

### **Contact Person**

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### **MEMORANDUM**

**TO:** District School Superintendents  
Deans and Directors, State Universities and Community Colleges

**FROM:** David C. Ashburn

**Date:** September 25, 2000

**SUBJECT: Mathematics and Science Professional Development Grants**

The Florida Department of Education invites proposals for participation in initiatives to provide high quality professional development in the areas of mathematics and science for teachers of kindergarten through 8<sup>th</sup> grade. The range of the grant awards will be from \$500,000 to \$2,500,000. The exact grant awards will depend upon the application, recommendations of a review committee, and final negotiations with the Department of Education.

Enclosed are materials to assist in the preparation of your proposal. These materials provide detailed information regarding project purpose and requirements, eligible applicants, application review procedures, project duration, and funding.

Proposals will be reviewed and recommended on a competitive basis in accordance with review criteria specified in the instructions package. A copy of the checklist to be used by the review committee is enclosed.

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In order to be considered for funding, an application must be received in the Department of Education by 5:00 p.m. on Wednesday, November 15, 2000. Applications must be received in substantially approvable form, which is defined to mean that they include each of the following:

- the programmatic and budgetary information requested in the forms packet, and
- the signature of the superintendent, if the applicant is a public school district or the appropriate signature from the Office of Sponsored Research if the applicant is a state university or community college.

One original and three copies of the completed project application should be submitted to the Bureau of Grants Management, Florida Department of Education, 325 West Gaines Street, Room 501, Tallahassee, Florida 32399-0400. One of the copies must bear original certification and budget summary signatures.

We appreciate your interest in this program. Questions about the content of Mathematics and Science Professional Development proposals should be addressed to the contact person indicated on this memorandum.

DA/jh

Enclosures