



October 12, 2011

Dear Superintendent, Administrator, or Educator -

During the past several years, you and your colleagues may have heard about an exciting initiative funded by the Pennsylvania Department of Education – the Organ and Tissue Donation Awareness (OTDA) Education Project. The OTDA Project was established in accordance with Act 102 of 1994 and the Lancaster-Lebanon Intermediate Unit 13 (IU 13) has been subcontracted since 1997 to administer the project. During that time, we have worked diligently to continue outreach to all secondary schools in Pennsylvania and to strengthen new networks and relationships among community educators and school entities. To that end, we offer a variety of professional development opportunities for educators each year, a free 112-page OTDA Classroom Toolkit, a network of official OTDA Education Implementation Sites and many other valuable teaching resources.

In order to aid your school with implementation and because we believe so strongly in the importance of this critical issue, we are offering OTDA Implementation Site Mini Grants for the 2012-2013 program year. An application and guidelines for completing the application follow this letter. Please be advised that the deadline for submission is May 30, 2012.

The OTDA Project subcommittee will review the submissions during the summer and we will notify approved implementation sites as soon as the official approval has been released by the Pennsylvania Department of Education. We are encouraging all school districts to apply but are particularly interested in funding first time involvement, planned sustainability, and cross-content collaboration within districts. We hope that you will forward this application to a faculty member who would be interested in applying for a grant for your school district during the next school year.

Please do not hesitate to contact me at (717) 606-1795 with questions or concerns. I am looking forward to reading your applications for the OTDA Project!

Sincerely,

Heather Shearer
OTDA Project Coordinator

OTDA Mini Grant Application & Guidelines

Organ and Tissue Donation Awareness Project
Lancaster-Lebanon Intermediate Unit 13
1020 New Holland Avenue, Lancaster, PA 17602
Phone: (717) 606-1795 Fax: (717) 606-1991
Email: heather_shearer@iu13.org

<http://www.iu13.org/StudentsandParents/Pages/OrganandTissueDonationAwareness.aspx>

- Eligibility:** All Pennsylvania secondary schools that are willing to implement the Organ and Tissue Donation Awareness Education Curriculum Framework in one or more 7th through 12th grade classrooms.
- Project Period:** September 1, 2012 through June 30, 2013
- Grant Amount:** Up to \$5,000.00
- Number of Awards:** Based on number of applications approved and requested amounts
- Application Deadline:** May 31, 2012

Description:

The Pennsylvania Department of Education has contracted with Lancaster-Lebanon Intermediate Unit 13 (IU 13) to develop and implement an Organ and Tissue Donation Awareness (OTDA) Education Curriculum Framework in Pennsylvania secondary schools. Over the past several years, the IU 13 has conducted field research to inform this curriculum project and, with the help of project collaborators, has developed the OTDA Curriculum Framework and Classroom Toolkit.

The primary purpose of the OTDA mini grant initiative is to ensure the broadest implementation of the curriculum framework possible. The curriculum framework is multidisciplinary in nature and could be piloted by secondary teachers in any academic discipline. There is no expectation that every classroom will pilot every facet of the curriculum framework however it is required that the proposed project is curricular in nature. **Priority will be given to first-time applicants however new or significantly expanded applications from previously funded programs will be considered.**

In order to be eligible for selection as a grantee under this competitive application, applicants must agree to the following:

1. Participation in an on-site visit by project staff during the project period.

2. Participation in all quarterly Implementation Site conference calls.
3. Submission of a project implementation progress report January 2013.
4. Submission of final project report June 2013.
5. Mandatory participation in the two-day Institute for Educators.
6. Subscription to the OTDA listserv.

Principles of Practice:

The curriculum framework and classroom toolkit are first generation materials in the Department of Education’s efforts to educate secondary students about organ and tissue donation. As such, it is hoped that implementation sites will:

1. Contribute to the ongoing development of curriculum materials, and
2. Begin a substantive conversation related to organ and tissue donation awareness education in Pennsylvania, and
3. Suggest models for best practice in relation to the OTDA Curriculum Framework.

Selection Criteria:

Implementation sites will be selected based upon the following criteria:

Selection Criteria	Possible Points
• Applicant’s willingness to participate fully in all project activities and commitment of key staff.	3
• Description of how the OTDA Curriculum Framework will be implemented into the existing curriculum and aligned with PA Academic Standards.	3
• Sustainability- how will the school district ensure quality organ and tissue donation awareness education beyond this program year?	3
• Total number of students who will be directly involved.	3
• Reasonableness of budget.	3
• First time application from submitting district	3
	18 pts

Application Instructions:

The following instructions establish the basic parameters for the format and content of implementation site applications. All applications must follow these instructions in order to be eligible for review. One original and one copy of the completed application package must be submitted. All applications are retained by Lancaster-Lebanon Intermediate Unit 13 and will not be returned to the applicant.

Application Format:

The application has four parts:

- Application Cover Sheet,
- Project Narrative,
- Budget sheet, and
- Attachments

The Application Cover Sheet

The OTDA Implementation Site Application Cover Sheet is included in this package.

The Project Narrative

- 1) Description of the applicant's willingness to participate fully in all project activities and the commitment of key staff. Key staff should be identified by both role and name.
- 2) A complete description of how the OTDA Curriculum Framework will be implemented locally. This section should include specifics about which school(s) will be involved in implementation, which classroom(s) will pilot the OTDA Curriculum Framework, and the responsibilities of key staff during implementation. **While we encourage student-led activities and associations, only curricular implementation will be considered eligible by the OTDA Education Project.**
- 3) A description of how the OTDA Curriculum Framework will be integrated into existing academic content and used to support the PA Academic Standards.
- 4) A statement of plans for sustainability. How will the school district work to ensure that the curriculum framework continues to be implemented beyond the project year?
- 5) Statement of how many students will be directly involved in classroom activities and school-based events related to the OTDA Project.

The Budget Sheet

The OTDA Implementation Site Application Budget Form is included in this packet. When off-site professional development participation is required, the OTDA Project will pay for food, and lodging; school districts will be required to provide for travel and substitute coverage however, this need can be accounted for in the budget planning. **Applications in which the total grant funds requested exceed \$5,000 or in which the total equipment budget exceeds \$1,500 or 40% of the total budget (whichever is less) will be judged ineligible.**

Mandatory participation in the OTDA Institute for Educators:

- Room and Board are provided free of charge
- Mileage can be reimbursed at a round trip rate for mileage from your local campus to State College, PA using the state rate per program year (e.g. 2011-2012 = .555/mile). This should be itemized in the travel lines of the budget.
- Substitute coverage x 2 days per teacher can be written into the proposed budget under staff/personnel costs.

Attachments

Attachments must be limited to 10 single-sided pages. Attachments are not required, but may include key staff resumes, or supporting documentation that would assist project staff in considering your application.

Completed applications should be postmarked to the following address no later than May 31, 2012.

Lancaster-Lebanon Intermediate Unit 13
Attn: Heather Shearer
1020 New Holland Avenue
Lancaster, PA 17601

NONDISCRIMINATION POLICY

It is the policy of the Lancaster-Lebanon Intermediate Unit not to discriminate on the basis of sex, disability, age, race, color and national origin in its education programs, activities or employment as required by the Title IX, Section 504, and Title VI, and the Americans with Disabilities Act of 1990.

The Lancaster-Lebanon Intermediate Unit will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational programs. Further assurance is given that services, activities and facilities are accessible to and usable by persons with disabilities.

-Application Cover Sheet-
Organ and Tissue Donation Awareness Project
Implementation Site Application- 2012-13

Organization _____

Project Title _____

Contact Person _____ Email _____

Address _____

Telephone _____ Fax _____

This is to certify that all information contained herein is accurate, complete, and current.

Signature of School Superintendent

Date

Print or type name

_____ **Check here if this school district is a first time applicant for an OTDA mini grant.**

The Project Narrative

(Please provide one to two pages per answer)

- 1) Description of the applicant's willingness to participate fully in all project activities and the commitment of key staff. Key staff should be identified by both role and name.

- 2) A complete description of how the OTDA Curriculum Framework will be implemented locally. This section should include specifics about which school(s) will be involved in implementation, which classroom(s) will pilot the OTDA Curriculum Framework, and the responsibilities of key staff during implementation.

- 3) A description of how the OTDA Curriculum Framework will be integrated into existing academic content and used to support the PA Academic Standards.

- 4) A statement of plans for sustainability. How will the school district work to ensure that the curriculum framework continues to be implemented beyond the project year?

- 5) Statement of how many students will be directly involved in classroom activities and school-based events related to the OTDA Education Project.

Application Budget Form

Organization _____

Project Title _____

	<u>Funds Requested</u>	<u>In-kind \$</u>	<u>Total</u>
Personnel Costs:			
Travel:			
Supplies:			
Communications:			
Equipment:			
Contracted Services:			
Other Costs:			
Total Costs	_____	_____	_____