



2023-2024 Grant Program Fact Sheet

Purpose

The purpose of the NCTA Grant 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 testing profession.

Scope

All grants must clearly support the mission of the National College Testing Association by enhancing professional testing practices, offering opportunities for professional development, encouraging professional support activities, supporting research relevant to the field of testing (for possible submission to the NCTA Journal), and/or advancing collaborative efforts among testing professionals, companies, and other policy-making agencies.

Awards and Period

Grants are awarded to individuals, institutions, agencies, associations, or other groups.

1. **Professional Development Grant** funds are expended between July 5, 2023 and June 30, 2024. An Interim Progress Report on January 23, 2024. The deadline to utilize all received funds is June 30, 2024. A Final Report is due on August 2, 2024 via email to grants@ncta-testing.org.
2. **Research Grant** funds are expended between July 5, 2023 and June 30, 2025. Research Grant Award recipients must submit Interim Progress Reports on January 23, 2024 and January 22, 2025. The deadline to utilize all received funds is June 30, 2025. A Final Report is due on August 1, 2025 via email to grants@ncta-testing.org.

Application Process

The grant year is 2023-2024. The grant application window begins on December 5th, 2022 and ends on March 17th, 2023. Applications are available to the NCTA Membership on the NCTA Grants Program webpage at <https://ncta.memberclicks.net/grants-program>. Completed applications and other supporting materials are submitted via email to grants@ncta-testing.org.

Once the application period closes, the Grant Committee will spend four weeks reviewing applications and, when appropriate, send suggestions for modifications to Applicants. Applicants will have approximately three weeks to submit modifications. The Committee then sends its recommendations to the NCTA Governing Board, and final award announcements will be made to the Membership approximately June 23, 2023. All applicants will receive notification of their award status to the email address provided on the application materials.



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Exclusions

The list below includes items that are not eligible expenses and are excluded from grant proposal consideration:

- Expenses associated with attending the annual NCTA Conference or any other conference (including, but not limited to, expenses related to travel, lodging, or conference registration).
- Creating, developing, marketing, or otherwise supporting a project intended to compete with any NCTA corporate member.
- Paid staff salaries, including full-time, part-time, salaried, and hourly while working within the scheduled workday.
- Honoraria to NCTA corporate members.
- Office upgrades including, but not limited to, hardware and software purchases or new furniture.
- Purchasing study material.
- An event not focused on testing professional development.

Terms and Conditions

- defines and identifies a primary contact for the grant;
- identifies for the Committee how the grant funds will be held during the term of the grant;
- describes actions to take in the event the primary contact becomes unavailable;
- defines the date range for which grant funds may be spent;
- outlines the expectations for the final report and sets due dates for this report and any unused funds;
- Applicants must read and sign the Terms and Conditions form before a proposal is considered.
- Former NCTA Grant recipients are eligible to reapply for subsequent grants after 3 years.
- Recipients must be in good standing.
- Recipients are encouraged to host a NCTA webinar or session at the NCTA conference.

Please direct any questions related to the NCTA Grant program and or to submit Application Materials to grants@ncta-testing.org.



NCTA Grant Program Ideas & Previous Grant Recipients

Ideas

- Host a training and development day focused on testing trends
- Develop a research study focused on a testing topic
- Projects to be presented at the NCTA conference
- Research to be submitted to the NCTA Journal
- Testing professional's growth and development events/workshops
- Testing workshops focused on sharing NCTA Proctoring Best Practices

Previous Grant Recipients

- Alabama Association of Testing Professionals (AATP) Inaugural conference: "Taking Testing to New Heights"
- Arizona State University - Safe, Sensitive, and Secure: Meeting Today's Testing Needs
- Arkansas College Testing Association (ACTA) - 4th Annual Partners for Student Success, Joint Student Affairs conference
- 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
- 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: testing services at TU and ATP-NCTA Proctoring Best Practices
- 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.
- University of Rhode Island – Creation of a Rhode Island (RI) Collegiate Testing Association – A One-Day Mini-Conference
- Davidson-Davie Community College - Training and development day to ensure testing staff and testing center policies, mission, vision, and values align with NCTA and testing vendors
- Southeast Missouri State University - Detection of Fake Identifications: A Comparison of Live Proctors vs. Remote Proctors



NCTA Grant Program Frequently Asked Questions

Frequently Asked Questions

What type of budget is required during the application period? The Committee is looking for approximate costs for the items needed to complete the project. These figures do not need to be exact during the application period; however, no additional reimbursement will be made if actual costs exceed approximated costs listed on the application. It is advised that careful planning is done so sufficient funds to complete the project are requested during the application period.

What is the term of the grant?

Professional Development Grant terms are defined as beginning July 5th and ending June 30th the following year. A recipient may request an extension up to one year. Extension requests are forwarded to the Committee no later than March 31. All funds awarded must be dispersed before June 30. No funds dispersed during the extension will be reimbursed under the grant.

Research Grant terms are defined as beginning July 5th and ending June 30th of the second year. A recipient may request an extension up to one year. Extension requests should be forwarded to the Committee no later than March 31. All funds awarded must be dispersed before June 30 of the second year. No funds dispersed during the extension will be reimbursed under the grant.

What happens if I don't spend all of the allocated funds? Funds not spent during the term of the grant must be returned via check payable to the National College Testing Association no later than **30 days** following the end of the grant term. Funds cannot be rolled forward into a subsequent grant cycle.

Who will receive the funds awarded? The primary applicant will identify who will be the holder of grant funds during the term of the grant (Part IV). This may be a grant office at your home institution or an institution collaborating on the grant, a treasurer for a related organization or agency, or another professional charged with handling funds. Funds are generally not payable to individuals. Many institutions have policies in place for the handling of grants awarded.

When will funds be available? The NCTA will issue checks, which are mailed to recipients usually during the month of July.

Are grants available to fund attendance to the NCTA Conference? No. Grants are not awarded to fund any individual, organization, or institution wishing to attend the annual NCTA Conference.

I received an NCTA grant in the past; can I apply for another grant? Grant recipients can apply for an NCTA grant once every three (3) years. Grants are awarded to individuals, institutions, agencies, associations, or other groups no more than once every three (3) years.

When is a final budget due? A preliminary budget is expected during the application period. As necessary, the budget may be modified, as exact costs are determined. Notification of any modifications are to be reported as they occur. A final budget of expenditures is due with the final report.

What is expected in the final report? The final report, at a minimum, should include a narrative on official letterhead describing the project and outcomes; any program or agenda; a detailed list of attendees or participants; the final expenditure report; and all original receipts.