1. **Disclaimer Language on Project Work**

* Use the following disclaimer as required by EDGAR §75.620, –  
  The contents of this (insert type of publication; e.g., report, presentation, brief) were developed under a grant from the U.S. Department of Education, #H325xxxxxx.  However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.  Project Officer, xxxxxx xxxxxxxxx.
* Use the OSEP logo, IDEAs that Work, on each document, publication, presentation PowerPoint, etc. to identify your funding source.  Logo templates are located at <http://www.tadnet.org/pages/485-about> under the “**OSEP AND TA&D NETWORK LOGOS” heading**.

1. **Uniform Guidance: Technical Assistance for ED Grantees**

* The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (aka “**Uniform Guidance**”) ([2 C.F.R. § 200](http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)) streamlines and consolidates government requirements for receiving and using Federal awards so as to reduce administrative burden and improve outcomes. It was published in the Federal Register ([79 Fed. Reg. 75871](http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf)) on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

* Dedicated to assisting grantees with the implementation of the Uniform Guidance, the Department hosts the **Uniform Guidance One-Stop Shop** with information, including through ED-specific training and resources and also training material produced by OMB at: <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
* Contact your project officer with any questions.

1. **Education Department General Administrative Regulations (EDGAR)**
   * These regulations are used by the Department to administer and manage its discretionary grant programs. Go to <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
2. **Logic Modeling and Performance Measure Training**

* The Center for Evaluation and Education Policy (CEEP) at Indiana University has created two Voice-over PowerPoint presentations for OSEP: (a) How to create and use logic models; and (b) How to create high-quality objectives and performance measures.
* For training on modules, see <http://www.tadnet.org/pages/589>.

1. **Subscribe to the Federal Register**
   * To subscribe to the Federal Register Table of Contents LISTSERV electronic mailing list, go to <http://listserv.access.gpo.gov/> and select *Online Mailing List Archives*, FEDREGTOC-L, *Subscribe or Unsubscribe*, then select *Join the list* or *Leave the list* (or change settings) and follow the instructions.
2. **Timely Submissions of Annual Performance Reports (APRs), Scholar Data Reports, and Service Obligation Data**
   * According to 34 CFR 75.253(a)(3), the timely submission of reports is one of the factors that the Secretary will consider in determining whether to continue your project's funding for next fiscal year.
   * According to 34 CFR 75.217(d)(3)(ii), the Secretary can consider the failure to submit scholar data in a timely fashion in determining your project’s ability to obtain future grants from the Office of Special Education Programs or under any other Department program.
3. **Grant Forms**
   * These are the U.S. Department of Education forms for grant applications and annual and final performance reports. Go to [http://www2.ed.gov/fund/g**r**ant/apply/appforms/appforms.html](http://www2.ed.gov/fund/grant/apply/appforms/appforms.html).
   * For program Dear Colleague letters on submitting Annual Performance Reports, see <http://www2.ed.gov/fund/grant/apply/osep/funding.html>.
   * Webinars addressing program requirements for and completion of the APRs for continuation funding are available at <http://tadnet.public.tadnet.org/pages/862>.
4. **G5 System**
   * G5 is the Department of Education's Grants Management system. G5 replaces the former e-Grants, Grant Administration, and Payment systems. G5 is available to applicants, grantees, and payees, as well as internal Education staff. Go to [http://www.g5.gov](http://www.g5.gov/).

* Training for using the G5 system is located at <http://vpp.ed.gov/training/>. This training will take approximately **1 hour** to complete. When you finish the training, you will be asked to complete a certification of completion. The training will automatically notify the Department’s Office of the Chief Financial Officer (OCFO) when you have submitted your certification.
* G5 allows program officers to electronically sign a Grant Award Notification (GAN) and to make the electronic GAN available to grant award recipients, thus reducing the need for paper copies of a GAN. Each time an electronically signed GAN is processed, an email is automatically sent with a link directing the grant award recipients to log into G5 to view the GAN. The email containing a link to the GAN will be sent automatically to key external parties listed on the GAN (i.e., the project director and the certifying official). This step will require each of those parties to have access to G5 to view and print the GAN. More information is available at: <https://www.g5.gov/ext/Home_page_blurb_and_EDCAPS_blast.pdf>.
  + "Help" is available online at [http://www.g5.gov](http://www.g5.gov/), via email at [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov), or by calling the G5/Hotline at 1-888-336-8930. Helpdesk hours of operation are 8 a.m. to 6 p.m. Monday through Friday, Washington, D.C. time. If you have a problem or encounter an error message on any of the applications, save your work if you can. Then, logout of the site and restart your browser.

1. **OSEP Discretionary Grants Public Database**

* OSEP provides leadership and financial support to assist states and local districts, including funding approximately 500 grants and contracts each year. If you’d like to know what grants and contracts OSEP has funded to improve results for children with disabilities, go to the OSEP Discretionary Grants Public Database at <http://publicddb.tadnet.org/>.

1. **Product Accessibility**

* OSEP grantees are required to create products and services that are accessible to as wide a range of users as possible. This includes, but is not limited to, printed and online documents in all formats (e.g., Word, PDF, HTML, videos, webinars, and podcasts). A resource that can provide information to accomplish this is Web AIM: Web Accessibility in Mind at Utah State University: [http://webaim.org](http://webaim.org/). This site addresses numerous types of media that a TA&D Center might use. Specific pages that may prove especially helpful on this site are *Articles* at <http://webaim.org/articles>. Tips for making both documents in Microsoft Word and PowerPoint presentations accessible are available at <http://webaim.org/techniques/word> and <http://webaim.org/techniques/powerpoint>, respectively.
* For further information, please also see the Section 508 guidelines, referenced on the WebAIM site at <http://webaim.org/standards/508/checklist> and the guidelines sponsored by the United States Access Board, a Federal agency committed to accessible design, at <http://www.access-board.gov/508.htm>.

1. **Technical Assistance and Dissemination Network**

* **OSEP’s Technical Assistance and Dissemination Network (or “TA&D Network”)** is a network of approximately 45 Centers funded by OSEP. These projects provide information and technical assistance to institutions of higher education, states, schools, programs, personnel, and families.  The TA&D homepage provides links to useful resources at <http://www.tadnet.org/>.
* A searchable listing of OSEP TA&D Centers with contact information is available on the TA&D Network homepage, following the “Find a Center” tab, or directly at <http://www.tadnet.org/pages/526-find-a-center>.

1. **Technical Assistance on Program Evaluation through the Center to Improve Project Performance (CIPP)**

* CIPP provides technical assistance on evaluation design, methods, data analysis, and reporting. Technical assistance is available to most of the projects that are currently funded by one of the discretionary grant programs administered by OSEP under Part D of IDEA. CIPP staff provide evaluation technical assistance by telephone or electronically in response to projects that solicit their input or advice.
* Technical assistance can include advice on formative and summative evaluation challenges such as sampling, instrumentation, and reporting. It may include providing examples of methods and instruments, providing references to relevant literature, answering specific design, measurement or analysis questions, and reviewing evaluation-related project documents.
* CIPP has set up a toll free telephone line and an email address for the convenience of OSEP-funded projects: **CIPP telephone**: 888-843-4101; **CIPP email**: [CIPP@westat.com](mailto:CIPP@westat.com). You may also access TA by registering at [www.cippsite.org](http://www.cippsite.org).