# APPENDIX I: LETTER OF INTENT TO APPLY

## **No Child Left Behind FY2017**

**Intent to Submit Application**

The Arkansas Department of Higher Education (ADHE) will use an outside peer review process to evaluate the applications and to identify applications to be recommended for an award. The quality of that process will depend on the Department’s ability to secure an appropriate number of reviewers with space for them to work. The Department’s ability to do this will depend upon advance knowledge of the approximate number of applications it will receive.

If your institution intends to apply for funding from the No Child Left Behind Improving Teacher and Principal Quality: P-16 Education Partnerships program, we ask that you provide the Department the following information:

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Contact Person: |  |
| Address: |  |
| Telephone: | **NOTE: Please attach a one-page summary of your grant proposal idea with a list of partners.** |
| E-mail: |  |

Category of Grant: (Please check one)

\_\_\_\_\_\_ Science

\_\_\_\_\_\_ Mathematics

In the summary, please list the high need LEA partner with the poverty level and % of teachers teaching out-of-field. Also list additional potential partners in the partnership.

**Please return this form on or before Wednesday, October 26, 2016 to:**

Dr. Suzanne Mitchell

No Child Left Behind Program

Arkansas Department of Higher Education

423 Main Street, Suite 400

Little Rock, AR 72201

Responses may be sent by fax to 501-682-6399. Be sure to include a cover sheet. Or the responses may be sent by email to [suzanne.mitchell@adhe.edu](mailto:suzanne.mitchell@adhe.edu).

ADHE requests this information solely to help it prepare for the peer review process. It will not be used in the peer review of your application. If you inform ADHE of your intent to apply but subsequently decide not to do so, please notify Dr. Mitchell accordingly.