



## OSEP KEY RESOURCES

### 1) IDEAs That Work

- The Office of Special Education Programs' (OSEP's) **IDEAs That Work** website is designed to provide easy access to information from research to practice initiatives funded by OSEP that address the provision of IDEA and ESSA. The website includes resources, links, and other important information relevant to OSEP's research-to-practice efforts. Go to <https://www.osepideasthatwork.org>.
- The section "**Resources for Grantees**" was designed to help OSEP grantees accomplish their goals. There you will find guidance and resources organized by Program Areas; information and links for upcoming conferences; and other general resources to support collaboration, program evaluation, share files, check accessibility, and schedule events.
- The "**Find a Center or Grant**" section of the website contains information about OSEP-funded centers and grants. Use the "Find a Center" page to connect with a center to best serve your needs, or view information about projects currently funded by OSEP at <https://www.osepideasthatwork.org/node/156>.
- The "**Federal Resources for Stakeholders**" section includes a set of resources that OSEP recommends as relevant to all special education stakeholders, including but not limited to children with disabilities and their families, educators, local and state educational agency staff, researchers, and policymakers. In this section, you will find easy access to toolkits, information on topical issues, and a resource library.

### 2) Disclaimer Language on Project Work

- Use the following disclaimer as required by EDGAR, 34 CFR 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 OSEP's IDEAs that Work logo, on each document, publication, PowerPoint presentation, etc. to identify your funding source. Logo templates are located at <https://www.osepideasthatwork.org/node/174>.

### 3) 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



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documents in all formats (e.g., Word, PDF, HTML, videos, webinars, and podcasts). A resource that can provide information to accomplish this is WebAIM: Web Accessibility in Mind at Utah State University at <http://webaim.org>. This website addresses numerous types of media that a technical assistance and dissemination (TA&D) center might use. We especially recommend the *Articles* page at <http://webaim.org/articles>. The site also provides tips for making both Microsoft Word documents (<http://webaim.org/techniques/word>) and PowerPoint presentations (<http://webaim.org/techniques/powerpoint>) accessible.

- For further information, please 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>.

#### 4) Uniform Guidance: Technical Assistance for ED Grantees

- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (aka “**Uniform Guidance**”) (2 CFR § 200) 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) on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014. The U.S. Department of Education adopted the final regulations found in 2 CFR Part 200, except for 2 CFR, parts 102(a) and 200.207(a). The final regulations were published in Federal Register notice 80 FR 67261 on November 2, 2015. In the final regulations, the Department made two changes to EDGAR Part 75 to (1) correct a citation in § 75.135(b) and (2) added § 75.263, which addresses the waiver for approval of pre-award costs. The final regulations can also be viewed online at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).
- Dedicated to assisting grantees with the implementation of the Uniform Guidance, the Department hosts the **Uniform Guidance One-Stop Shop** that includes ED-specific training and resources and training material produced by OMB at <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>.
- Contact your Project Officer with any additional questions.

#### 5) 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>.



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### 6) 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) Developing high-quality objectives and performance measures. To view, see <https://www.osepideasthatwork.org/logicmodel>.
- Additional resources available to support grantees in developing high-quality performance measures can be found on the *IDEAS That Work* website. Go to <https://www.osepideasthatwork.org/resources-grantees/program-areas/personnel-development-improve-services-and-results-children-disabilities> to view archived webinars on completing the APR form and program-specific webinars on required performance measures.

### 7) Timely Submissions of Annual Performance Reports, Scholar Data Reports, and Service Obligation Data

- According to 34 CFR 75.253(a)(3), the timely submission of this report is one of the factors that the U.S. Secretary of Education will consider in determining whether to continue your project's funding for the 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 OSEP or under any other Department program (see #16 below for more information).

### 8) Grant Forms

- These are the Department's forms for grant applications and annual and final performance reports: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>.
- For program Dear Colleague Letters on submitting Annual Performance Reports (APRs), see your specific program area at the following website: <https://osepideasthatwork.org/resources-grantees/program-areas>.
- Webinars addressing program requirements for and completion of the APRs for continuation funding are available at the *IDEAS That Work* website. See your specific program area at the following website: <https://osepideasthatwork.org/resources-grantees/program-areas>.



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### 9) G5 System

- G5 is the Department'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 Department staff. Go to <http://www.g5.gov>.
- 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.
- Help is available online at <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. The G5 Help Desk 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.

### 10) Technical Assistance on Program Evaluation through the *Center to Improve Program and Project Performance (CIPP)*

- CIPP provides technical assistance on evaluation design and implementation and performance measurement to grantees. This 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 members provide evaluation technical assistance by telephone or electronically in response to projects that solicit their input or advice.
- Technical assistance can include advice on evaluation challenges such as sampling, instrumentation, methods, and reporting. It may include providing examples of methods and instruments; critiquing instruments; providing references to relevant literature; answering project-specific evaluation design, measurement or analysis questions; and reviewing evaluation-related project documents.
- CIPP has a toll free phone line and 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 submit a technical assistance request at [www.cippsite.org](http://www.cippsite.org).



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### 11) Subscribe to the Federal Register

Subscribe to the Federal Register here:

[https://www.federalregister.gov/my/profile/sign\\_in](https://www.federalregister.gov/my/profile/sign_in). Sign up or sign in, then follow the instructions.

### 12) GRADS360 – OSEP Program Page

As required by IDEA, each state must have a State Performance Plan/Annual Performance Report (SPP/APR) that evaluates the state's efforts to implement the requirements and purposes of Parts B and C of the IDEA, and reports annually to the Secretary on its performance under Parts B and C of the IDEA. Specifically, the state must report in its SPP/APR on its progress in meeting the measurable and rigorous targets it established. Starting with the federal fiscal year 2013 SPP/APR, SPP/APRs are submitted electronically through the GRADS360 system. Go to <https://osep.grads360.org/#program>

### 13) IDEA Website

The IDEA website offers a good starting point to access all IDEA-related information and resources from the Department and our grantees. Among other resources, it houses policy documents and a search tool for the IDEA regulations and statute. To access use this link: <https://sites.ed.gov/idea/>

### 14) Newsletters and Listservs

- OSEP publishes a monthly e-newsletter, the **OSEP Update**. It shares concise and timely information relevant to all OSEP grantees. Anyone can self-subscribe to the listserv using this link: [https://public.govdelivery.com/accounts/USED/subscriber/new?topic\\_id=USED\\_137](https://public.govdelivery.com/accounts/USED/subscriber/new?topic_id=USED_137).
- OSEP also collaborates on the Department's monthly **Early Learning** newsletter. Subscribe here: [https://public.govdelivery.com/accounts/USED/subscriber/new?topic\\_id=USED\\_31](https://public.govdelivery.com/accounts/USED/subscriber/new?topic_id=USED_31)
- Sign up to receive broader updates from OSERS and the Department here: [https://public.govdelivery.com/accounts/USED/subscriber/new?topic\\_id=USED\\_5](https://public.govdelivery.com/accounts/USED/subscriber/new?topic_id=USED_5)

### 15) Social Media

You can receive real-time updates by connecting with OSEP and OSERS on **Twitter** and by subscribing to the **OSERS Blog**. Information about these accounts can be found here: <https://sites.ed.gov/idea/social-media/>



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### PERSONNEL DEVELOPMENT PROGRAM TRAINING GRANTS ONLY –

#### 16) Personnel Development Program Data Collection Center (PDP DCC)

On July 2, 2014, the Personnel Development Program (PDP) Data Collection System (DCS) was launched by OSEP's contractor, Educational Policy Institute and its subcontractor, Westat. The purpose of DCS is to collect data from PDP grantees, scholars, and their employers to assist in tracking and verifying the service obligation fulfillment for all scholars who received support from OSEP-funded Personnel Development Grants; report on the program performance measures required under the Government Performance and Results Act (1993); and to support OSEP's improved grant monitoring efforts.

- **Website.** Resources, required forms, regulations, and grantee and scholar training are archived at <https://www.pdp.ed.gov/osep>. Data collection forms, approved by OMB #1820-0686 with an expiration date of May 31, 2017, are available on the website. PDP grantees must use these required forms.
- **Help Desk.** The Personnel Development Program Data Collection Center (DCC) operates a Help Desk from 8 a.m. to 8 p.m. ET and is your primary contact for technical assistance on PDP data submission requirements. The DCC email address is [serviceobligation@ed.gov](mailto:serviceobligation@ed.gov), and its toll-free phone number is 1-800-285-6276. No question is too small or too challenging for the trained specialists who are available Monday through Friday to answer your questions. Please allow 24 hours for a response from the Help Desk during peak data collection periods. The web-based data collection system is available to grantees, 24 hours per day/seven days per week.
- **Service Obligation Pre-Scholarship Agreements and Exit Certifications.** According to Section E (a) and (c) of the 2005 Requirements and Section 304.23 of the 2006 Regulations, Institutions of Higher Education (IHEs) are required to enter into Pre-Scholarship Agreements with scholars and to provide Exit Certifications that scholars must verify and sign. All signed and completed Pre-Scholarship Agreements (PSA) and Exit Certifications (EC) must be uploaded on the DCS website. IHEs may be responsible for repayment of grant funds in cases where they do not have a signed and completed PSA and EC for each scholar.
- **Timely Submission.** 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 OSEP or under any other Department program.

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