



## Grant Application and Review Process



## **Straight A Fund Application Process Description**

### **1. Eligible Applicant sends intent to apply**

ODE will post and disseminate intent to apply instructions and corresponding documents through various communication outlets. Eligible applicants will complete intent to apply documents and send forms back to the department through designated mode of submission. Submitting intent to apply allows eligible applicants to submit an application but the submission does not obligate them to apply.

### **2. Eligible applicant enters application into the Department of Education Grants Management System (CCIP)**

Applicants enter their responses to the Straight A Fund application questions into CCIP. They upload their completed Straight A Financial Impact Table and any other applicable documents. If the application is entered on behalf of a consortium, the lead applicant uploads a budget file containing a tab for each member of the consortium.

### **3. Complete Fiscal Sustainability Review and Scoring**

After the application period has closed, the application will be reviewed by three fiscal sustainability scorers to determine if the application includes the following information: "An explanation of how the project will be self-sustaining. If the project will result in increased ongoing spending, the applicant shall show how the spending will be offset by verifiable, credible, permanent spending reductions." (§263.325 of Am. Sub. H.B. 59.)

### **4. Complete Fiscal Sustainability Scoring Analysis**

Based on the scores of the three grant scorers, grant advisors will evaluate and make a determination of whether a proposal has demonstrated sustainability. Grant advisors will then make recommendations to the Governing Board on whether a grant should be accepted by the Governing Board as sustainable and undergo a project review and scoring.

### **5. Governing Board Review of applications recommended for rejection**

After fiscal sustainability review and analysis is complete, the Grant Advisors will present the findings to the Governing Board. The Governing Board will decide whether or not the applications recommended for rejection should be indeed rejected due to the lack of sustainability or if they should move forward in the review process.

### **6. Complete programmatic review and scoring**

The application will be scored by three programmatic scorers whom shall assign a score of 0 to 5 to each question in the application. Programmatic Scorers enter their scores directly into CCIP.

### **7. Complete Programmatic Scoring Analysis**

Once all grants are scored, the application will be analyzed and the scores adjusted to reflect the degree of difficulty in obtaining a high score for an item and the tendency of a scorer to be an "easier" or "harder" judge. The calibrated scores are then ranked to provide a cut-off point on the scores. The grant advisors will review the adjusted scores and the cut-off point to determine if the calibration and ranking and will make recommendations to the Governing Board on which grant to fund or deny.

### **8. Governing Board review of analysis results**

The Governing Board will review these findings and will issue a final recommendation on all applications.

### **9. Obtain Controlling Board Approval of Recommendations**

Final list of applications recommended for award by the Governing Board are submitted to the Controlling Board for approval.

NOTE: Training will be held by Department of Education staff for the fiscal analysis scorers and by Ohio State University for the programmatic scorers to ensure they are aware of the criteria and analysis to be undertaken for each application. As part of the training, each scorer will be provided with a sample application for scoring. The scores assigned to the sample applications for programmatic scorers will be used to assist with a calibration of the final scores.