**Due Dates and Deliverables Associated with AVATAR Grants**

**March 2015 – August 2016 (Updated June 1, 2015)**

**Please remember your CPC contracts for FY 2014-2015 are separate and have separate due dates and deliverables.**

You are expected to produce or participate as follows:

1. **Develop an action plan** that identifies partnership members, your major goals and objectives, timelines, planned activities, plans for evaluation of activities and products, and a projected budget.
2. **Document the activities and products** associated with implementation of your action plan related to 1) identification of endorsements offered by the school district members and how college and workforce partners are supporting students and faculty in selected endorsement options, 2) work of Vertical Alignment Teams to support the delivery and impact of College Preparatory Courses and/or other courses; and 3) updates, if any, of partnership members. Typical documentation is minutes of meetings, artifacts from professional development, participant evaluation summaries, newsletter articles, or reports to advisory boards or P-16 Councils. Expect that what is sent will be posted on the AVATAR website.
3. **Participate** in conference calls, surveys, or meetings undertaken by the project to shape or coordinate this work.
4. **Provide status reports** that include expenditure reports.
5. **Provide a final report** that includes an expenditure report and an action plan for continuation of the work of the partnership in 2016-17.

Here are the anticipated dates for deliverables of both the 2014-2015 and 2015-2016 AVATAR projects.

**Week of June 8** Participate in a conference call scheduled at 9:30 a.m. CST on Tuesday, June 9, or 2 p.m. CST on Thursday, June 11. Call 940 369-7186. This call will focus on documents due through the summer and activities they reflect.

**June 30, 2015** Submit Survey 3, which will focus on CPC courses delivered in 2014-15 including student numbers, evaluation, and impact as well as work to assure course development and delivery in 2015-16.

**July 31, 2015** **Action plan** for 2015-2016 that includes the items listed above with a budget plan reflecting your related subcontract from UNT.

**August 14, 2015** Submit **Final Report** **for 2014-2015 CPC Project** to UNT if your award was through UNT (Regions 3, 4, 5, 8, 13, 14, 17, 18, 19). Others report to THECB.

**September** Participate in conference call TBA (We will discuss possible times.)

**December** Participate in conference call TBA

**December 31, 2015 Status report** of endorsements, CPCs, and vertical alignment work of your partnership along with an expenditure report

**February, 2016** Participate in conference call TBA

**April, 2016** Regional or statewide meeting, TBA

**April 15, 2016** **Status report** of endorsements, CPCs, and vertical alignment work of your partnership along with an expenditure report

**June, 2016** Participate in conference call, TBA

**August 15, 2016** **Final report** that includes a summary of activities completed, expenditures, and an action plan for 2016-17.