



Monitoring Evidence Submittal Tips

1. Compliance items in the **FY24 Monitoring Criteria Guide** describe the activities or actions expected by consortia as grant recipients. Some compliance items may be expected to be on file, but not need to be submitted. Only submit evidence listed under the **Evidence to submit for monitoring** sections of the **Guide**.
2. Look for key words in the **Guide** to determine what to submit – *summary, description, documentation, list, etc.*
3. Name files to reflect the Compliance item that the evidence addresses (e.g., *Compliance 1.2 Meeting Minutes, Compliance 4.1 Summary of Program Advisory Committee Work*).
4. Documents may be used as evidence for more than one criterion, but only submit once and clearly reference the document name and where it is located, as shown below.

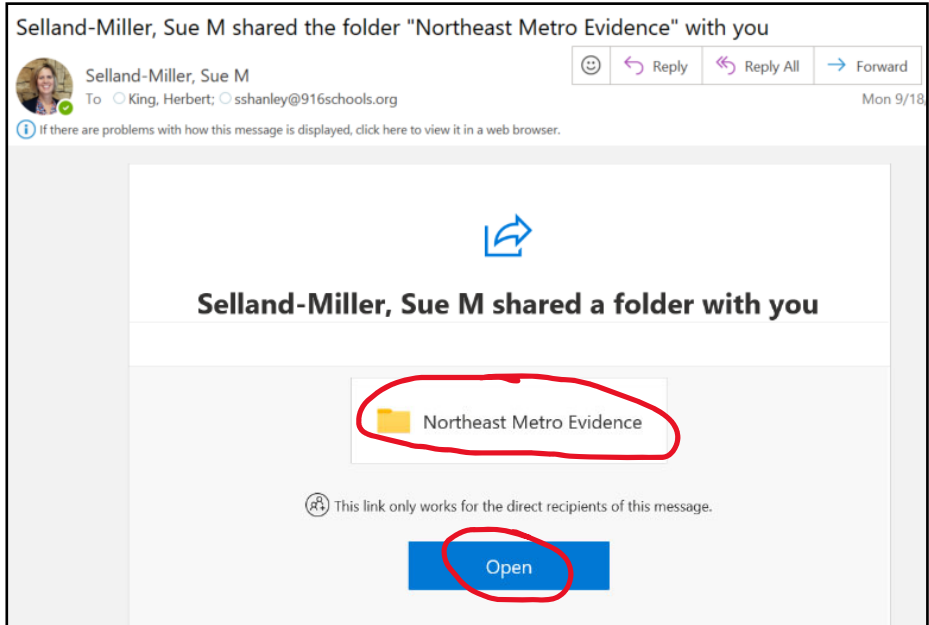
4.3.1 Evidence

- Compliance 4.3 Meeting Minutes
- Compliance 4.3 Email to New Teachers
- Compliance 1.2 Consortium Meeting Minutes (submitted under Criterion 1)

5. Acceptable file types include PDF, Word, and Excel.
6. No links to web-based documents such as Google Docs.
7. Links to websites can be included in summaries as evidence or examples.
8. The **FY24 Monitoring Evidence Checklist** may be helpful to make sure everything has been submitted based on descriptions in the **Guide**.
9. Email Sue Selland-Miller when all documents have been submitted.

Instructions for Submitting Monitoring Evidence

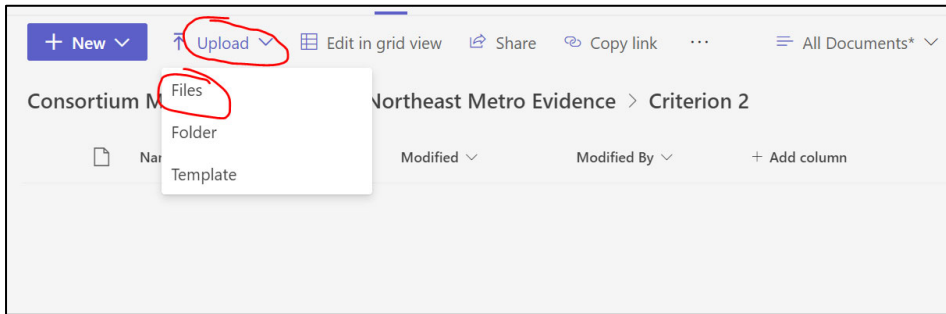
1. You will receive an email from Sue Selland-Miller allowing access to your consortium's evidence folder. Click on the evidence folder name or "Open."



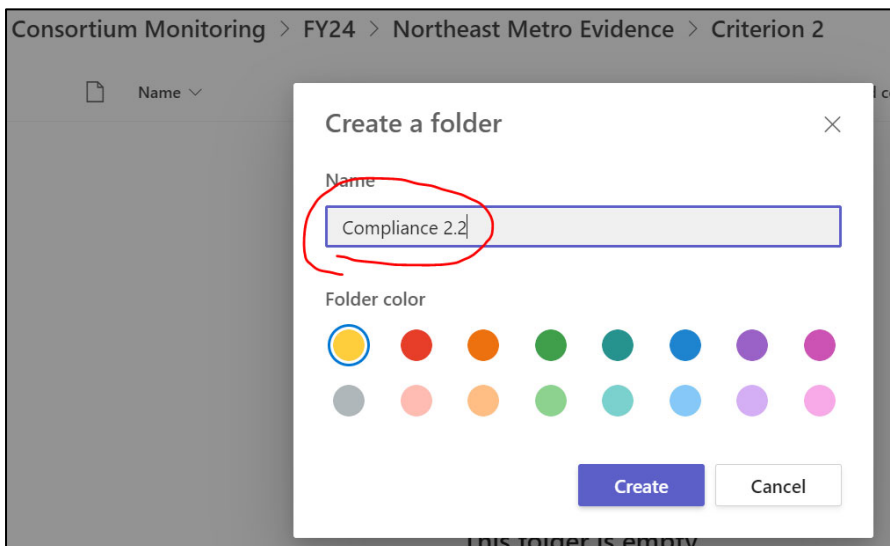
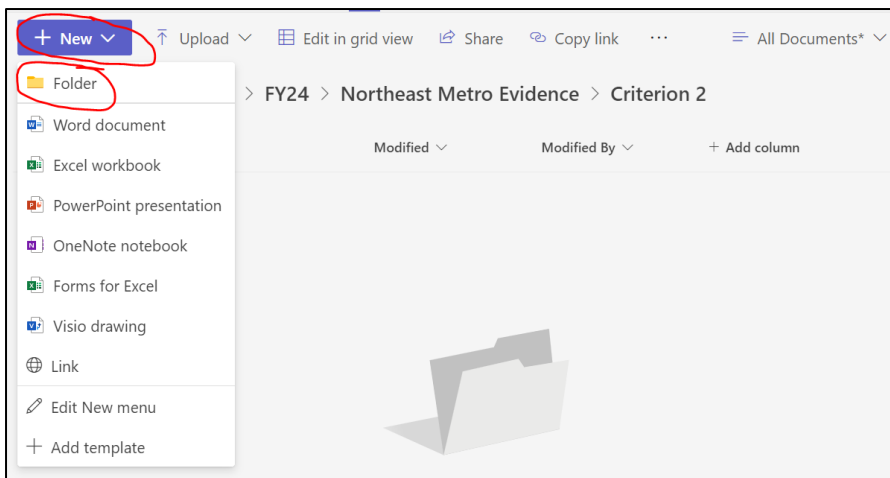
2. You will see a folder for each of the six criteria. Click the folder name you would like to add documents into.

Name	Modified	Modified By
Criterion 1	Yesterday at 2:20 PM	Selland-Miller, Sue ...
Criterion 2	Yesterday at 2:20 PM	Selland-Miller, Sue ...
Criterion 3	Yesterday at 2:20 PM	Selland-Miller, Sue ...
Criterion 4	Yesterday at 2:20 PM	Selland-Miller, Sue ...
Criterion 5	Yesterday at 2:20 PM	Selland-Miller, Sue ...
Criterion 6	Yesterday at 2:20 PM	Selland-Miller, Sue ...

3. Drag and drop files into the folder or select Upload/Files from the menu at the top and navigate to find the files on your computer.



4. You can create additional folders within the criterion folders to help organize your documents. Name the folder to reflect the Compliance components the evidence addresses (e.g., *Compliance 2.2*)



5. The folder structure is just like on your computer. You can add, delete, and move files as needed.
6. Email Sue Selland-Miller when all documents have been submitted.