T-STEM Program 2012
Program Evaluation Instructions

A cross-site evaluation will be conducted using the THECB's Microsoft Office Sharepoint server. All report forms and templates are posted in the Shared Documents folder on Sharepoint as Microsoft Word or Excel files. Please call or email the Point of Contact at the THECB to request a user ID for SharePoint access. Three user IDs are available per institution.

Each Awarded Applicant must complete and submit the following items: (1) Student Registration Data Report, (2) Report of Partnership(s) with Business and Industry, and (3) Financial Report.

All reports must be completed for each semester that the Awarded Applicant provided scholarships to students. All reporting must be completed no later than three months after the end of the semester. No reports shall be submitted later than December 31, 2013.

1. STUDENT REGISTRATION DATA REPORT

The Student Registration Data Report is submitted by uploading a data template into the Awarded Applicant's individual document area on SharePoint. The data template, available in SharePoint, is a pre-formatted spread sheet. ***Do not upload student registration data into the "Shared Documents" folder of SharePoint.*** The Student Registration Data Report is the document that contains students' social security data and other personal information.

<u>The file for this report must be submitted twice through upload into SharePoint</u>: once 30 days after the semester begins, and once 30 days after the semester ends. Complete columns A through W at the beginning of the semester for each selected T-STEM student. Complete columns X through AH after the semester is completed.

2. REPORT OF PARTNERSHIP(S) WITH BUSINESS AND INDUSTRY

Program Directors are required to follow the instructions for this narrative report. Once the report is completed the Program Directors will upload the completed and signed report into Awarded Applicant's document folder on SharePoint. Please also upload an editable word-processing file version of this report.

This report will include a Letter of Understanding from each business or industry with which the Awarded Applicant institution partnered. The report shall document local employment needs for the partnering business or industry and identify the number of positions needed, differentiated by both, educational grade level and CIP code. The identified need shall be listed for the time of the Program Duration. The local employment needs shall be summarized by the Program Director.

The report shall also include a letter from each business or industry with which the Awarded Applicant institution partnered that tabulates all part-time positions at the business or industry held by T-STEM students during the Program Period. The tabulation shall include length of employment, hours-per-week of employment, and CIP code of the field of students employed.

3. FINANCIAL REPORT

A financial report is submitted through an upload of the completed and signed report template into the Awarded Applicant's individual document area on SharePoint. Program Directors are required to follow the instructions for the final financial report.

A check list of reports for the T-STEM Challenge Scholarship Program is provided below.

Reporting Requirement	Due Date	Data Form
Student Registration Data Report, columns A through W	30 days after the semester begins, i.e., end of September and mid-February for fall and spring semesters; beginning of July for summer semesters.	Upload data template into the Awarded Applicant's individual document area on SharePoint.
Student Registration Data Report, columns X through AH	30 days after the semester ends, i.e., end of January and mid-June for fall and spring semesters; end of September for summer semesters.	Upload data template into the Awarded Applicant's individual document area on SharePoint.
Final Narrative Report	November 30, 2013	Upload of signed PDF and a word-processed file
Final Financial Report	November 30, 2013	Upload of signed PDF file

THECB POINT OF CONTACT

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