

**BEST PRACTICES:
THE NCTA
GRANTS
PROGRAM**

Hosts



Dr. Wendy Shirey
Manager, Test Center
Bellevue University



Bill Thelen
Director, Testing Services
Central Washington University

Grants Committee

Dr. Wendy Shirey, Chair, *Bellevue University*

Erik Arroyo I, *University of Pittsburgh*

Catherine Hultman, *The University of Mississippi*

Dr. Ne'Shaun Jones, *The University of Texas at Dallas*

Kim McCrackin, *Oklahoma State University - Tulsa*

Bill Thelen, *Central Washington University*

Roberto Voci, *University of Oklahoma*

Grants Program Purpose

Purpose: The purpose of the Annual Grants Program is to offer opportunities for professional development, to promote the development of resources for NCTA members, to encourage professional support activities, to stimulate research pertinent to the field of testing (for possible submission to the NCTA Journal), and to support the formation of state testing organizations by members of the NCTA.

Terms and Conditions



National College Testing Association 2019-2020 Grants Program

TERMS & CONDITIONS

By submitting an application to receive a Grant from the National College Testing Association (NCTA), you agree to adhere to the following Terms and Conditions should funding be approved:

1. The primary applicant ["Applicant"] listed within *Part I* of the NCTA Grant ("Grant") application will be the sole primary contact throughout the Grant period. This individual will be responsible for submitting budgets, reports, receipts, and all other supporting documents as requested by the NCTA Grants Committee ["Committee"] or the NCTA Governing Board ["Board"].
2. The Applicant will provide the name, title, agency or institution, and related contact information for the holder of Grant funds. Unless permission is given by the Committee and Board in advance and in writing, the holder of grant funds may not be an individual.
3. If the Applicant becomes unavailable to complete the Grant project for any reason, a substitute may be appointed with the approval of the Committee. Absent an approved substitute, the final report [item five (5) below] and all unused grant funds must be submitted to the Committee Chair within thirty (30) days.
4. **A. Professional Development Grant** funds must be expended from **July 1, 2019 – June 30, 2020**. Monies spent outside of this range are not eligible for funding. Funds cannot be rolled forward into a subsequent grant cycle. However, awardees are free to apply for grants during another cycle, if eligible. Grants will be awarded to individuals, institutions, agencies, associations, or other groups no more than once every three (3) years.
B. Research Grant funds must be expended from **July 1, 2019 – June 30, 2021**. Monies spent outside of this range are not eligible for funding. Funds cannot be rolled forward into a subsequent grant cycle. However, awardees are free to apply for grants during another cycle, if eligible. Grants will be awarded to individuals, institutions, agencies, associations, or other groups no more than once every three (3) years.

Terms and Conditions (cont.)

5. A. For a **Professional Development Grant**, the Applicant will submit a final report of expenditures via email by **July 17, 2020** to the Committee Chair. The final report will include:
- a narrative on official letterhead detailing the project and its outcomes and how this project was supported by the grant funds awarded
 - any program, agenda, list of attendees or participants, or other relevant supporting documents
 - a final expense report
 - all receipts
- B. For a **Research Grant**, the Applicant will submit a final report of expenditures via email by **July 16, 2021** to the Committee Chair. The final report will include:
- a narrative on official letterhead detailing the project and its outcomes and how this project was supported by the grant funds awarded
 - any program, agenda, list of attendees or participants, or other relevant supporting documents
 - a final expense report
 - all receipts

Terms and Conditions (cont.)

6. Any modification to the approved grant and proposed budget must be approved by the Committee.
7. A. Unused **Professional Development Grant** funds are to be mailed to the NCTA Comptroller within thirty (30) days of the termination of the grant period [No later than August 1, 2020].

B. Unused **Research Grant** funds are to be mailed to the NCTA Comptroller within thirty (30) days of the termination of the grant period [No later than August 1, 2021].

Mail to:

Jody Rosen Atkins

National College Testing Association - Comptroller/Operations Manager/Conference Management

140 Island Way, Suite 316

Clearwater Beach, FL 33767

(706) 400-0081; jrosen@associationsource.com

8. The Committee may, at its discretion and with the approval of the Governing Council, suspend eligibility for future grant awards to any Applicant who fails to meet these Terms and Conditions. Any suspension may also be applied to any institution, organization, or agency represented by the Applicant.

Initials confirming receipt of these Terms & Conditions:

Grant Ideas

- Projects to be presented at the NCTA conference
- Research to be submitted to the NCTA Journal
- Inaugural Regional Testing Association conferences
- Testing professionals growth and development events/workshops
- Certified Exam Security Professional (CESP)
- Testing workshops focused on sharing NCTA Proctoring Best Practices

Approvals

- Safe, Sensitive, and Secure: Meeting Today's Testing Needs presented by Arizona State University – a one day conference from 8am – 4pm with a catered networking lunch
- Blue Ridge Community and Technical College — Initial Creation of a West Virginia Collegiate Testing Association
- Fayetteville State University—Identifying New and Cutting Edge Technologies in Academic Testing – A One-Day Conference
- University of Rhode Island – Creation of a Rhode Island (RI) Collegiate Testing Association – A One-Day Mini-Conference
- Texas State Technical College — Testing Retreat: This project is to bring all TSTC Testing staff together to ensure that they have basic information that is important to the day to day operations of the TSTC Test Centers.

Approvals

- Inaugural Alabama Association of Testing Professionals (AATP) conference: “Taking Testing to New Heights”
- Southeast Missouri State University (Sally Carter) Certified Exam Security Professional (CESP)
- Arkansas College Testing Association (ACTA))—4th Annual Partners for Student Success, Joint Student Affairs conference
- North Carolina Central University (NCCU)—How to become an NCTA Certified Test Center: Continuing the work of the North Carolina Association of Collegiate Testing Professionals
- Temple University (TU)—Testing Workshop: The workshop will be an event organized and delivered by Exam Services that will focus on two main parts: testing services at TU and ATP-NCTA Proctoring Best Practices.

Exclusions

- Expenses associated with attending the annual NCTA Conference or any other conference.
- Creating, developing, marketing, or otherwise supporting a project intended to compete with any NCTA corporate member.
- An event that is not focused on testing professional development.
- Paid staff salaries.
- Honoraria to NCTA corporate members.
- Office upgrades including, but not limited to, hardware and software purchases or new furniture.

Disapprovals

- Certifications not specifically related to testing
- Conferences
- Study Materials
- Funds to purchase computers, desks, office equipment or peripherals

Grant Application

- Part I: Primary Contact Information



National College Testing Association 2019-2020 Grant Application

Please complete the requested information and submit via email to grants@ncta-testing.org by February 15, 2019. Please refer to www.ncta-testing.org for additional information on the Grants Program.

***NOTE:** Grants will be awarded to individuals, institutions, agencies, associations, or other groups no more than once every three (3) years.

Part I: Primary Contact Information

Name and Title:	
E-Mail Address:	
Institution or Organization:	
Complete Mailing Address:	
Office Phone:	
Fax:	
Supervisor Name and Title:	

Grant Application

- Part II: Project Information

Part II: Project Information

Project Type:	<input type="checkbox"/> Professional Development : Funds are available for one (1) year <input type="checkbox"/> Research Grant: Funds are available for two (2) years
Project Title:	
Total Amount Requested: (\$500 to \$3,500)	
Additional key project participants and contact information:	
Project Summary:	
Project Purpose and Goals:	
Proposed Activities:	
Describe any issues that could negatively impact the project's outcome:	
Describe how the project outcomes will be evaluated:	

Grant Application

- Part III: Budget & Expenditures

Part III: Budget & Expenditures

<u>Requested Amount</u>	<u>Purpose</u>	<u>Vendor</u>
Total Amount Requested: (Part II, Line 2)		

Grant Application

- Part IV: Allocation of Funds

Part IV: Allocation of Funds

Check Payee:	
Recipient Institution, Organization, or Agency:	
Complete Mailing Address:	
Contact Individual, e-mail, and telephone: <i>(If not Primary Contact)</i>	

Grant Application

- Part V: Attachments and Addenda

Part V: Attachments and Addenda

Attachments and additional pages may be necessary to provide complete project information. Please include applicable attachments or additional pages to this application. Examples of attachments may include cost estimates, preliminary budgets, event programs, speaker Curriculum Vita, etc.

# of Attachments (or none)	
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Grant Application

- Important Dates for 2019-2020 Grants
- Signature

Important Dates for 2019-2020 Grants¹

Applications Open:	Monday, December 3, 2018
Applications Close:	Friday, February 15, 2019
Committee Review:	Monday, February 18, 2019 – Friday, March 22, 2019
Application Modifications:	Monday, March 25, 2019 – Friday, April 12, 2019
Committee Review:	Monday, April 15, 2019 – Friday, May 17, 2019
NCTA Governing Board Approval:	Monday, May 20, 2019 – Friday, June 7, 2019
Announcement of Grants:	Friday, June 14, 2019
Professional Development Grant Expenditure Period:	Monday, July 1, 2019 – Tuesday, June 30, 2020
* Research Grant Expenditure Period:	Monday, July 1, 2019 – Wednesday, June 30, 2021
Professional Development Grant Final Report Due:	Friday, July 17, 2020
* Research Grant Final Report Due:	Friday, July 16, 2021

Signature

By signing below, I agree that I have received, reviewed, and agree to the Terms and Conditions included with this application.

Signature:		Date:	
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¹ Dates are generated in relation to the annual Conference. Extensions of up to 30 days may be requested and are subject to approval by the Committee.

Approved Application

Part II: Project Information

Project Title:	How To Become A NCTA Certified Test Center: Continuing the Work of the North Carolina Association of Collegiate Testing Professionals.
Total Amount Requested: (\$500 to \$3,500)	\$3120.44
Additional key project participants and contact information:	<p>NC State University, Sharon Broere 920 Main Campus Drive, Suite 500 Campus Box 7113 Raleigh, NC 27596 919-515-9030</p> <p>Elizabeth City State University 1704 Weeksville Road Elizabeth City, NC 27909 Felicia Brown, Counseling & Testing Services 252-335-3642</p>

Approved Application

Project Summary:

This project is a continuation of the work started in 2016 to establish a North Carolina Testing Association. Last year's conference focused on introducing constituents to the work of the NCTA, developing networking opportunities among testing centers in NC, and combating cheating.

This year's conference will focus on collaborative efforts for establishing testing certification using the guidelines of the NCTA. At this time there are only two certified testing centers in NC-NC State University and Davidson Community College. Our goal is to increase the number of certified testing centers in NC, including North Carolina Central University. At least one person from a certified center will be a presenter at the conference. In addition, this conference will continue to build on the work of establishing a network of testing centers across the state of North Carolina.

Approved Application

Project Purpose and Goals:

Project Purpose and Goals:

1. Introduce participants to materials required to become a certified testing center;
2. Introduce participants to the work of the NCTA and the benefits of becoming an NCTA member;
3. Provide networking opportunities by inviting participants to become a part of the North Carolina Association of Collegiate Testing Professionals (NCACTP).

Approved Application

Budget & Expenditures / Allocation of Funds

Part III: Budget & Expenditures

Requested Amount	Purpose	Vendor
\$1,477.64	Food	RAVES Food Service
\$300.00	Keynote Speaker	Tiffany
\$1142.80	Educational Supplies, bags, pens, note pad, laminated portfolios (40 participants)	Office Depot/ G Alan Incorporated
\$200.00	Parking	NC State Univ. (\$5.00 per person).
Total Amount Requested: (Part II, Line 2)		\$3120.44

Part IV: Allocation of Funds

Check Payee:	NC Testing Association also known as North Carolina Association of Collegiate Testing Professionals, (NCACTP)
Recipient Institution, Organization, or Agency:	NC Central University Check should be written to: NC Association of Collegiate Testing Professionals
Complete Mailing Address:	North Carolina Central University 1801 Fayetteville St. Durham, NC 27707
Contact Individual, e-mail, and telephone: (If not Primary Contact)	Same as primary contact

Approved Application

Proposed Activities:

Proposed Activities:	<p>A one day conference will be held at:</p> <p>NC State University 920 Main Campus Drive, Suite 500 Campus Box 7113 Raleigh, NC 27596</p> <p>Activities will include a hands-on review of required documentation necessary for NCTA certification.</p> <p>Analysis of the certification process from a speaker whose university has already been certified by the NCTA. Currently there</p>
	<p>are only two certified test centers in NC, NC State Univ. and Davidson Community College.</p> <p>Understanding how to establish an ADA friendly environment that meets the NCTA criteria.</p>
Describe any issues that could negatively impact the project's outcome:	<p>None known at this time.</p>
Describe how the project outcomes will be evaluated:	<ol style="list-style-type: none">1. The project will identify testing centers that are interested in becoming a certified center and provide follow-up, and support throughout the certification process.2. Increase the membership of the NCACTP.

Approved Application

Itemized Food Service:

Itemized Food Service

RAVE! Event Services
NC State University

Breakfast

Choice of one entrée, two sides and one meat from the selection below. Served with an assortment of freshly baked Yates Mill Bakery pastries, freshly brewed Port City Java coffee, hot water and assorted tea bags, an assortment of fruit juices, and ice water \$12.95 per guest.

40 guest \$518.00

Morning and Afternoon Break

Served in the morning: freshly brewed Port Coffee and ice water, along with an assortment of fruit are replenished mid-morning.

Served in the afternoon, Coke, Sprite, Dr. Pepper, and Diet Dr. Pepper Mill Bakery house-made cookies. \$9.95 per guest.

40 guest \$398.00

Approved Application

Itemized Food Service continued:

Lunch

BellTower buffet

Southern Fried Chicken

Macaroni and cheese

Seasoned Fresh Vegetables

Rolls, green salad, dessert du jour, sweet iced tea

40 guest \$478.00

Total food cost 1,394.00

Tax 83.64

Total 1,477.64

Approved Application

Supplies:

Supplies

G-Alan Incorporated Office Depot

40	Notebooks with flags and pens	\$4.00	\$160.00
	Set up		\$30.00
40	Team t-shirts	12.83	\$513.20
40	Office Depot - bags	10.99	\$439.60
		Total	1142.80

Approved Application

Keynote Speaker Resume:

TIFFANY M. BAILEY

416 N Third St
Mebane, NC 27302
C (309) 255-4956
tiffanybailey99@hotmail.com

EDUCATION

Masters of Science **Graduation Date:** May 13, 2005
Colorado State University (CSU), Fort Collins, CO
Course of Study: Student Affairs in Higher Education (SAHE)

Bachelor of Arts **Graduation Date:** May 15, 2003
Western Illinois University (WIU), Macomb, IL
Major: Communications **Emphasis:** Public Relations
Minors: History and Journalism

WORK EXPERIENCE

Director for Accessibility Resources, The University of North Carolina at Chapel Hill
Accessibility Resources & Service
June 2013-present

Assistant Director for Accessibility Resources, The University of North Carolina at Chapel Hill
Accessibility Resources & Service
December 2010-May 2013

Interim Director for Disability Services, The University of North Carolina at Greensboro
Office of Disability Services
December 2009-November 2010

Assistant Director for Disability Services, UNCG Office of Disability Services
August 2006-December 2009

Next Steps

Select & Develop a Project



Complete the Grant Application



Submit your Grant Application
by Friday, February 15, 2019

Thank You!

Email any additional questions
you may have to any Grant Committee
Members-

We are all ready and willing to help you
be awarded a NCTA grant~