

# Cortland

State University of New York College at Cortland

July 19, 2006

Judith Schillo  
Childhood/Early Childhood Department  
Van Hoesen B134

Dear Judith,

On behalf of the College Assessment Committee, please accept my congratulations on being awarded an Assessment Incentive Grant for Summer 2006. Based on available funding, the committee is able to fully fund your project at the requested amount of **\$2000.00**. There is one slight adjustment however to your application. In regards to the travel budget item, the grant will not support the cost of food. However, we will support the cost of gas, up to \$510.

In carrying out your project you should follow policies and procedures that apply to any expenditure of state funds, utilizing appropriate requisition forms. **Individual units assume total responsibility for ensuring that expenditures under this award comply with those policies and procedures.** All forms must be **submitted directly to Pam Smith** in the Office of Institutional Research and Assessment for approval and payment **on or before June 1, 2007**.

If for any reason you determine that you will be unable to carry out the project as planned, you should let me know immediately. In this way, we may be able to provide extra funding to others who applied for the incentive grants. Also, keep in mind that as a condition of accepting these funds, you are expected to complete your project activities by June 1, 2007 and file a final report explaining the project activities, grant expenditures and how the objectives were met to the Virginia Levine in the President's Office no later than June 15, 2007.

Congratulations again, and please let me know if I can provide additional information. We look forward to hearing about your project and its outcomes.

Sincerely,



Joy L. Hendrick  
Chair, College Assessment Committee

Cc: V. Levine, President's Office  
S. Van Etten, OIR&A  
P. Smith, OIR&A

P.O. Box 2000 Cortland, New York 13045-0900

