

**PROPOSED AMENDMENTS TO RULE:  
NURSE EDUCATOR FELLOWSHIP PROGRAM**

**Submitted for:** Action.

**Summary:** This item requests approval of the proposed amendments to the rule for the Nurse Educator Fellowship Program. Administrative changes are needed to comply with the Grants Accountability and Transparency Act (30 ILCS 708).

Once approved by the Illinois Board of Higher Education, the proposed amendments will be submitted to the Secretary of State for publication in the *Illinois Register* for public comment. Next, the staff and members of the legislative Joint Committee on Administrative Rules will review. If there is no objection, the rules will return to the Board for final adoption.

**Action Requested:** That the Illinois Board of Higher Education approve the proposed rule amendments to Nurse Educator Fellowship Program (23 Ill. Adm. Code 1105) for publication in the *Illinois Register*.

STATE OF ILLINOIS  
BOARD OF HIGHER EDUCATION

**PROPOSED AMENDMENTS TO RULE:  
NURSE EDUCATOR FELLOWSHIP PROGRAM**

The Nurse Educator Fellowship program is highly successful in helping Illinois schools of nursing retain the highly qualified educators who train registered professional nurses. A 2019 survey conducted by the Illinois Nursing Workforce Center found that 96 percent of the prior Nurse Educator Fellows are currently employed in nursing education. Eighty-four percent of those Fellows are still at the institution that nominated them for the Fellowship. This is remarkable success for a program that started a decade ago.

The proposed amendments incorporate the requirements of the Grants Accountability and Transparency Act (GATA). This includes adding new terminology and referencing the GATA rules for uniform grant application, risk assessment using prior performance, recipient qualification, uniform grant agreement, audit standards, and post-award requirements. In addition, the proposed amendments help to address questions raised by nursing schools about the requirements to nominate a faculty member, the factors used by Board staff to recommend Fellows, and the responsibilities of the institution and Fellow. These proposed amendments do not change the program and will not detract from its success.

Also, this item proposes amendments to clarify (1) eligibility of the nursing school and nominee; (2) factors to be considered for selection; (3) role of the recipient institution; and (4) responsibilities of the Fellows. The Board staff have consulted with the Illinois Nursing Workforce Center regarding these proposed amendments and the Center agrees.

Once approved by the Illinois Board of Higher Education, the proposed amendments to the rules will be submitted to the Secretary of State for publication in the *Illinois Register* for public comment, pursuant to the Illinois Administrative Procedures Act. This is followed by a period for review by the staff and members of the legislative Joint Committee on Administrative Rules. If there is no objection, the rules will return to the Board for final adoption. Final presentation is tentatively scheduled for the next Board meeting on March 17, 2020.

Attachment 1 is the current rule with proposed amendments, deletions are in strikeout and additions underlined. The proposed amended rule is shown in Attachment 2, the clean version.

**Staff Recommendation**

Staff recommends the adoption of the following resolution:

*The Illinois Board of Higher Education hereby approves the proposed amendments to the rules for the Nurse Educator Fellowship Program (23 Ill. Adm. Code 1105) as detailed in the attached document for publication in the Illinois Register.*

**ATTACHMENT 1: PROPOSED AMENDMENTS**

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1105  
NURSE EDUCATOR FELLOWSHIP PROGRAM

Section	
1105.100	Purpose of the Nurse Educator Fellowship Program
1105.200	Definitions
1105.300	Fellow Eligibility
1105.400	Nomination Process
1105.500	Approval Process
1105.600	Awards
1105.700	Fellow Responsibilities
<u>1105.800</u>	<u>Post-Award Requirements</u>

AUTHORITY: Implementing and authorized by Section 9.32 of the Board of Higher Education Act [110 ILCS 205/9.32].

SOURCE: Emergency rules adopted at 30 Ill. Reg. 14363, effective August 16, 2006, for a maximum of 150 days; adopted at 30 Ill. Reg. 19523, effective December 5, 2006; adopted at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 1105.100 Purpose of the Nurse Educator Fellowship Program**

The purpose of the Nurse Educator Fellowship Program is *to ensure the retention of well-qualified nursing faculty by supplementing nursing faculty salaries at institutions of higher learning that award degrees in nursing.* [110 ILCS 205/9.32] The Program is designed to reward outstanding nursing faculty and provide an incentive to retain qualified faculty at Illinois institutions of higher learning.

**Section 1105.200 Definitions**

"Board" means the Board of Higher Education.

"Institution of Higher Learning" means a public or not-for-profit nonpublic institution of higher education located within Illinois that offers associate, baccalaureate or post-baccalaureate degrees and that is authorized to operate in the State.

"Eligible Institution" means an institution of higher learning in Illinois with a pre-licensure registered professional nursing program approved by the Illinois Department of Financial and Professional Regulation and accredited by the Commission on Collegiate Nursing Education (CCNE) or the National League for Nursing Accrediting Commission (NLNAC).

"Fellow" means an individual who receives Fellowship assistance under this Program.

"Fellowship" means the *competitive award that supplements nursing faculty salaries to ensure the retention of well-qualified nursing faculty.* [110 ILCS 205/9.32]

"Fiscal Year" means the period of July 1 to June 28 of the following year.

"GATA" means the Grant Accountability and Transparency Act [30 ILCS 708]. GATA rules are cross-referenced in this Part.

"GATA Rule" means 44 Ill. Adm. Code 7000.

"GATU" means the Grant Accountability and Transparency Unit within the Illinois Governor's Office of Management and Budget.

"Illinois Nursing Workforce Center" means the center established within the Illinois Department of Financial and Professional Regulation to address issues of supply and demand in the nursing profession, including issues of recruitment, retention, and utilization of nurse manpower resources. [225 ILCS 65/75-10].

"Illinois Resident" means an individual who resides in the State of Illinois and is considered to be a resident by the Illinois Department of Revenue or Illinois Secretary of State.

"Indirect Facilities and Administrative Costs" means those costs incurred for a common or joint purpose benefitting more than one cost objection, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved.

"Nominating Institution" means an eligible institution that has submitted Fellowship nomination materials on behalf of a nursing faculty member at its institution.

"Program" means the Nurse Educator Fellowship Program.

"Qualified Applicant" means a nursing faculty member, nominated by an eligible institution, who meets the requirements of Section 1105.300.

"Recipient Institution" means the eligible institution that receives a Fellowship directly from the Board on behalf of the Fellow.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.300 Fellow Eligibility**

A qualified applicant must:

- a) be an Illinois resident;
- b) have a minimum of a master's degree in nursing;

- c) be employed in a full-time nursing faculty position at an eligible institution;
- d) have been employed by the nominating institution in a teaching position preparing registered professional nurses for a minimum of 12 months prior to submission of nomination materials;
- e) have made significant contributions to the nursing program; and
- f) have not received a Fellowship under this Program within the past 5 years.

#### **Section 1105.400 Nomination Process**

- a) Eligible institutions will be notified by the Board when funding opportunities and nomination materials for the Nurse Educator Fellowship Program are available.
- b) Nomination materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333431 East Adams Street, Second Floor, Springfield, Illinois 62701-1404 or the Board's website at [www.ibhe.org](http://www.ibhe.org).
- c) Nominations from eligible institutions are limited to no more than 3 full-time nursing faculty members per campus annually.
- d) The chief nursing administrator at an eligible institution shall identify and nominate qualified applicants for the Fellowship by completing the nomination form included in the nomination materials.
- e) The nominee must complete the personal statement section of the nomination materials, indicating ~~his or her~~ intent to remain employed as a nursing faculty member with the nominating institution in the State and the his or her anticipated use of Fellowship funds.
- f) The nomination materials must include the uniform grant application provided by GATU (see GATA Rule Section 7000.330) and be signed by the authorized representative chief executive officer of the nominating institution.
- g) Completed nomination materials in accordance with subsections (d), (e) and (f) of this Section must be submitted to the Board by the announced deadline, which shall not be less than 45 days from the announcement and release of nomination materials.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

#### **Section 1105.500 Approval Process**

- a) The Board shall accept nominations for Fellowships in accordance with Section 1105.400.
- b) Board staff shall review nominations to ensure the eligibility requirements are met in accordance with Section 1105.300.

- c) Board staff shall make recommendations to the Board for approval of Fellowships based upon factors that shall include, but are not limited to, the following:
- 1) Strength of the nomination by the chief nursing administrator and the nominee's personal ~~Personal~~ statement regarding proposed use of funds and employment plans;
  - 2) Major accomplishments of the nominee, such as research, program improvements, and other nursing program contributions;
  - 3) Statewide geographic distribution of Fellowship recipients;
  - 4) Distribution of Fellowship recipients among the degree levels and sectors of eligible institutions that nominate qualified applicants for the program; and
  - 5) 54) Tenure status (preference will be given to tenured/tenure-track faculty).
- d) For a nominating institution that is a prior fiscal agent of an award under this Part, the Board staff shall review available information on the institution's prior performance and consider that information when assessing institution risk. This is part of the grantee risk assessment provided by GATU (see GAA Rule Section 7000.340).
- e) Upon Board approval, Fellowships can be made to the nominating institution, on behalf of the Fellow.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.600 Awards**

- a) The amount of the Fellowship shall be no greater than \$10,000.
- b) The number of Fellowships awarded in a given fiscal year is contingent upon available funding.
- c) If for any reason the appropriation to the Board is insufficient to fund Fellowships for all selected Fellows in accordance with subsection (a) of this Section, all Fellowships shall be reduced pro rata as necessary.
- d) The purpose of the Fellowship is to enhance retention of well-qualified faculty by providing a salary supplement. At the discretion of the Fellow, funds may be used for, but are not limited to, professional development, conference expenses, continued education, professional dues, and other activities as defined in Section 1105.700.
- e) The Fellow and the nominating institution shall be notified of the award in writing upon approval by the Board.
- f) Fellowship funds may not be expended except pursuant to a grant agreement and

disbursement of funds without a grant agreement is prohibited.

g) Board staff shall verify that the recipient institution is registered with the State of Illinois, has completed a prequalification process, and has been determined “qualified” by GATU (see GATA Rule Section 7000.70).

h) The Board shall enter into an agreement with a qualified recipient institution using the Uniform Grant Agreement provided by GATU (see GATA Rule Section 7000.370).

i) Upon Board approval and verification of employment by the recipient institution, funds shall be disbursed to the recipient institution ~~nominating institution~~ on behalf of the Fellow.

~~j~~g) The recipient institution ~~institution~~ shall:

1) Serve as fiscal agent for the Board and receive the Fellowship funds on behalf of the Fellow;

2) Use ~~must use~~ the Fellowship funds to supplement the salary of the Fellow and shall not supplant other revenue sources that support faculty salaries;

3) Pay the Fellow in either a lump sum or installment plan in accordance with institutional payroll policies and procedures;

4) Not deduct indirect facilities or administrative costs from the Fellowship award.

~~h) Fellowship funds are payable to the Fellow in either a lump sum or installment plan in accordance with institutional payroll policies and procedures.~~

~~k~~i) If the Fellow terminates employment with the recipient institution within 6 months after award notification from the Board:

1) The Fellow shall repay the funds awarded to date. These funds shall be remitted to the Board ~~State~~ for deposit in the General Revenue Fund.

2) Fellows are not entitled to funds not yet paid by the institution. The recipient institution ~~institution~~ must remit any unused portion of the Fellowship to the Board ~~State~~ for deposit in the General Revenue Fund.

~~j) Any interest earned on Fellowship funds by the institution may be retained by the institution when the cost of accounting for the interest or allocating interest to principal is deemed significant in terms of the amount of interest to be received.~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.700 Fellow Responsibilities**

a) As a condition for acceptance of the Fellowship, the Fellow shall agree ~~in the~~

~~application form to participate be actively involved in statewide nursing advocacy, including participation as needed~~ in the following activities:

- 1) ~~Collaboration with the Board and Illinois Nursing Workforce Center for Nursing~~ regarding statewide nursing issues, as needed and with approval by the recipient institution's chief nursing administrator;
  - 2) ~~Review of Fellowship nomination materials in subsequent years to assist the Board in Fellowship determination; and~~
  - 3) ~~Participation in The Fellowship recognition ceremony hosted by the Illinois Nursing Workforce Center and Board; and~~
  - 3) ~~Fellowship meetings or associated conferences sponsored by the Board or Illinois Nursing Workforce Center for Nursing when attendance is approved by the recipient institution's chief nursing administrator.~~
- b) If the Fellow terminates employment with the recipient institution within 6 months after award notification from the Board, the Fellow shall repay the funds awarded to date. The Fellow or recipient institution shall contact the Board regarding the appropriate manner to remit the funds for deposit in the General Revenue Fund.
- c) ~~Provide a final report to the nominating institution~~ describing Fellowship experiences, including the use of funds. The Fellow nominating institution shall submit the report to the nominating institution, the Illinois Nursing Workforce Center, and the Board. Board on behalf of the Fellow.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.800 Post-Award Requirements**

- a) Recipient institutions are subject to the Auditing Standards stipulated by GATU (see GATA Rule Section 7000.90).
- b) The recipient institution shall submit a financial report to the Board within 30 calendar days following the payment of the Fellowship to the Fellow. The report shall include the Fellow's name, recipient institution's name, date of payment, and amount of Fellowship award after payroll deductions. When the Fellowship award is split into more than one payment, a report must be submitted within 30 calendar days after each payment.
- c) The recipient institution shall take the following actions to complete grant closeout at the end of the fiscal year. (See GATA Rule Section 7000.440).
  - 1) Promptly refund any balances of unobligated cash that the Board paid in advance. Refunds shall be returned to the Board within 45 days after the end of the fiscal year.
  - 2) Expend any encumbered grant funds during a lapse period of 60 days past the end of the fiscal year. Any encumbered but unexpended grant



funds remaining at the end of the lapse period shall be returned to the Board within 45 days.

(Source: Added at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**ATTACHMENT 2: PROPOSED AMENDED RULE**

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1105  
NURSE EDUCATOR FELLOWSHIP PROGRAM

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AUTHORITY: Implementing and authorized by Section 9.32 of the Board of Higher Education Act [110 ILCS 205/9.32].

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The purpose of the Nurse Educator Fellowship Program is *to ensure the retention of well-qualified nursing faculty by supplementing nursing faculty salaries at institutions of higher learning that award degrees in nursing.* [110 ILCS 205/9.32] The Program is designed to reward outstanding nursing faculty and provide an incentive to retain qualified faculty at Illinois institutions of higher learning.

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"Fellow" means an individual who receives Fellowship assistance under this Program.

"Fellowship" means the *competitive award that supplements nursing faculty salaries to ensure the retention of well-qualified nursing faculty.* [110 ILCS 205/9.32]

"Fiscal Year" means the period of July 1 to June 28 of the following year.

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"Recipient Institution" means the eligible institution that receives a Fellowship directly from the Board on behalf of the Fellow.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.300 Fellow Eligibility**

A qualified applicant must:

- a) be an Illinois resident;
- b) have a minimum of a master's degree in nursing;

- c) be employed in a full-time nursing faculty position at an eligible institution;
- d) have been employed by the nominating institution in a teaching position preparing registered professional nurses for a minimum of 12 months prior to submission of nomination materials;
- e) have made significant contributions to the nursing program; and
- f) have not received a Fellowship under this Program within the past 5 years.

**Section 1105.400 Nomination Process**

- a) Eligible institutions will be notified by the Board when funding opportunities and nomination materials for the Nurse Educator Fellowship Program are available.
- b) Nomination materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or the Board's website at [www.ibhe.org](http://www.ibhe.org).
- c) Nominations from eligible institutions are limited to no more than 3 full-time nursing faculty members per campus annually.
- d) The chief nursing administrator at an eligible institution shall identify and nominate qualified applicants for the Fellowship by completing the nomination form included in the nomination materials.
- e) The nominee must complete the personal statement section of the nomination materials, indicating intent to remain employed as a nursing faculty member with the nominating institution and the anticipated use of Fellowship funds.
- f) The nomination materials must include the uniform grant application provided by GATU (see GATA Rule Section 7000.330) and be signed by the authorized representative of the nominating institution.
- g) Completed nomination materials in accordance with subsections (d), (e) and (f) of this Section must be submitted to the Board by the announced deadline, which shall not be less than 45 days from the announcement and release of nomination materials.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

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- a) The Board shall accept nominations for Fellowships in accordance with Section 1105.400.
- b) Board staff shall review nominations to ensure the eligibility requirements are met in accordance with Section 1105.300.
- c) Board staff shall make recommendations to the Board for approval of Fellowships based upon factors that shall include, but are not limited to, the

following:

- 1) Strength of the nomination by the chief nursing administrator and the nominee's personal statement regarding proposed use of funds and employment plans;
  - 2) Major accomplishments of the nominee, such as research, program improvements, and other nursing program contributions;
  - 3) Statewide geographic distribution of Fellowship recipients;
  - 4) Distribution of Fellowship recipients among the degree levels and sectors of eligible institutions that nominate qualified applicants for the program; and
  - 5) Tenure status (preference will be given to tenured/tenure-track faculty).
- d) For a nominating institution that is a prior fiscal agent of an award under this Part, the Board staff shall review available information on the institution's prior performance and consider that information when assessing institution risk. This is part of the grantee risk assessment provided by GATU (see GAA Rule Section 7000.340).
- e) Upon Board approval, Fellowships can be made to the nominating institution, on behalf of the Fellow.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

#### **Section 1105.600 Awards**

- a) The amount of the Fellowship shall be no greater than \$10,000.
- b) The number of Fellowships awarded in a given fiscal year is contingent upon available funding.
- c) If for any reason the appropriation to the Board is insufficient to fund Fellowships for all selected Fellows in accordance with subsection (a) of this Section, all Fellowships shall be reduced pro rata as necessary.
- d) The purpose of the Fellowship is to enhance retention of well-qualified faculty by providing a salary supplement. At the discretion of the Fellow, funds may be used for, but are not limited to, professional development, conference expenses, continued education, professional dues, and other activities as defined in Section 1105.700.
- e) The Fellow and the nominating institution shall be notified of the award in writing upon approval by the Board.
- f) Fellowship funds may not be expended except pursuant to a grant agreement and disbursement of funds without a grant agreement is prohibited.

- g) Board staff shall verify that the recipient institution is registered with the State of Illinois, has completed a prequalification process, and has been determined “qualified” by GATU (see GATA Rule Section 7000.70).
- h) The Board shall enter into an agreement with a qualified recipient institution using the Uniform Grant Agreement provided by GATU (see GATA Rule Section 7000.370).
- i) Upon Board approval and verification of employment by the recipient institution, funds shall be disbursed to the recipient institution on behalf of the Fellow.
- j) The recipient institution shall:
  - 1) Serve as fiscal agent for the Board and receive the Fellowship funds on behalf of the Fellow;
  - 2) Use the Fellowship funds to supplement the salary of the Fellow and shall not supplant other revenue sources that support faculty salaries;
  - 3) Pay the Fellow in either a lump sum or installment plan in accordance with institutional payroll policies and procedures;
  - 4) Not deduct indirect facilities or administrative costs from the Fellowship award.
- k) If the Fellow terminates employment with the recipient institution within 6 months after award notification from the Board:
  - 1) The Fellow shall repay the funds awarded to date. These funds shall be remitted to the Board for deposit in the General Revenue Fund.
  - 2) Fellows are not entitled to funds not yet paid by the institution. The recipient institution must remit any unused portion of the Fellowship to the Board for deposit in the General Revenue Fund.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.700 Fellow Responsibilities**

- a) As a condition for acceptance of the Fellowship, the Fellow shall agree to participate in the following activities:
  - 1) Collaboration with the Board and Illinois Nursing Workforce Center regarding statewide nursing issues, as needed and with approval by the recipient institution’s chief nursing administrator;
  - 2) The Fellowship recognition ceremony hosted by the Illinois Nursing Workforce Center and Board; and
  - 3) Fellowship meetings or associated conferences sponsored by the Board or Illinois Nursing Workforce Center when attendance is approved by the

recipient institution's chief nursing administrator.

- b) If the Fellow terminates employment with the recipient institution within 6 months after award notification from the Board, the Fellow shall repay the funds awarded to date. The Fellow or recipient institution shall contact the Board regarding the appropriate manner to remit the funds for deposit in the General Revenue Fund.
- c) Provide a final report describing Fellowship experiences, including the use of funds. The Fellow shall submit the report to the nominating institution, the Illinois Nursing Workforce Center, and the Board.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1105.800 Post-Award Requirements**

- a) Recipient institutions are subject to the Auditing Standards stipulated by GATU (see GATA Rule Section 7000.90).
- b) The recipient institution shall submit a financial report to the Board within 30 calendar days following the payment of the Fellowship to the Fellow. The report shall include the Fellow's name, recipient institution's name, date of payment, and amount of Fellowship award after payroll deductions. When the Fellowship award is split into more than one payment, a report must be submitted within 30 calendar days after each payment.
- c) The recipient institution shall take the following actions to complete grant closeout at the end of the fiscal year. (See GATA Rule Section 7000.440).
  - 1) Promptly refund any balances of unobligated cash that the Board paid in advance. Refunds shall be returned to the Board within 45 days after the end of the fiscal year.
  - 2) Expend any encumbered grant funds during a lapse period of 60 days past the end of the fiscal year. Any encumbered but unexpended grant funds remaining at the end of the lapse period shall be returned to the Board within 45 days.

(Source: Added at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**PROPOSED AMENDMENTS TO RULE:  
ILLINOIS COOPERATIVE WORK STUDY PROGRAM**

**Submitted for:** Action.

**Summary:** This item requests approval of the proposed amendments to the rule for the Cooperative Work Study Program. Administrative changes are needed to comply with the Grants Accountability and Transparency Act (30 ILCS 708).

Once approved by the Illinois Board of Higher Education, the proposed amendments will be submitted to the Secretary of State for publication in the *Illinois Register* for public comment. Next, the staff and members of the legislative Joint Committee on Administrative Rules will review. If there is no objection, the rules will return to the Board for final adoption.

**Action Requested:** That the Illinois Board of Higher Education approve the proposed rule amendments to Illinois Cooperative Work Study Program (23 Ill. Adm. Code 1015) for publication in the *Illinois Register*.



STATE OF ILLINOIS  
BOARD OF HIGHER EDUCATION

**PROPOSED AMENDMENTS TO RULE:  
ILLINOIS COOPERATIVE WORK STUDY PROGRAM**

This rule was adopted by the Board of Higher Education back in 1992 after the Illinois Cooperative Work Study Program Act was passed in 1991. The origin of this program is a 1987 recommendation by the Student Financial Aid Study Committee which was formed by the Board of Higher Education and the Illinois Student Assistance Commission (ISAC). The intent was to create a program that would reduce reliance on student loans; leverage resources, enhance public/private partnerships, complement student academic programs, and encourage social service activities. An advantage of being administered by the Board is the program does not directly compete for funding with the Monetary Award Program and other state student financial aid programs administered by ISAC.

The proposed amendments incorporate the requirements of the Grants Accountability and Transparency Act (GATA). The GATA requirements include: adding new terminology; referencing the GATA rules for recipient qualification and use of uniform grant agreements; removing some of the requirements that are incorporated into the new uniform grant agreement; and referencing GATA rules on interest earned, audit requirements, and post-award requirements. These proposed amendments retain the purpose of the rule and incorporate new statutory requirements.

Once approved by the Illinois Board of Higher Education, the proposed amendments to the rules will be submitted to the Secretary of State for publication in the *Illinois Register* for public comment, pursuant to the Illinois Administrative Procedures Act. This is followed by a period for review by the staff and members of the legislative Joint Committee on Administrative Rules. If there is no objection, the rules will return to the Board for final adoption. Final presentation is tentatively scheduled for the March 17, 2020 Board meeting.

Attachment 1 is the current rule with proposed amendments, deletions are in strikeout and additions underlined. The proposed amended rule is shown in Attachment 2, the clean version.

**Staff Recommendation**

Staff recommends the adoption of the following resolution:

*The Illinois Board of Higher Education hereby approves the proposed amendments to the rules for the Illinois Cooperative Work Study Program (23 Ill. Adm. Code 1015) as detailed in the attached document for publication in the Illinois Register.*

**ATTACHMENT 1: PROPOSED AMENDMENTS**

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1015  
ILLINOIS COOPERATIVE WORK STUDY PROGRAM

Section  
1015.10 Purpose  
1015.20 Definitions  
1015.30 Eligible Applicants  
1015.40 Selection of Projects for Grants  
1015.50 Grant Application Procedures  
1015.60 Grant Criteria  
1015.70 ~~Post-Award~~~~Audit~~ Requirements

AUTHORITY: Implementing and authorized by ~~Section 3 of the Illinois Cooperative Work Study Program Act [110 ILCS 225]~~~~AN ACT to establish and implement a cooperative work study program (P.A. 87-513, adopted September 13, 1991, effective September 13, 1991).~~

SOURCE: Adopted at 16 Ill. Reg. 4496, effective March 9, 1992; adopted at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 1015.10 Purpose**

~~The program provides~~ *The purpose of the Illinois Cooperative Work Study Program is to provide a program of financial assistance to support student cooperative work study programs in higher education to benefit students academically and financially, reduce reliance on loans, enhance public-private sector partnerships, and encourage students to seek permanent employment in Illinois.* (Section 3 of ~~the Act~~). ~~Public Act 87-513 (the Act), adopted September 13, 1991, effective September 13, 1991)~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1015.20 Definitions**

~~“Act” means Illinois Cooperative Work Study Program Act [110 ILCS 225].~~

~~“Administrative costs” means costs other than student wages and salaries, items that go into the hands of students, cost reimbursements to students, and the cost of audits.~~

~~“Board” means the Illinois Board of Higher Education. (Section 2 of the Act).~~

~~“Cooperative work study” means an academically related work and study experience with business, industry, government or other agencies and organizations. Cooperative work study may include, but is not limited to, summer internships, clinical placements, internships and work experiences during the academic year. (Section 2 of the Act).~~

“Direct Costs” means costs that can be directly assigned to such activities relatively easily with a high degree of accuracy.

“GATA” means the Grant Accountability and Transparency Act [30 ILCS 708]. GATA rules are cross-referenced in this Part.

“GATA Rule” means 44 Ill. Adm. Code 7000.

“GATU” means the Grant Accountability and Transparency Unit within the Illinois Governor’s Office of Management and Budget.

“Grant Period” or “Period of Performance” means the time during which the awardee may incur new obligations to carry out the work authorized. The Board will include the start and end dates in the grant agreement.

“Illinois resident student.” To qualify as an Illinois resident student, one of the following two requirements must be met:

At least one parent, step-parent, or court appointed guardian must reside in Illinois; or

The emancipated (self-supporting) student must have lived in Illinois, in some capacity other than as a student at an Illinois public or nonpublic institution of higher education, for a period of 12 consecutive months immediately prior to the enrollment.

“Indirect Facilities and Administrative Costs” means those costs incurred for a common or joint purpose benefitting more than one cost objection, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved.

*“Nonpublic institution of higher education” means an Illinois educational organization, other than a public institution of higher education, that provides a minimum of an organized two-year program at the private junior college level or higher and that operates in conformity with standards substantially equivalent to those of the public institutions of higher education. (Section 2 of the Act).*

“Performance Goal” means a target level of performance expressed as a tangible, measurable objective or as qualitative standard, value or rate. A performance goal includes a performance indicator, a target, and a time period, and must be expressed in an objective, quantifiable or measurable form when possible. When necessary, the Board and an awardee shall use an alternative performance goal (such as a set of milestones) described in a way that makes it possible to discern whether progress is being made toward that goal.

“Program” means the Illinois Cooperative Work Study Program.

*“Public institution of higher education” means the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern*

~~*Illinois University, Northern Illinois University, Western Illinois University the several universities and colleges under the governance of the Board of Governors of State Colleges and Universities, the several Regency Universities under the jurisdiction of the Board of Regents, the public community colleges of this State, and any other public universities, colleges and community colleges now or hereafter established or authorized by the General Assembly. (Section 2 of the Act).*~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1015.30 Eligible Applicants**

Eligible applicants are nonpublic and public institutions of higher education based in Illinois.

### **Section 1015.40 Selection of Projects for Grants**

- a) Grants shall be made for projects that support Illinois resident undergraduate students. In addition, the Board shall consider whether the projects:
- 1) *expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program;*
  - 2) *strengthen cooperation between higher education, business, industry, and government;*
  - 3) *promote school/college partnerships;*
  - 4) *encourage social and community service;*
  - 5) *maximize the use of matching contributions from business and industry, governmental and social agencies, and participating colleges and universities to support student wages;*
  - 6) *create new opportunities for partnerships between the public and private sectors;*
  - 7) *integrate other components of student financial aid to reduce reliance on student loans;*
  - 8) *support work experiences for students in academic programs of engineering, science, math, and education;*
  - 9) *encourage students to seek permanent employment in Illinois. (Section 3 of the Act)*
- b) In addition, projects shall:
- 1) *not serve a sectarian purpose;* (Section 3 of the Act);
  - 2) not include partisan political activity;

- 3) either be new initiatives or projects that supplement, but not supplant, existing initiatives; and
- 4) comply with applicable state and federal laws, including but not limited to, equal employment opportunity, minimum wage, and occupational health and safety.

**Section 1015.50 Grant Application Procedures**

- a) At any time that grant funds become available or that the Board has reason to believe that grant funds may become available, the Board shall notify in writing the chief executive officer of every public and nonpublic institution of higher education in the State of Illinois of the availability or projected availability of such funds. Such notice shall contain, at a minimum, the following information:
  - 1) The deadline for the submission of applications, which deadline shall not be less than 45 days from the date of ~~sending the mailing of such~~ notice; ~~and~~
  - 2) The date which such grants will be made and the deadline for the completion of grant projects; ~~and, which deadline shall not be more than two years.~~
  - 3) This State-funded program is subject to GATA; GATA rules are cross-referenced in this Part.
  - 4) The application materials must include the uniform grant application provided by GATU and signed by authorized representative (see GATA Rule Section 7000.330).
- b) Grant project proposals shall contain, at a minimum:
  - 1) Synopsis;
  - 2) Statement of goals and specific objectives consistent with Section 1015.40;
  - 3) Detailed description of the proposed project, including activities, completion schedule, operating procedures and justification for funding;
  - 4) The amount(s) and source(s) of matching contributions earmarked for the project;
  - 5) Performance goals~~Evaluation procedures~~ to determine the effectiveness of the project; ~~and~~
  - 6) Proposed budget ~~amount for the matching funds, including audit, which is an allowable expenditure of grant funds.~~ Indirect facilities and administrative costs and direct costs are disallowed for this program. ~~Administrative costs are not an allowable expenditure of grant funds.~~

- c) The Board staff shall review application documents of all institutions for compliance with the application and eligibility requirements. The Board staff may request additional documents or a meeting between its staff and institutional representatives to discuss questions about application documents. ~~If the In the event that~~ material submitted by an applicant institution is incomplete or not of sufficient detail to provide an understanding of the proposed project or its justification, the Board staff will request additional information for clarification or substantiation.
- d) ~~Once grants are awarded, the~~The Board ~~staff~~ shall notify each applicant in writing concerning its application. ~~whether or not it received a grant.~~
- e) Application information and materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or the Board's website at [www.ibhe.org](http://www.ibhe.org).

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### Section 1015.60 Grant Criteria

- a) Non-Discrimination. No recipient shall discriminate on the basis of race, creed, sex, handicap, color, or national origin in the employment, training, or promotion of personnel or in the implementation of the program funded by the grant.
- b) Grant Period. Grants shall be for the period stated in the grant agreement but no longer than ~~in no event for more than one fiscal year~~two years.
- c) Refunds. Unexpended Grant Funds.—Any unexpended portion of the grant funds and any grant funds that the recipient was not eligible to receive or that were not spent in accordance with this Part shall be refunded to the Board.
- d) Records RetentionRecord Keeping. All costs charged to the program shall be supported with documentation~~by properly executed documents.~~ Financial records, supporting documents, statistical records, and all other awardee records pertinent to the State award shall be retained for 3 years after the date of submission of the final expenditures report. Such records shall be kept separately from the documents and maintained for a period of three years after receipt of final payment.
- e) Agreement Required. Grant funds may not be expended except pursuant to a grant agreement and disbursement of grant funds without a grant agreement is prohibited. Evaluation. ~~Within ninety days after the end of the grant period, the recipient shall submit to the Board an evaluation of the project. The evaluation of the project shall include systematic and objective procedures for appraising the project with respect to how closely the purposes were fulfilled and an explanation of any deviation therefrom.~~
- f) ~~Audit.~~ ~~Within ninety days after the end of the grant period the recipient shall submit an audit of expenditure of grant funds provided under this program prepared by an external auditor who is registered as a public accountant by the~~

~~Illinois Department of Professional Regulation. Any recipient which fails to submit an audit shall refund the entire grant amount to the Board. Complete payment of grant funds for any continuing project shall be contingent upon submission of the evaluation and audit for the previous grant period.~~

- ~~f) Prior Performance. For a grant applicant who is a prior recipient of an award under this Part, the Board shall review available information on the awardee's prior performance and consider that information when assessing grantee risk. This is part of the grantee assessment provided by GATU (see GATA Rule Section 7000.340).~~
- ~~g) Qualified Recipient. Board staff shall verify that each recipient is registered with the State of Illinois, has completed a prequalification process, and has been determined "qualified" by GATU (see GATA Rule Section 7000.70).~~
- ~~h) Grant Agreement. The Board shall enter into an agreement with a qualified recipient using the Uniform Grant Agreement provided by GATU (see GATA Rule Section 7000.370). Contracts. All grants awarded under this program shall be made through contractual agreements between the Board and the recipient. Such agreements shall comply with the provisions of the Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, pars. 2301 et seq.).~~

#### **Section 1015.70 Post-Award Audit Requirements**

- ~~a) Recipients are subject to the Auditing Standards stipulated by GATU (see GATA Rule Section 7000.90).~~
- ~~b) The recipient shall not deviate from the budget, project scope, or objectives stated in the Grant Agreement except with mutual agreement of the Board and the recipient. (See GATA Rule Section 7000.370(b)) The Board shall review a request and notify the recipient within 30 calendar days after receipt of a request~~
- ~~c) The recipient shall file Periodic Performance Reports with the Board on progress made and financial data for the reporting period. The initial report shall cover the first 3 months after the Board approves the award. Reports are to be filed using the forms provided by the Board and submitted no later than 30 days after the end of each quarter. (See GATA Rule Section 7000.410).~~
- ~~d) The awardee shall take the following actions to complete grant closeout at the end of the period of performance. (See GATA Rule Section 7000.440).
  - ~~1) Promptly refund any balances of unobligated cash that the Board paid in advance and that are not authorized to be retained by the awardee for use in other projects. Refunds shall be returned to the Board within 45 days after the end of the period of performance.~~
  - ~~2) Expend any encumbered grant funds during a lapse period of 60 days past the end of the period of performance. Any encumbered but unexpended grant funds remaining at the end of the lapse period shall be returned to the Board within 45 days.~~~~

3) Submit, no later than 60 days after the end date of the grant period:

A) A statement of costs and revenues signed by the institution's authorized representative.

B) A written evaluation of the project signed by the project manager of the institution's authorized representative. The report must address the objectives and performance measures specified in the Grant Agreement. Performance shall be measured in a way that will help the Board and other applicants and recipients improve program outcomes, share lessons learned, spread the adoption of promising practices, and build evidence upon which the Program is based and performance decisions are made.

C) Deadlines may be extended at the discretion of the Board. Extensions shall be issued only in extraordinary circumstances not in the control of the awardee.

~~Institutions shall contract with an external auditor who is registered as a public accountant by the Illinois Department of Professional Regulation.~~

~~b) The auditor shall obtain copies of the following grant documents: the executed grant agreement and a copy of this Part.~~

~~e) The auditor shall verify the expenditure of grant funds as provided for in the grant agreement and this Part.~~

~~d) The auditors shall provide an audit including a description of the tests performed and the audit findings to the Board within 90 days after the termination of the grant period or within 90 days after the end of the institution's fiscal year for institutions electing to fulfill the audit requirements as part of their annual audit as provided by the Illinois Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, par. 2302).~~

~~e) Refunds shall be made to the State by institutions for the following reasons:~~

~~1) Grant funds not expended;~~

~~2) Grant funds expended for purposes not allowed under this Part or under the grant agreement;~~

~~3) Grant funds received by the grantee for which the grantee is subsequently determined not to be eligible.~~

~~f) The cost of an audit is an allowable use of grant funds.~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)



**ATTACHMENT 2: PROPOSED AMENDED RULE**

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1015  
ILLINOIS COOPERATIVE WORK STUDY PROGRAM

Section	
1015.10	Purpose
1015.20	Definitions
1015.30	Eligible Applicants
1015.40	Selection of Projects for Grants
1015.50	Grant Application Procedures
1015.60	Grant Criteria
1015.70	Post-Award Requirements

AUTHORITY: Implementing and authorized by Section 3 of the Illinois Cooperative Work Study Program Act [110 ILCS 225].

SOURCE: Adopted at 16 Ill. Reg. 4496, effective March 9, 1992; adopted at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 1015.10 Purpose**

The program provides *financial assistance to support student cooperative work study programs in higher education to benefit students academically and financially, reduce reliance on loans, enhance public-private sector partnerships, and encourage students to seek permanent employment in Illinois.* (Section 3 of the Act)

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1015.20 Definitions**

“Act” means Illinois Cooperative Work Study Program Act [110 ILCS 225].

*"Board" means the Illinois Board of Higher Education.* (Section 2 of the Act).

*"Cooperative work study" means an academically related work and study experience with business, industry, government or other agencies and organizations. Cooperative work study may include, but is not limited to, summer internships, clinical placements, internships and work experiences during the academic year.* (Section 2 of the Act).

“Direct Costs” means costs that can be directly assigned to such activities relatively easily with a high degree of accuracy.

“GATA” means the Grant Accountability and Transparency Act [30 ILCS 708]. GATA rules are cross-referenced in this Part.

“GATA Rule” means 44 Ill. Adm. Code 7000.

“GATU” means the Grant Accountability and Transparency Unit within the Illinois Governor’s Office of Management and Budget.

"Grant Period" or “Period of Performance” means the time during which the awardee may incur new obligations to carry out the work authorized. The Board will include the start and end dates in the grant agreement.

"Illinois resident student." To qualify as an Illinois resident student, one of the following two requirements must be met:

At least one parent, step-parent, or court appointed guardian must reside in Illinois; or

The emancipated (self-supporting) student must have lived in Illinois, in some capacity other than as a student at an Illinois public or nonpublic institution of higher education, for a period of 12 consecutive months immediately prior to the enrollment.

"Indirect Facilities and Administrative Costs" means those costs incurred for a common or joint purpose benefitting more than one cost objection, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved.

*"Nonpublic institution of higher education" means an Illinois educational organization, other than a public institution of higher education, that provides a minimum of an organized two-year program at the private junior college level or higher and that operates in conformity with standards substantially equivalent to those of the public institutions of higher education. (Section 2 of the Act).*

“Performance Goal” means a target level of performance expressed as a tangible, measurable objective or as qualitative standard, value or rate. A performance goal includes a performance indicator, a target, and a time period, and must be expressed in an objective, quantifiable or measurable form when possible. When necessary, the Board and an awardee shall use an alternative performance goal (such as a set of milestones) described in a way that makes it possible to discern whether progress is being made toward that goal.

“Program” means the Illinois Cooperative Work Study Program.

*"Public institution of higher education" means the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, the public community colleges of this State, and any other public universities, colleges and community colleges now or hereafter established or authorized by the General Assembly. (Section 2 of the Act).*

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1015.30 Eligible Applicants**

Eligible applicants are nonpublic and public institutions of higher education based in Illinois.

### **Section 1015.40 Selection of Projects for Grants**

- a) Grants shall be made for projects that support Illinois resident undergraduate students. In addition, the Board shall consider whether the projects:
  - 1) *expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program;*
  - 2) *strengthen cooperation between higher education, business, industry, and government;*
  - 3) *promote school/college partnerships;*
  - 4) *encourage social and community service;*
  - 5) *maximize the use of matching contributions from business and industry, governmental and social agencies, and participating colleges and universities to support student wages;*
  - 6) *create new opportunities for partnerships between the public and private sectors;*
  - 7) *integrate other components of student financial aid to reduce reliance on student loans;*
  - 8) *support work experiences for students in academic programs of engineering, science, math, and education;*
  - 9) *encourage students to seek permanent employment in Illinois.* (Section 3 of the Act).
- b) In addition, projects shall:
  - 1) *not serve a sectarian purpose* (Section 3 of the Act);
  - 2) not include partisan political activity;
  - 3) either be new initiatives or projects that supplement, but not supplant, existing initiatives; and
  - 4) comply with applicable state and federal laws, including but not limited to, equal employment opportunity, minimum wage, and occupational health and safety.

### **Section 1015.50 Grant Application Procedures**

- a) At any time that grant funds become available or that the Board has reason to believe that grant funds may become available, the Board shall notify in writing the chief executive officer of every public and nonpublic institution of higher education in the State of Illinois of the availability or projected availability of such funds. Such notice shall contain, at a minimum, the following information:
- 1) The deadline for the submission of applications, which deadline shall not be less than 45 days from the date of sending the notice;
  - 2) The date which such grants will be made and the deadline for the completion of grant projects; and
  - 3) This State-funded program is subject to GATA; GATA rules are cross-referenced in this Part.
  - 4) The application materials must include the uniform grant application provided by GATU and signed by authorized representative (see GATA Rule Section 7000.330).
- b) Grant project proposals shall contain, at a minimum:
- 1) Synopsis;
  - 2) Statement of goals and specific objectives consistent with Section 1015.40;
  - 3) Detailed description of the proposed project, including activities, completion schedule, operating procedures and justification for funding;
  - 4) The amount(s) and source(s) of matching contributions earmarked for the project;
  - 5) Performance goals to determine the effectiveness of the project;
  - 6) Proposed budget amount for the matching funds. Indirect facilities and administrative costs and direct costs are disallowed for this program.
- c) The Board staff shall review application documents of all institutions for compliance with the application and eligibility requirements. The Board staff may request additional documents or a meeting between its staff and institutional representatives to discuss questions about application documents. If the material submitted by an applicant institution is incomplete or not of sufficient detail to provide an understanding of the proposed project or its justification, the Board staff will request additional information for clarification or substantiation.
- d) Once grants are awarded, the Board staff shall notify each applicant in writing concerning its application.
- e) Application information and materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or the Board's website at [www.ibhe.org](http://www.ibhe.org).

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1015.60 Grant Criteria**

- a) **Non-Discrimination.** No recipient shall discriminate on the basis of race, creed, sex, handicap, color, or national origin in the employment, training, or promotion of personnel or in the implementation of the program funded by the grant.
- b) **Grant Period.** Grants shall be for the period stated in the grant agreement but no longer than one fiscal year.
- c) **Refunds.** Any unexpended portion of the grant funds and any grant funds that the recipient was not eligible to receive or that were not spent in accordance with this Part shall be refunded to the Board.
- d) **Records Retention.** All costs charged to the program shall be supported with documentation. Financial records, supporting documents, statistical records, and all other awardee records pertinent to the State award shall be retained for 3 years after the date of submission of the final expenditures report.
- e) **Agreement Required.** Grant funds may not be expended except pursuant to a grant agreement and disbursement of grant funds without a grant agreement is prohibited.
- f) **Prior Performance.** For a grant applicant who is a prior recipient of an award under this Part, the Board shall review available information on the awardee's prior performance and consider that information when assessing grantee risk. This is part of the grantee assessment provided by GATU (see GATA Rule Section 7000.340).
- g) **Qualified Recipient.** Board staff shall verify that each recipient is registered with the State of Illinois, has completed a prequalification process, and has been determined "qualified" by GATU (see GATA Rule Section 7000.70).
- h) **Grant Agreement.** The Board shall enter into an agreement with a qualified recipient using the Uniform Grant Agreement provided by GATU (see GATA Rule Section 7000.370).

### **Section 1015.70 Post-Award Requirements**

- a) Recipients are subject to the Auditing Standards stipulated by GATU (see GATA Rule Section 7000.90).
- b) The recipient shall not deviate from the budget, project scope, or objectives stated in the Grant Agreement except with mutual agreement of the Board and the recipient. (See GATA Rule Section 7000.370(b)) The Board shall review a request and notify the recipient within 30 calendar days after receipt of a request
- c) The recipient shall file Periodic Performance Reports with the Board on progress made and financial data for the reporting period. The initial report shall cover

the first 3 months after the Board approves the award. Reports are to be filed using the forms provided by the Board and submitted no later than 30 days after the end of each quarter. (See GATA Rule Section 7000.410).

- d) The awardee shall take the following actions to complete grant closeout at the end of the period of performance. (See GATA Rule Section 7000.440).
  - 1) Promptly refund any balances of unobligated cash that the Board paid in advance and that are not authorized to be retained by the awardee for use in other projects. Refunds shall be returned to the Board within 45 days after the end of the period of performance.
  - 2) Expend any encumbered grant funds during a lapse period of 60 days past the end of the period of performance. Any encumbered but unexpended grant funds remaining at the end of the lapse period shall be returned to the Board within 45 days.
  - 3) Submit, no later than 60 days after the end date of the grant period:
    - A) A statement of costs and revenues signed by the institution's authorized representative.
    - B) A written evaluation of the project signed by the project manager of the institution's authorized representative. The report must address the objectives and performance measures specified in the Grant Agreement. Performance shall be measured in a way that will help the Board and other applicants and recipients improve program outcomes, share lessons learned, spread the adoption of promising practices, and build evidence upon which the Program is based and performance decisions are made.
    - C) Deadlines may be extended at the discretion of the Board. Extensions shall be issued only in extraordinary circumstances not in the control of the awardee.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)