

## Spring 2021 Grant Cohort Onboarding Checklist

- Communicate** program adoption & grant award to **key stakeholders** (e.g., leaders, teachers, and school committee members)
- Share the good news – build excitement, buy in, and support for the program. [Sample school press release available here](#)
- Complete **grant paperwork**: grant letter, cohort agreement, financial entity info by April 9<sup>th</sup> [*paperwork was sent to the Superintendent (copying the primary grant contact) and then to school principal via DocuSign on March 25; Bill.com invitation sent to primary financial contact listed in the grant application*]
- ✓ Attend cohort **convening April 14<sup>th</sup>** – champions can [register here](#) by April 9<sup>th</sup>
- Register teachers for summer training**; priority registration runs through May 7<sup>th</sup>
  - June 21-24: Foundations training available for units 6.1, 7.1, 8.1
  - Aug 16-19 Foundations training available for units 6.1, 7.1, 8.1*Learn more and access the registration link on the Mass STEM Hub website by visiting <https://mass-stemhub.org/ose-cohort-hub/>*
- Complete the [online unit planning form](#) by May 31<sup>st</sup> to help inform MSH supports & programming
  - *Note: The form asks which units schools plan to implement next year (SY 21-22) and what month the unit(s) will be started; forms can be filled out at the school or district level*
- Purchase kits and consumables** for year 1 units -- ideally by May 31<sup>st</sup> to ensure time for delivery
  - *Note: schools may also source their own kits locally using [supply lists from OSE](#)*
- Complete summer training June and/or August
- Get in touch with questions/ideas/feedback/concerns!