# Speaker Fee Awardee Instructions

NLRC Collaborative Professional Development

## Contents



# General Instructions

These instructions apply if all or part of your award will be used to pay a speaker fee for your LCTL Professional Development event.

There are two distinct parts that must be completed before we can distribute funds:

1) Speaker Fee Checklist – A checklist that provides information about your speaker
2) Final Report - A short final report of your event that summarizes your event and evaluation of the event.

See further below in this document for more instructions on each of these components.

## Disclaimer

As a reminder, you must include this information on any website advertising the event, presentation, and on any materials available to attendees:

"Some funding for this event was received from the National LCTL Resource Center (NLRC), a Title VI Language Resource Center from the U.S. Department of Education. However, contents of this [event, workshop, etc.] do not necessarily represent the NLRC or the policy of the Department of Education, and you should not assume endorsement by the Federal Government."

You can replace the words in brackets to whatever makes the most sense, such as "webinar," "workshop," or "event."

# Speaker Fee Checklist

As a reminder, all speakers must be eligible to be paid in the United States. Michigan State University staff/faculty cannot be paid speaker fees.

You will fill out the [MSU Speaker Fee Checklist] with the pertinent information about your speaker. We have included screenshots below to guide you through this process.

1) The first section of the Speaker Fee Checklist has you verify that the speaker is not a student or employee of MSU

Is the service provider currently an MSU student, or work for MSU as a paid employee?

- Yes ☐
- No ☐

Does the university expect to hire the service provider as an employee to provide the same or similar services immediately following the termination of the activity for which he/she is receiving the payment?

- Yes ☐
- No ☐

2) You will fill out the information highlighted in yellow about your speaker under "Vendor Identification". Generally, you will either check "lecture, seminar, or address" or "workshop or committee meeting" for the services provided as part of this grant.
   a. Please let your speaker know that they will need to prepare to submit a W-9.
   b. MSU will fill out the items in blue. (We will fill in the account number and verify that they are not already in our financial system.)

**Vendor Identification**

Name: ____________________________

Country of permanent residence: ____________________________

**Nature of Services Provided**

- Lecture, seminar or address ☐
- Workshop or committee meeting ☐
- Artistic performance ☐
- Entertainer ☐
- Other ☐

Brief Description of Services: ____________________________

Location Where Services are to be Performed: ____________________________

Date of Service: __________ Account No. __________ Amount __________

Does vendor already exist in EBS?

- Yes ☐
- No ☐ Obtain W-9 from service provider, and enter new vendor document in EBS

3) Include one or more of the following items as documentation of your event (flyer, the invitation letter to your speaker, etc.)

**Documentation (check one or more)**

Event flyer or announcement ☐
Invitation letter or email ☐
Service provider contact ☐ (Contracts must be routed to the Purchasing Department for signature)
Other ☐

If selected Other, please explain: ______________________________

# Final Report

At minimum, your report must include information on the activities described in your proposal and your evaluation proposal.

We would always like to know the number of participants in your event, languages taught, institution, and institution type. Ideally, you would also include at least a simple measure of participant satisfaction with the event.

## What is included in a report?

Before you implement your event, you must first think of how you will measure the success/impact of your event. There are many ways of measuring success, and we would encourage you to think of how you will gather the information needed to include in your final report well before you begin project activities. Your report should be informed by:

1. Quantitative data
2. Qualitative data

If possible, please include photographs of the event in action. If you take and share photographs, please make sure to secure any appropriate permissions from those depicted in the photos.

We first describe how we will use these reports from your project, then we provide examples of these types of data and how you might think about these elements of the report.

You do not need to include raw data in your report to us. For example, if you do an evaluation survey of your event, you can weave what you learned from that survey (number of people impacted, what people liked about what you did, etc.) into your report narrative.

## How will the National LCTL Resource Center (NLRC) use these reports?

Reports will be used in multiple ways. Reports ensure that the activities proposed have been completed and provide a description of the impact of the project. Second, we will submit these reports (either in part or in full) to our funder during our reporting cycles, as reports cover the scope of the activities funded by the grant. We may share some best practices and lessons learned from your project (including, but not limited to, on our website) as a way to suggest potentially effective models, strategies, or possibly even assessment tools that other project groups may use going forward.

According to the Human Research Protection Program at Michigan State University, a program evaluation that is designed to collect information about/from living individuals to measure the effectiveness of a practice, program, or service and is not designed to develop or contribute to generalizable knowledge would not be considered research. Please feel free to review the HRPP guidelines for quality assurance, quality improvement, or program evaluation (upon which we are basing our guidance on this topic) available at this link: https://hrpp.msu.edu/help/manual/12-1.html

# Types of Data

## Quantitative Data

Quantitative data are those that can mostly be measured by numbers. For example, what amount of people were impacted by your project? How many attendees were there at an event? What languages/levels do they teach?

| **Project Type** | **Possible quantitative measures** |
|---|---|
| Live in-person or virtually streamed event | # of people in attendance, # of volunteers |
| Video posted on YouTube or other website | # of views in a given time period, engagement with the video (# of comments, shares) |

## Qualitative Data

Qualitative data describe qualities or characteristics and are often measured by observations, questionnaires, interviews, etc. To get a sense of the qualitative impacts, you will need to engage with the attendees of your event. We encourage you to collect and document quotes from participants about the project.

Questions to consider when thinking about how to qualitatively describe your event are: How were participants affected by this event? What did they learn? Did they meet new colleagues or find new resources that can help them?

# Format of Final Report

There is no specific length/format requirement for the final report. We anticipate the report would be at least 1-2 pages long (longer if there are photographs included), to give a thorough description of the event and the results of your evaluation. It may be submitted in Word or PDF format.

# Submission of Final Report

Submit the final report via email to the NLRC at nlrc@msu.edu.