



2013-2016 New York Charter School Dissemination Program Applicant Instructions

The Charter School Office (CSO) is releasing its first-ever dissemination grant called the New York Charter School Dissemination Program. The purpose of this grant is to provide funds to support the dissemination of effective practices and programs that have been developed, tested, and proven successful in New York Charter Schools. Dissemination funds are made available to assist charter schools in disseminating their successful innovations to any district school(s) in New York through designated partnerships.

1. Applicants must submit *all* application materials via the Department's Charter School Office online portal. To access this portal, copy and paste or type the following URL into your web browser: <http://nysed-cspgrants.myreviewroom.com> and hit enter or return where your browser will open to the landing page and "Welcome" message.
 2. After reading the "Welcome" message, applicants must register to create an account. Click "Sign Up" on the right hand side of the landing page and you will be sent to the account creation page. Once you have created an account, a confirmation email will arrive in your mailbox. Go back to portal using the URL provided above or included in the confirmation email.
 3. Once your account is created, you may be asked to identify as a "New Applicant" and to type in the name of the proposed charter school. Applicants seeking to establish a new charter school will be directed to set of required tasks. The tasks associated with the submission of the full application include:
 - Complete task "Letter of Intent" (optional)
 - Complete, upload and submit all documents under the "Application" tab
 - Upload and submit the "Letter of Support" (optional)
- a. Click on a task to open. From there, you will complete a form and/or upload the required document, and then submit it. Once you have completed a task, you may preview your submission and/or download a copy for your files.
 - b. Applicants will be able to sign in and out of the room as much or as little as desired to "view", "edit", and "delete" application materials until **3:00 PM on March 15, 2013**.
 - c. Applicants may still edit submissions even after completion as long as the deadline has not passed. To log back into your account at any time, go to <http://nysed-cspgrants.myreviewroom.com> and sign in using the email address and the password you previously created. Please note: Applicants must completed all of the required tasks and click on "Submit your application" to have your submission move forward for review. Here, you may also download the entire document for your files.

- d. Applicant(s) will receive an email from the portal to acknowledge receipt of their respective submissions.

Other things for applicants to know:

- Upon sign-in, the lead applicant may edit basic school information (i.e., change or correct the spelling of the name of the proposed charter school) by clicking on “Edit Information” to the right of the screen just under the blue banner.
- On the applicant task page, the lead applicant may grant access to other members of the applicant or founding group including consultants if so desired. The lead applicant (known as the owner within the portal) may grant other members “read only” or “full access” by clicking on the “Add Members” to the right of the applicant task page. After the lead applicant has added other members by inputting member email addresses directly into the system, other members of the group may sign in using the URL (<http://nysed-cspgrants.myreviewroom.com>).
- Applicants may access the 2013 RFP, Budget Template, and other resources with a click on the “Resources” link in the upper right hand corner of the blue banner. These resources will open in separate windows. These documents and those referenced in the 2013 RFP and herein are also available on the web at http://www.p12.nysed.gov/funding/currentapps.html#nycs_dissemination.
- If you use a web browser other than Internet Explorer (i.e., Safari, Firefox, or Google Chrome), applicants will be able to run the “Spell Check” feature of the browser to check for spelling and grammatical errors when typing into the Applicant Information and Media Contact Form. Internet Explorer does not have this feature.
- Should you have any questions about the application process, please send an email to cdissem@mail.nysed.gov.
- Should you require technical support, please send an email to support@myreviewroom.com.

In addition to the electronic application submission, one (1) copy of all documents that need an original signature must be postmarked by March 15, 2013 and mailed to:

New York State Education Department
Grants Management
Room 464 EBA
Attn: Charter Dissemination
89 Washington Avenue
Albany, NY 12234

The mailed application packet should include all of the following items. Each of these items requires an original signature. Please compile your mailed application packet in the following order. Include one original for each of the following:

1. Application Cover Page
2. Payee Information Form
3. NYS Substitute W-9, if required
4. Form FS-10 Budget

Thank you,

Erin Shovlin
Dissemination Specialist
cdissem@mail.nysed.gov
(718) 722-2774