## MIDDLE GRADE INITIATIVE (MGI)

### 2016 - 2017 Planning Calendar

<table>
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<tr>
<th>Timeline</th>
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| Feb 8 - Mar 18 | - Roll-Out of MGI 2016-17: GEAR UP meets with District Contact and Principal(s) -- provides and explains all forms, processes & procedures, including College/Career Readiness & Awareness (CCRA) Rubric Survey.  
- CCRA Rubric-Survey Administration: District completes and submits Administration Form to GEAR UP within 3 days of Roll-Out Meeting, and following, administers CCRA Rubric-Survey to participants within established start-end dates; receives results within 2 - 3 days of end-date; commences with scheduling CCR Team meetings. |
| March - April  | - Each School CCR Team* convenes to:  
  - Analyze data to inform decision making  
  - Develop response to data  
  - Consider results of CCRA Rubric-Survey  
  - Generate strategies/activities for the 2016 – 2017 School Proposal  
  
  * District Contact along with designated staff from each MGI Super School |
| May 4         | - MGI Super School Summit  
  - Includes additional time for CCR Teams to plan/prepare School Proposals |
| May 15        | - Each School CCR Team finalizes/submits School Proposal to District & GEAR UP State Office |
| May 15 - 30   | - Each District prepares CCR Action Plan and Budget  
  - Synthesize School Proposal(s) to create one CCR Action Plan  
  - Complete any research, including cost analyses  
  - Complete 2016-2017 MGI Budget Worksheet  
  - Each District Fiscal Liaison prepares for issuance of Partnership Agreement  
  - Complete sub-recipient commitment form  
  - Complete online System Award Management (SAM) registration |
| May 31        | - Each District submits CCR Action Plan and Budget to GEAR UP Assistant Directors, Dawne Spangler, Dawne.Spangler@nau.edu or Ann Connelly, Ann.Connelly@nau.edu |
| Jun           | - GEAR UP consults with each MGI District, as needed, to finalize 2016-17 CCR Action Plan and Budget |
| Jun 20 - Jun 30 | - GEAR UP prepares and submits MGI Action Plan, Budget, and other documents to NAU Sponsored Projects Office in preparation for issuing 2016-17 Partner Agreements |
| Jul 2016 - Jun 2017 | - Commence GEAR UP MGI – Super Year 3 |