



GRANT MANAGEMENT

An overview of the GEAR UP program from the U.S. Department of Education plus details about events and meetings, budget and reimbursements, cost share and events tracking, photo releases and logos.

U.S. Department of Education Regulations

REGULATIONS

The federal policies that govern GEAR UP are diverse and sometimes confusing. You may find inconsistencies that come from government and agency policies trying to accommodate many unique grant programs. In GEAR UP, you are subject to a number of regulatory sources. When you come across conflicts or inconsistencies between the sources, generally you should begin with the GEAR UP statute, and then move down the hierarchy for answers. The following list provides a brief description of each of the major policy sources.

- **Statute.** The statute is a federal law that authorizes or governs a program. In the case of GEAR UP, the term statute refers to the program legislation found in Title IV of the 1998 Amendments to the Higher Education Act (HEA) of 1965 [P.L. 105-244]. The statute sits at the top of the hierarchy, but affords the Secretary of Education the authority to set program-specific policies, which are commonly known as program regulations. The statute only broadly defines how the program will operate.
- **Program Regulations.** Program regulations provide additional guidance when the statute is silent or vague on an issue. They provide detail that govern the application competition, dictate how programs will be put into action, and other implementation details. There are two types of regulations that you should become familiar with: EDGAR and GEAR UP program regulations.

www.ed.gov/policy/fund/req/edgarReq/edgar.html

GEAR UP program regulations. Whereas EDGAR sets broad agency-wide policies, the GEAR UP program regulations address the very unique administrative matters associated with GEAR UP. GEAR UP program regulations are published in 34 CFR parts 694.

www.ed.gov/policy/highered/leq/hea98/sec403.html

A few key requirements of these regulations include:

REQUIRED ACTIVITIES

- Provide information regarding financial aid for postsecondary education to participating students in the cohort.
- Encourage student enrollment in rigorous and challenging curricula and coursework, in order to reduce the need for remedial coursework at the postsecondary level.
- Improve the number of participating students who-
(A) obtain a secondary school diploma; and
(B) complete applications for and enroll in a program of postsecondary education.
- 21ST Century Scholar Certificates: Provide certificates, to be known as 21st Century Scholar Certificates, to all students served. A 21st Century Scholar Certificate shall be personalized for each student and indicate the amount of Federal financial aid for college and the estimated amount of any scholarship provided under section 404E, if applicable, that a student may be eligible to receive. The GEAR UP office will provide a template each year for you to distribute to new cohorts of students.

The regulations state what GEAR UP funds can and cannot be used for:

FUNDS CAN BE USED FOR:
Compensation
Consultants and contracts
Equipment (generally items over \$5,000)
Meetings and conferences
Publications and printing
Supplies
Travel
Indirect costs (based on your district's federally approved indirect rate, and no more than 8% of direct costs)

FUNDS CANNOT BE USED FOR:
Supplanting existing funds
Advertising or public relations
Alcoholic beverages
Capital improvements
Entertainment
Fundraising
Goods or services for personal use
Lobbying

NOTE: Regarding using GEAR UP funds to pay for incentives and rewards – all incentives for students need to have an educational purpose or connection and should be explicitly described in your plan. You may **not** purchase gift cards. See list of allowable incentives on the next page.

OMB Circulars. The circulars are developed by the Office of Management and Budget and provide 26 federal agencies with instructions and guidance on a wide variety of administrative issues of interest to the executive branch. As guidance documents, they tend to be revised every few years. The OMB circulars will affect your day-to-day decision-making because EDGAR cites specific OMB Circulars as regulation. Thus, much of the discussions in the grant administration world will revolve around the circulars, as they define cost principles, administrative requirements, and audits. Common circulars are organized by their purpose and audience, and are addressed by their circular number (e.g. OMB A-21):

www.whitehouse.gov/omb/circulars/

Specific Allowable Costs & Guidelines

Allowable Incentives		
Description	Amount	Purpose
Educational items for drawings held at the end of an event	One item per meeting valued at up to \$25	Attendance incentive for parent/ family meetings
Clothing items w/ GEAR UP or college message. Any printing/setup charges must be included.	Up to \$20 each	Students, staff, chaperones to wear on field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork, and safety (on field trips)
Pencils/Pens	Up to \$1 each	Student reward or incentive
Magnets or Key Chains	Up to \$2 each	Student reward or incentive
Stickers	Up to \$.50 each	Student reward or incentive
Backpacks	Up to \$20 each	Incentive for academic achievement, attendance, or service
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Coffee Mugs/Cups/Water Bottles	Up to \$5 each	Student reward or incentive, appreciation tokens for volunteers
Hats, scarves, bags and pennants w/GEAR UP or college message	Up to \$10 each	Student reward or incentive
Career or educational books	Up to \$20 each	Student reward or incentive
Educational CD's	Up to \$20 each	Student reward or incentive
Educational DVD's	Up to \$20 each	Student reward or incentive
Food/meals for student and parent events (only when necessary)	Up to \$25 per person	For GEAR UP events only
Candy/snacks	Up to \$2 per person	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

NOTES:

1. The reward/incentive budget shall be no more than 2% of total budget each grant year.
2. iTunes or similar items are considered entertainment and are not an allowable expenditure.

Food and beverages may be offered to participants **only** in conjunction with GEAR UP training, workshops, and structured activities where the participants are receiving GEAR UP information. Use the following guidelines when planning to provide food for a GEAR UP event.

Meal, Beverage and Snack Allowances		
Description	Amount	Purpose
Meals	Up to \$8 per student, parent, or staff	Family/Parent Night Event
Meals	Up to \$8 per student per meal Note: We will pay up to \$10 for meals at college campus cafeterias when there is no lower option.	Field trips, college visits or test taking
Healthy and nutritious snacks (e.g. granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$1 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (e.g. fruit, bagels, donuts, muffins, cookies, or crackers and cheese)	Up to \$5 per person per event	Advisory meetings, volunteer meetings, chaperone meetings

Staff attending conferences or other training should follow posted per diem rates for any expenses incurred in the course of attending/traveling to the event. Recent per diem rates for US States and locality rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us.

Meeting Participation

Statewide meetings are held periodically (two or three times a year) in order to facilitate learning and share best practices among GEAR UP schools as well as to provide professional development for a variety of staff. Typically we host a Fall Coordinators' Meeting (usually in late September or early October), a Winter Statewide Meeting (usually in January) and a two and a half day planning retreat each spring (usually in April). The designated GEAR UP Coordinator is expected to attend these meetings, or send someone else in the event that they are unable to be there. In addition, building administrators should plan to attend at least one of these statewide meetings each year, ideally the planning retreat. More details and budgeting information for these meetings as well as the GEAR UP West and National conferences can be found on the Events & Budgeting document in Section G: Yearly Plans and the Oregon GEAR UP website site on the Grant Management—Meetings page.

Conferences, professional development, and other training sessions are offered for the benefit of participating GEAR UP schools as well as others that serve similar populations. While attendance is not mandatory, it is our hope that schools will take advantage of the opportunities that meet their needs and fit their availability.

Matching Funds/Cost Share

The U.S. Department of Education requires 100% matching contributions for this grant. This requirement is passed along to subawardees (school districts) as well. This means dollar for dollar cost sharing each year. Anything you could pay for with federal dollars, can be used as match, such as

- Time and resources spent on GEAR UP activities provided by **volunteers** or **non-federally paid staff** of non-school organizations, including businesses, religious organizations, community groups, postsecondary institutions, nonprofit and philanthropic organizations, and other organizations
- Non-federally paid school staff working outside their typical duties in support of GEAR UP
- Financial assistance paid to students
- The amount of tuition, fees, room, board waived or reduced for students

Generally, teacher salaries and benefits cannot count as match because they are not directly related to the GEAR UP grant. If, however, teachers are being paid by the district or are volunteering their time to conduct activities that are specifically related to the GEAR UP grant and are **outside their normal duties**, the portion of their salary and benefits related to those activities may count as match.

When sub-grant invoices are received, if your cluster is 2 months or more behind in submitting Event & Cost Share reports/forms, we will not process your district's invoice(s) for reimbursement until you are caught up on your event and cost share reporting. If your cluster is in this situation, you will be notified by your school liaison.

Events & Cost Share Tracker

It is critical to accurately document each partner school's GEAR UP activities and matching contribution to the GEAR UP project. An online Events and Cost Share Tracker (ECST) database has been developed to assist you in documenting your contribution. This database:

- 1) Tracks all events and services provided to students, parents and staff
- 2) Tracks all cost share, whether associated with an event, staff time, purchase, etc.

Throughout the school year, all GEAR UP related events should be entered into the Events and Cost Share Tracker, in order to accurately track student, parent and staff participation. Updating the events and submitting monthly cost share reports are requirements necessary to remain in good standing and to receive continuation of grant funds. Student names are required for all events, so please upload a current list of students to the tracker at the beginning of each school year, and update the list as needed.

The GEAR UP coordinator's access in the ECST database is automatically set to the "Org Admin" level. All ECST users can log in to change any of their contact information, including their password.

Online ECST Database: pread.net/orgearup/

User Guide & Tutorials: <http://oregongearup.org/grant/invoices-cost-share>

If you don't have a username/password, or forget it, please contact your GEAR UP coordinator, or a member of the GEAR UP staff at 541-737-9418.

Definitions of Services Provided to Students/Families/Staff

College Entrance/Placement Test Prep

- Assisting with placement tests such as EXPLORE, PLAN, PSAT, SAT, ACT, IP, AP, ASVAB or similar tests.

College Prep/Other Workshops

- Workshops are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students (and/or parents and family members) on topics like secondary school success, college awareness/entrance requirements, college preparation, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. Please record the subject area in the event description.
- Workshops may be in person or virtual.

College Visit/College Student Shadowing

- Student and parent/family college visit/college student shadowing services take place on college campuses or virtually, and may also include college fairs.
 - College visit: A physical visit to a college campus by a student and/or family member, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.
 - College student shadowing: A one-on-one experience in which a middle or high school student spends time on a college campus with an undergraduate student seeing typical college life.
 - Virtual college visit: Includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

Counseling/Advising/Academic Planning/Career Counseling

- Counseling/advising/academic planning/career counseling services span a spectrum of activities with individual students or small groups of students. Services may be in person or virtual.
 - Parent/family counseling/advising can include one-on-one or small group advising for parents/guardians/adult family members designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student's academic goals, college plans, school progress, etc.
 - Counseling: Discussing student's personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, family issues, home visits, etc.
 - Advising: Providing assistance on course selection (secondary or postsecondary), college and/or career choices, college and/ or career planning, financial aid planning, etc.
 - Academic planning: Providing assistance on coursework selection, course of study choices, college major selection, and assessment advising or interpretation of scores.
 - Career counseling: Providing assistance about career choices, career planning, internships, or career interests, including career fairs and programs such as CIS.

Educational field trips

- Educational field trips are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement or enhance existing curriculum in key content areas.
- Please record the subject area in the event description.

Family/Cultural events

- Family events are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success, and are not defined under a different category. Examples include family nights, and awards and recognition events.
- Cultural Events are activities that relate to or teach GEAR UP students about a common and distinctive racial, national, religious, linguistic, or ethnic heritage. Examples: Native American Days, Navidad Celebration, Mexican traditions, traditional foods.

Financial Aid Counseling/Advising/Workshops

- Financial aid counseling/advising services assist students in understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits and how-to's of participation in college savings plans.
- Financial aid workshops may include informational sessions for students and/or parents/family members.
- Services may be in person or virtual.

GEAR UP Club/Orientation

- Examples include GEAR UP clubs, rallies, or assemblies that don't fit into other service categories.

Job Site Visit/Job Shadowing

- Job site visit/job shadowing services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.
 - Job site visit: A physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections, as well as the skills and education required. These can be followed by job shadowing.
 - Job shadowing: A one-on-one experience in which a middle or high school student spends time at a business or work environment with an employee seeing typical job duties.
 - Virtual job site visit: Includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical job visit.

Mentoring

- Comprehensive Mentoring are programs and initiatives that offer GEAR UP students the knowledge, skills, abilities and perspectives to foster their personal and academic growth.
- Comprehensive mentoring services are provided when GEAR UP staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Services may be in person or virtual.
- Per the 2008 HEOA, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.
- Mentoring Programs may include:
 - Traditional mentoring programs that match one youth and one adult.
 - Group mentoring that links one adult with a small group of young people.
 - Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
 - Peer mentoring that connects caring youth with other adolescents.
 - E-mentoring that functions via email and the internet.

Professional Development for Teachers/Counselors

- GEAR UP Sponsored professional development or district sponsored professional development conducted in support of GEAR UP and is above and beyond previous activities.

Rigorous Academic Curricula

- Rigorous Academic Curricula are courses in core academic subjects aligned with college based curricula that prepare all students for postsecondary education upon graduating from high school.
- Examples include: Advanced Placement (College Board) courses, honors course work that is above grade level, college level coursework, AVID, International Baccalaureate, or Magnet Academy/Career Technical Academy Programs of Study.

Student-Led/Peer Leadership Activities

- Examples include Link crew, and high school students presenting GEAR UP related topics to middle school students.

Summer Programs

- Summer programs are services that include an experience over one or multiple days during the summer (or other non-school year time, i.e., for year round schools). Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, summer school, and/or remediation programs.

Tutoring/Homework Assistance/Academic Enrichment

- Tutoring/homework assistance services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends and be provided by GEAR UP staff, hired tutors, teachers, trained peers, and/or volunteers. Services may be in person or virtual.
- Academic enrichment services include topical presentations made to students during the academic year, academic presentations by university faculty members, Saturday programs on an academic subject, or special in-class or after-school presentations that are sponsored by GEAR UP.
- Please record the subject area in the event description.

The Oregon GEAR UP service definitions are based on those from a collaboration between the College and Career Readiness Evaluation Consortium and the National Council for Community and Education Partnerships:

<http://www.edpartnerships.org/college-and-career-readiness-evaluation-consortium-ccrec>

Example events

Category	Example Events
College Visit/ College Student Shadowing	<ul style="list-style-type: none"> • A guided physical or virtual tour of a college campus • College Fair
Counseling/advising/ academic planning	<ul style="list-style-type: none"> • Direct counseling/guidance to individuals or small group • Teacher college posters; door wars; student research on colleges • CIS • Career Fair
Educational Field Trips	<ul style="list-style-type: none"> • Community Service
GEAR UP Club/Orientation	<ul style="list-style-type: none"> • GEAR UP kickoff events, or information events
Job Site Visit/Job Shadowing	<ul style="list-style-type: none"> • A guided physical or virtual tour of a company/workplace. • NOT career speakers, that should be under “Workshops”
Mentoring	<ul style="list-style-type: none"> • GU coordinators meet with college students • GU school alumni come back to the HS and talk with students • Beaver Hangouts, Skype with College Students • Help with social/life skills/future plans. Purely academic = Tutoring.
Professional Development	<ul style="list-style-type: none"> • Poverty Training • Workshops/classes on AP, PBIS, curriculum alignment • National, Regional, and Statewide GEAR UP meetings
Student Peer Activities	<ul style="list-style-type: none"> • Student Posters about which college they went to
Rigorous Curriculum	<ul style="list-style-type: none"> • Class focused on a specific career • AVID • College-level courses
Summer programs	<ul style="list-style-type: none"> • Summer School • Academic or college readiness summer camp
Tutoring/ Homework Assistance/ Academic Enrichment	<ul style="list-style-type: none"> • Advisory with Supportive Services/study hall • Academic/Attendance awards, Attendance support
Workshops	<ul style="list-style-type: none"> • Guest Speakers (e.g. motivational, careers)

Reimbursements and Invoices

The approved yearly plan is the basis for a contract generated between the GEAR UP cluster and Oregon State University. The contract states that funds for approved activities are payable on a cost reimbursement basis. **The annual budget year runs from September 1st to August 31st.** Requests for reimbursement may be sent during the year, either **monthly** or **quarterly**. An estimate for all activities and services through June 30 (end of the fiscal year) must be submitted by mid-July. Final requests for funds must be received within 60 days of the end of the contract.

All invoices must be submitted according to the following schedule:

- September, October & November: **Due by December 31**
- December, January & February: **Due by March 31**
- March, April & May: **Due by June 30**
- June, July & August: **Due by September 30**

Institutions are required by law to keep all back up documentation to support their requests for reimbursement, per OAR 166-475-0060(7). Schools must provide a list of expenses for the charges on all sub-grant reimbursement request. Periodically, schools may be asked to provide additional supporting documentation for the charges on the reimbursement request. Backup documentation should include receipts or invoice copies (not just PO's) for all items or services purchased, as well as budget reports and time sheets for salaries/wages and benefits.

GEAR UP funds may not be used to supplant existing funds or program support. They may supplement resources for existing programs in order to enhance or improve them, but not to replace current funds.

Each line item on the reimbursement request must refer to an activity number(s) in the "Activity Numbers" column. If a line item supports more than one activity, indicate all related activities. The approved activities on the work plan are numbered in order to allow for this coding. Each line item needs to have a related activity. See sample invoice on the next page.

Sample Project Budget/Invoice

Subaward #: AB123-4
 Oregon GEAR UP Network
 EXPENDITURE REPORT YEAR: 2007-08

Expenditures From: 6/1/08 To: 7/31/08 Invoice #: 1-2007/08

Contact(s): Sue Smith phone # 555-555-5521

School(s): Smith HS and Brown MS

Remit Address: 123 Main Street, Anytown, OR 97000

	Expenses	Activity numbers from contract plan
Salaries/Wages	2,060.35	1.1
OPE/Benefits	1,346.99	1.1
Travel	204.90	2.1
Materials & Supplies	612.89	1.3
Consultants/contracts	0.00	
Other, specify	0.00	
Sub-total	4,225.13	
Indirect costs	169.01	
Equipment	0.00	
GRAND TOTAL:	4,394.14	

Check here if there are -0- grant expenses this reimbursement period.

Amy Adams
GEAR UP Coordinator Signature

8/5/08
Date

John Smith
Business Manager/Accountant Signature

8/5/08
Date

One copy of this completed form must be returned to the Oregon State University (with required backup documents attached). Institution is required by law to keep all backup documentation):

Oregon State University
 Attn: Subgrant Administrator
 Post Award Administration
 PO Box 1086
 Corvallis, OR 97339-1086
subawards@oregonstate.edu

Sample Invoice Expense List

SALARIES/WAGES				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number
\$2,060.35	6/30/2008	Jane Smith	June Salary	1.1
BENEFITS				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number
\$1,346.99	6/30/2008	Jane Smith	June Benefits	1.1
TRAVEL				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number
\$204.90	7/15/2008	Jane Smith	Travel to campus visit	2.1
MATERIALS & SUPPLIES				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number
\$612.89	7/1/2008	Staples	College Application Week supplies	1.3
CONSULTANTS/CONTRACTS				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number
OTHER				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number
INDIRECT (if applicable)				
Amount	Date	Vendor/Payee	Current Indirect Rate	Activity Number
\$169.09	7/30/2008	Smith HS	4% indirect rate	
EQUIPMENT				
Amount	Date	Vendor/Payee	Description of Expense/Purchase	Activity Number

In general, you may be reimbursed for travel and meal expenses related to GEAR UP, according to the policies and guidelines set by your school. Oregon State University has some additional guidelines and regulations, explained below.

1. Employee Working Meals.

- Allowed under certain circumstances:
 - Planned, interdepartmental or inter-institutional meeting called for a specific purpose related to GEAR UP programs.
 - The meal takes place in a clear business setting.
 - Meal is included as part of the meeting's formal agenda.
Note: Best situation is when agenda shows "working lunch"
- Documentation should be kept with the invoice:
 - List of attendees
 - Copy of agenda showing meal during meeting
 - Itemized receipt (no alcohol)
- Cost per person should not exceed the OSU meal per diem or your organization/school's meal per diem. OSU meal per diem as of 1/1/2016 is breakfast = \$14.25, lunch = \$14.25, and dinner = \$28.50.

2. Travel Expenses.

- Expenses can be approved or reimbursed in accordance with OSU policy when it is determined the costs are:
 - necessary,
 - appropriate to the occasion,
 - reasonable in amount, and
 - serve a bona fide purpose associated with this grant.
- **Amount:** Either the OSU's Travel Reimbursement Policy (see details at: <http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel>) or your organization/school's travel per diem rates can be used.
- **Documentation:** Every effort should be made to provide an itemized receipt; however, if this is not possible, a non-itemized receipt will be accepted upon submission of a written statement specifying the expense details and signed by the grantee.
- Payment request must include the following information (whether paying a vendor directly or requesting a personal reimbursement):
 - Who - names of the individual(s) traveling
 - What - what is being paid
 - When - date(s)
 - Where – departure and arrival destinations
 - Why - purpose of travel

3. Allowable Amounts for Non-Travel Meals, Refreshments and Hospitality Expenses

- Expenses can be approved or reimbursed in accordance with OSU policy when it is determined the costs are:
 - necessary,
 - appropriate to the occasion,
 - reasonable in amount, and
 - serve a bona fide purpose associated with this grant.
- **Amount:** Actual cost will be paid with documented itemized receipt. Approved OSU travel per diem rates will be used to check for the reasonableness standard.
- **Gratuities:** Reimbursement for a tip/gratuity of up to 15% of the charge is allowable when hosting groups or guests. The 15% limit does not apply when the establishment adds a service charge for larger groups in lieu of gratuity. In that case, the amount of the service charge is not within the control of the customer. Tips or fees related to alcoholic beverage service are not reimbursable.
- **Alcoholic Beverages:** Alcoholic beverages and any related expenses are not reimbursable.
- **Documentation:** The receipt must separately itemize meals, gratuities, alcoholic beverages and any charges for room use. A "tear tag" showing only the total charge is inadequate for reimbursement. Every effort should be made to provide an itemized receipt; however, if this is not possible, a non-itemized receipt will be accepted upon submission of a written statement specifying the expense details and signed by the grantee.
- Payment request must include the following information (whether paying a vendor directly or requesting a personal reimbursement):
 - Who - Names of the individuals attending and individuals doing the hosting (An announcement or agenda may be substituted for individual names when paying expenses of a large group gathering.)
 - What - What was the nature of the event? Was it lunch, dinner, breakfast, entertainment, or something else?
 - When - The dates and times of the events.
 - Where - location of the event
 - Why - purpose and reason the event

Record Retention

All records that are fiscal in nature, as described in OAR 166-475-0060(7), need to be retained for 5 years after the final annual financial report is submitted for the GEAR UP grant. It is currently anticipated that the final report will be submitted in October 2021. Therefore, these records would need to be retained until a minimum of October 2026. These records need to be accessible during that entire period in the event there is an audit. Note that sometimes there are extensions to grants, in which case the final report would be submitted even later.

Data Collection

ANNUAL PERFORMANCE REVIEW (APR)

The APR is used by the Department of Education to determine whether substantial progress has been made toward meeting the objectives of our project as outlined in our grant application or work plan. As required by the Government Performance and Results Act of 1993, the APR is also used to collect data addressing the performance of the GEAR UP program on a national level. Annual submission of the APR is a requirement of our grant and will be used to determine continuation of funding.

In order to complete this report we rely upon accurate data collection from all partner schools. Throughout the school year, all GEAR UP related events should be entered into the Events and Cost Share Tracker, in order to accurately track student, parent and staff participation. Student names are required for all events, so please upload a current list of students to the tracker at the beginning of each school year, and update the list as needed. Additionally, a survey is sent to every cluster each spring in order to capture the rest of the required information. Submission of this survey and updating the events are requirements necessary to remain in good standing and to receive continuation of grant funds.

SURVEYS

In order to accurately assess the impact of GEAR UP, you will administer surveys each year to your students, parents and staff to gauge their attitudes, expectations and knowledge about postsecondary education.

GEAR UP's external evaluator will provide you with paper and/or online versions of the survey. Choose the version that makes the most sense for your school. Surveys will be conducted in the fall the first year of the grant to get baseline data, and then in the fall (for parents, to increase participation) and winter (students and educators) the following years.

SURVEY SCHEDULE

Year 1: Fall (Parents, Students, Educators)

Years 2-7: Fall (Parents), Winter (Students & Educators)

SURVEY TIPS

- Administer surveys to receive the best response rate:
 - **Parents:** During parent-teacher conferences, registration, open houses, sporting events or other school events
 - **Students:** During advisory period, as part of regular testing schedules, or in class.
 - **Educators:** During regular staff meetings or as part of scheduled professional development.
- Incentivize completing surveys with a small prize drawn randomly.
- Share survey results with staff and parents.

Photo Release

We love to use student photos and quotes in our annual report and on our website in order to highlight the successes of the GEAR UP program, so please collect photos, quotes, or stories during the school year. A provision in your contracts allows you to use your school's media releases when submitting photos and videos of your students to Oregon GEAR UP. If your school does not have a media release form that parents sign, please add this photo release language to your school registration packets or download separately here:

<http://oregongearup.org/sites/oregongearup.org/files/grant/osuphotorelease.pdf>

STUDENT'S NAME _____	SCHOOL _____
PROGRAM: GEAR UP	ACTIVITY: Camps, Workshops, College Visits, School Programs
MEDIA RELEASE	
I recognize and acknowledge that the University may record my child's participation and appearance on any recorded medium including, but not limited to video, audio, photos (collectively, "recordings") for use in any form (including, but not limited to print, websites, blogs, internet, social media). I authorize such recording and release the University to use my name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or in part without restrictions or limitations for any educational or promotional purpose. If you would like to opt out of this section, please request the Photo Opt Out Release from your child's school.	
DATE _____	SIGNATURE _____

Alternatively, if parents or guardians would like to opt out of having their student recorded, please use the Photo Opt Out Release: http://oregonstate.edu/precollege/sites/default/files/photooptoutrelease_1.docx

GEAR UP Logo

Download and add GEAR UP logos to your flyers, posters, websites, and more:

<http://oregongearup.org/grant/logo>

Please do not alter the logo or colors in any way or stretch, warp, or crop the image.