**FY 24-25 Perkins Proposal**

The Carl D Perkins Career and Technical Education Act is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs and programs of study.

**Project Title:**

**Project Lead –** Full time CTE faculty only

**What type of application is this? (Select all that apply)**

* Equipment Perkins Application
* Professional Development Application
* Pathways

**Project Start Date:**

**Project End Date:**

**Project Budget  
Required: You need to attach the quote or price source for the equipment.**

**Equipment Expenses (List ONLY individual equipment/items over $100.00, DO NOT combine items/pieces to make a whole equipment request.)**

**Travel Expenses - Airfare, Hotel, Registration, Per Diem and Car Rental. (Other related travel expenses including student’s registrations and travel will be paid by the respected department.)**

**Total Perkins requested funding**:

**Outside funding**:

**Impact on project if funds are not allocated**:

**Project Narrative**

**\*THE CTE OFFICE WILL REQUIRE 30 DAYS TO REVIEW ALL OUTREACH & PROFESSIONAL DEVELOPMENT PROJECTS. EQUIPMENT PROJECTS WILL BE REVIEWED ACCORDING TO THE PERKIN’S CALENDAR.**  
  
**A. Provide** a brief 200-300 word comprehensive abstract that summarizes your responses to the criteria and concludes with the requested amount of funding. If this is an equipment purchase state when the equipment will be purchased and implemented into the program.  
**B. Describe** the goal(s) of the project/equipment (i.e. brief statement of purpose), measurable objective(s) (i.e. clear and quantifiable benchmarks for progress toward a goal), and provide brief statistics or supportive data (if appropriate).

**A. Identify** the planned outputs (e.g., service projects, classes, publications, website, programs and services).  
**B. Identify** the desired outcomes (short, medium, and/or long term) and how they will be measured and evaluated (e.g., improved skills, strengthened civic responsibility, improved problem solving ability, increased respect for self and others, discipline, literacy).

**A. List** the CTE programs and degrees (Licensure, Diploma, Certificate, AAS and/or approved AS Degrees) that will benefit from the proposed project.  
**B. Describe** how the proposed project will assist students in CTE programs (licensure, certificate, AAS and/or approved AS Degrees).  
**C. Describe** how the proposed project will strengthen the academic skills of students through the integration of academic requirements with CTE Programs of Study.

**A. Describe** how this project/equipment integrates the Appropriate Uses of Perkins to impact the program of study. Identify and list specific objectives from the CTE Program Support, Outreach/Career Pathways, Professional Development and Business/Industry Economic Development.

**B. Describe** how the proposed project may prepare CTE students in the region for high wage, high skill and high demand employment opportunities.

**Answer the following for PROFESSIONAL DEVELOPMENT:**  
  
**A. Describe** how the proposed project will provide opportunity for professional development of UVU instructors.  
**B. List** place and date (month-date-year) of conference. (Allow 60 days before any arrangements are made.)

C. **List** all Full time CTE faculty only who will be attending.

**Answer the following for OUTREACH projects:**  
  
**A. Describe** how the proposed project will address each of the following special populations:  
1. Individuals from economically disadvantaged families,  
2. Individuals with limited English proficiency,  
3. Displaced homemakers,  
4. Single parents,  
5. Individuals with disabilities,  
6. Individuals preparing for non-traditional fields,  
7. Individuals with other barriers to educational achievement.  
**B. Describe** how the proposed project will assist in recruiting and completion of UVU CTE students.

**Answer the following for CAREER PATHWAY projects:**  
  
**A. Describe** how the proposed project will assist UVU faculty/staff/administration in achieving the objectives of Career Pathways relationships with regional faculty/staff/administration members.  
**B. Describe** how the proposed project will address a priority or need for the advancement of Career Pathways and describe the desired outcome of the project.  
**C. Describe** how the proposed project fits into your Pathways short, medium, and long-range goals.

**We, the undersigned, have read, understand and agree to accept responsibility for the federal, state and college regulations, guidelines and procedures. Also, as recipient of CTE funding, I attest that I have read and agree to comply with the terms and conditions listed below. I further acknowledge that failure to comply with these terms and conditions may result in consequences and/or penalties, including withdrawal of the funds.**

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Project Lead Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Chair Date

**Terms and Conditions**

Carl D. Perkins Career and Technical Education Improvement Act of 2006

The Project Leader indicates that they have read and understand UVU's Financial Affairs and Development, Human Resources’ policies and procedures and received proper approval from the IRB if the project involves research concerning human subjects and will abide by ALL terms and conditions of the CTE office (indicated below).

As a nonprofit institution, Utah Valley University has a public mission. The public depends on the university to conduct its affairs (including all sponsored programs) in an objective and honest way.

The Department of Career & Technical Education (CTE) regularly funds projects based on specific criteria thoughtfully designed in support of CTE's overall mission within the institution and the community-at-large.

Post-award administration begins the moment a project is funded. Those that are involved in the project must carefully examine the terms and conditions of the contract regarding requirements for both financial management and non-financial management. Identifying any special terms and conditions at the outset is critical to assure appropriate post-award management of a contract.

Whenever an individual or group accepts funding from any sponsor, that individual or group is accepting and agreeing to comply with the terms and conditions as determined by the sponsor. Failure to comply with the terms and conditions of the sponsor may result in consequences (non-financial) or penalties (financial) to the individual or group that accepted the funds.

GENERAL TERMS AND CONDITIONS of CTE Contracts

Acceptance of a CTE contract to conduct an approved project obligates the receiver to use the funds as specified in the approved CTE contract, appropriate uses and within college policy, state and/or federal regulations. Any change in the scope or direction of an approved project must be reported in writing to the Department of Career and Technical Education prior to implementing the change.

When accepting funding from the CTE department, those awarded must become familiar with all relevant college policies, as well as any state or federal statutes, regulations, etc. that may apply. The Office of University Compliance and the Policy Office can assist awardees in addressing such obligations. Those awarded must comply with the award contract and the appropriate uses guidelines for managing a CTE Award, including the timely designation of a responsible party to oversee the financial obligations of the award. Funds cannot be accessed until those awarded attend Perkin’s Orientation and receive a BANNER index.

It is important that those awarded put in place a sound plan for maintaining appropriate documentation of expenses and expenditures at the outset of a project. A plan for reporting project outcomes should be made as early in the project as reasonable. CTE awardees will be expected to complete all of the following:

1. The Project Lead must attend Perkins Orientation before access to the funds is given.
2. The Project Lead must complete the online template for the Year End Accountability Report in accordance to the dates on the CURRENT Perkins Calendar for end of year reporting.

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