Year 1 Review Timeline  
Cohort V, 2011 325T Grantees

The purpose of the Year I Review is to ensure that the 1) grantees’ activities reflect the underlying purposes and requirements of the 325T priority; 2) cooperative agreements are implemented as proposed; and 3) projects receive feedback and recommendations from OSEP on grant activities.

Process and Timeline:

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date</th>
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<tr>
<td>1.</td>
<td>OSEP reviews requirements and process for the 325T Year 1 Review with project directors.</td>
<td>June 7, 2012</td>
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<td>2.</td>
<td>Project directors submit Year One Report (includes report on 5 domains, syllabi summary sheet, and timeline) to project officers.</td>
<td>Due September 28, 2012</td>
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<td>3.</td>
<td>325T reviews scheduled (Project Officer, Project Director(s), 2 reviewers), arranged by AIR.</td>
<td>September 2012</td>
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<td>4.</td>
<td>Project Director prepares for presentation.</td>
<td>September/October 2012</td>
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<td>5.</td>
<td>Teleconference conducted with review team; 325T Project Director, and Project Officer. Project Officer facilitates. Reviewers and PO debrief last 30 minutes.</td>
<td>October 9-31, 2012</td>
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<td>6.</td>
<td>Reviewer sends completed individual review form to AIR and the project officer within one week after the teleconference.</td>
<td>October/November 2012</td>
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<td>7.</td>
<td>Project Officer sends reviewer report to the project director and communicates findings via teleconference.</td>
<td>November/December 2012</td>
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<td>8.</td>
<td>325T project directors, reviewers, &amp; project officers complete evaluation.</td>
<td>November/December 2012</td>
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<td>9.</td>
<td>AIR produces synthesis report of findings across all projects.</td>
<td>Communicate findings with PDs during webinar in 2013</td>
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