

**MSGC Reporting Requirements  
Individual K-12 Educator Incentive Awards**

Send all correspondence to MSGC at [mispacegrant@umich.edu](mailto:mispacegrant@umich.edu)

1. Receipts: Within 1 month of final expenditures, which must be completed within 5 months of the award announcement, submit the following:
  - receipts totaling the amount of the award showing expenses as noted in the proposal. Email either receipt/s or a credit card statement showing payment for the registration fee (personal/private information redacted). Payment must be indicated on the document that is sent. Please let me know when you would anticipate being able to send this documentation.
  - if possible, documentation of cost-sharing that MSGC can report, which is important for the health of our grant program. Examples of this are (i) additional receipts showing the balance of charges required for an event or curricular materials or (ii) documentation that the school system paid \$x for a substitute teacher because the awardee was at a conference. Include an explanation of the receipts/funds and detail the source of the cost-sharing funds. Cost-sharing for MSGC cannot be derived from federal funds.
  
2. Report: Within 6 months of award announcement, send a 1-page report about the outcome of the award:
  - steps that were implemented in your classroom as a result of the award: If steps are yet to be taken, describe the planned activities and note when they will begin.
  - a description of any immediate positive impacts on the classroom as a result of the award.
  - if possible, a picture of children in the classroom engaging in activities related to the award outcomes, but only as long as it is a picture that we could use in promotional materials (permissions required).