



PAEMST 4 Month Checklist

Note: This document serves as guidance, not a requirement. It is based on our interpretations of the application requirements and is not an official document of PAEMST, EASE, or the National Science Foundation.

Final due date for applications is April 1, 2021.

Month	Week	Checklist
1	1	<p>Administrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the application packet. <input type="checkbox"/> If interested, request a mentor through the application portal. <input type="checkbox"/> Email/call three people to secure letters of recommendation. Remember: one recommender must be your current administrator. <p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm a topic/concept for your recorded lesson (video). Refer to 1A of the narrative for details. <input type="checkbox"/> Record a lesson for practice. Remember: videos must be no longer than 30 minutes with no more than one break in the lesson.
	2	<p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to record lessons until you find one you are satisfied with.
	3	<p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to record lessons until you find one you are satisfied with.
	4	<p>Administrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Once done with your recording, complete the Employment Verification Form. <p>Narrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete 1A (once video is completed). <input type="checkbox"/> Complete 1B (once video is completed). <input type="checkbox"/> <i>Remember: add research/sources to reference page.</i> <input type="checkbox"/> <i>Remember: start compiling any supplemental materials.</i> <p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> "Last Recording": Do a final recording and choose the video you are most satisfied with (from all recordings). <input type="checkbox"/> Remember: videos must be no longer than 30 minutes with no more than one break in the lesson.

Month	Week	Checklist
2	1	<p>Administrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Teacher Information Form and Demographic Form. <input type="checkbox"/> Work on Resume <p>Narrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete 1C. <input type="checkbox"/> Complete 2A. <p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watch your video! Take some notes for revisions/answers: 1A, 1C, 2A, 3A, 4A.
	2	<p>Narrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete 3A. <p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watch your video! Take some notes for revisions/answers: 1A, 1C, 2A, 3A, 4A.
	3	<p>Administrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm/check on letter of recommendations. <p>Narrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete 4A. <input type="checkbox"/> Review all narrative responses so far. <input type="checkbox"/> Remember: add research/sources to reference page. <input type="checkbox"/> Remember: compile any supplemental materials. <p>Video:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watch your video! Take some notes for revisions/answers: 1A, 1C, 2A, 3A, 4A. <input type="checkbox"/> Upload video to application portal.
	4	<p>Narrative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete 2B, 2C. <input type="checkbox"/> Review all Narrative Responses completed so far. <input type="checkbox"/> Remember: add research/sources to reference page. <input type="checkbox"/> Remember: start compiling any supplemental materials.

Month	Week	Checklist
3	1	Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Complete 3B. <input type="checkbox"/> Complete 3C.
	2	Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Complete 5A. <input type="checkbox"/> Complete 4B.
	3	Administrative: <ul style="list-style-type: none"> <input type="checkbox"/> Finalize resume. <input type="checkbox"/> Confirm letters of recommendation. Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Complete 4C.
	4	Administrative: <ul style="list-style-type: none"> <input type="checkbox"/> Use resume to brainstorm ideas for 5B. Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Complete 5B. <input type="checkbox"/> Review all narrative responses. <input type="checkbox"/> <i>Remember: add research/sources to reference page.</i> <input type="checkbox"/> <i>Remember: start compiling any supplemental materials.</i>

Month	Week	Checklist
4	1	Administrative: <ul style="list-style-type: none"> <input type="checkbox"/> Send out narrative for peer review.
	2	Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Review all narrative responses. <input type="checkbox"/> <i>Remember: add research/sources to reference page.</i> <input type="checkbox"/> <i>Remember: start compiling any supplemental materials.</i>
	3	Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Review narrative! Make sure each question has a unique response and truly represents you!
	4	Administrative: <ul style="list-style-type: none"> <input type="checkbox"/> Upload final application. Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Finalize all supplemental materials and references.

Congratulations!

You have applied for the Presidential Award for Excellence in Mathematics and Science Teaching!

Note: On April 29, you will find out if you have been selected as a state finalist. If you are selected, you will have until May 12, 2021 to upload an addendum for the national level review. This addendum is limited to five pages.