of DPS Staff or Designee

- a. Review and fully understand all aspects of the grant/research proposal. Contact researcher or DPS Office of Research and Accountability for clarification if needed.
- b. Determine appropriateness of grant/research based on staff feedback, school culture, current research and/or intervention initiatives and any other pertinent factors.
- c. Abide by the DPS Data Sharing Agreement. Do not release any identifiable student data.
- d. Payments for any grants management fees must be paid prior to the implementation of the grant cycle within the district or selected schools.

III. Term. District approval shall be granted through the end of the school year in which the SOA was generated. All research must be completed by April 30.

IV. Termination for Convenience. DPS may terminate this Agreement immediately and at any time with or without providing written notice to the recipient.

V. Monetary Terms. DPS may not be required to fund, staff, or provide any other resources to support this research proposal.

VI. Modifications. Any modification to the terms set forth in this agreement shall nullify this agreement. Any modification in the approved research proposal shall nullify this agreement.

- VII. Compliance. All research activities must abide by the Family Education Rights and Privacy Act (FERPA), DPS Board policies, and research proposal procedures. The researcher is aware of FERPA (1998 and 1996 Amendments) North Carolina G.S. § 115C or any other state or federal laws. All parties must abide the FERPA of 1998 and its 1996 amendments, as well as all portions of North Carolina G.S. § 115C that pertain to the use of education data, and agree to uphold both the legal and ethical intentions of each. As such, the researcher will not use secure data without proper notification or in any way that is prohibited by state or federal law. The researcher understands that to violate these laws risks the withdrawal of U.S. Department of Education funds and constitutes a misdemeanor under North Carolina law.
- VIII. Corporate and For-Profit Research. DPS does not participate in research that may ultimately be sold and/or marketed for profit.

_____	_____	_____
Primary Researcher	Signature	Date
_____	_____	_____
DPS Staff	Signature	Date
_____	_____	_____
DPS Research & Accountability Staff	Signature	Date