



INTER-AMERICAN TEACHER  
EDUCATION NETWORK

# COMMUNITY GUIDE

Your Guide to Participating  
in the **2021** Project Teams &  
Teacher Community



OAS|ITEN

ITEN is carried out with the generous contribution  
of the U.S. Permanent Mission to the OAS.

# WELCOME!

## Dear Project Team Applicants,

Welcome to the ITEN Community Guide to participating in the 2021 ITEN Project Teams! We are thrilled that you are interested in being a part of this incredible community of change makers, and we are grateful for your dedication to strengthening the teaching profession.

In this guide, you will find all of the instructions for applying to Project Teams, as well as ample explanation of the 2021 Project Teams process. A list of required documents and other relevant resources can be found in the "Resources" box of each process' page. Please pay close attention to deadlines, as many of parts of the application process(es) are time sensitive, especially if travel is involved. Please read through this guide today so that you can plan your time accordingly and complete the necessary steps on time!

### Included in this Guide:

- ITEN: The Network
- Project Teams
  - Prepare Your Idea Proposal
  - Build Your Institutional Team
  - Prepare Your Letter of Commitment
  - Plan Your Work
  - Collaborate
  - Showcase Your Work
  - Deepen Your Work
- The Teacher Community
- The Seminar
  - Prepare to Travel
  - Prepare to Present
  - Make the Most of the Seminar
- Cooperation Exchanges & Seed Grants
  - Prepare Your Applications
  - Prepare for the Event
  - Document Your Work

### Available online:

- 2019 & 2020 ITEN Reports
- 2019 & 2020 Project Teams
- 2019 Teacher Fellows
- 2019 & 2020 Cooperation Exchange & Seed Grant Awardees (to be updated)

### Cue for highlighted text:

Throughout this Guide you will see text highlighted with different colors. Here is what each color means:

- **Blue** = resource available online  
\*(access the links in **orange resource boxes** at the beginning of each section)
- **Purple** = deadlines
- **Orange** = important information

Remember, while you are working through the Project Team application process, please feel free to contact the ITEN Coordinator, Rebecca Vieyra at [rvieyra@oas.org](mailto:rvieyra@oas.org) with questions, comments, and concerns. We recognize there are many details to consider, and want to help make the process of applying and preparing for Project Teams as smooth, timely, and enjoyable as possible!

All our best,  
The ITEN Team

**Note: How are ITEN's activities affected by COVID-19?** This guide references a number of *possible* face-to-face activities. We acknowledge the uncertainty of the current situation, but also realize that activities might be permitted to happen between particular countries. Should travel not be possible, the ITEN Annual Seminar will be replaced by a virtual event, and funds for Cooperation Exchanges will likely be re-allocated to Seed Grants.



## ITEN : THE NETWORK

The Inter-American Teacher Education Network (ITEN) is an initiative of the Organization of American States (OAS) that works with Ministries of Education or other governmental teacher education institutions of OAS member states and classroom teachers to advance the teaching profession in the Hemisphere.

In early 2019, ITEN launched Phase 4 of its work. Based on the needs of the OAS member states, and in alignment with the **Inter-American Education Agenda**, ITEN promotes collaborative work to solve problems of policy and practice in relation to teacher education in STEM (science, technology, engineering, and mathematics) at the early childhood and upper secondary levels.

Special attention is afforded to promote policies and practices that encourage equity for the **STEM education of girls and women.**

ITEN offers a networked community of educational leaders in the Americas. It provides an annual cycle of engagement opportunities and competitive funds to participating Ministries of Education and other teacher education institutions.

# 30,000+

**Networked members**

*across ITEN's virtual communities and Project Teams*



## CONFIGURATION OF THE NETWORK

ITEN is configured to include key stakeholders directly involved in teaching and teacher education, including:

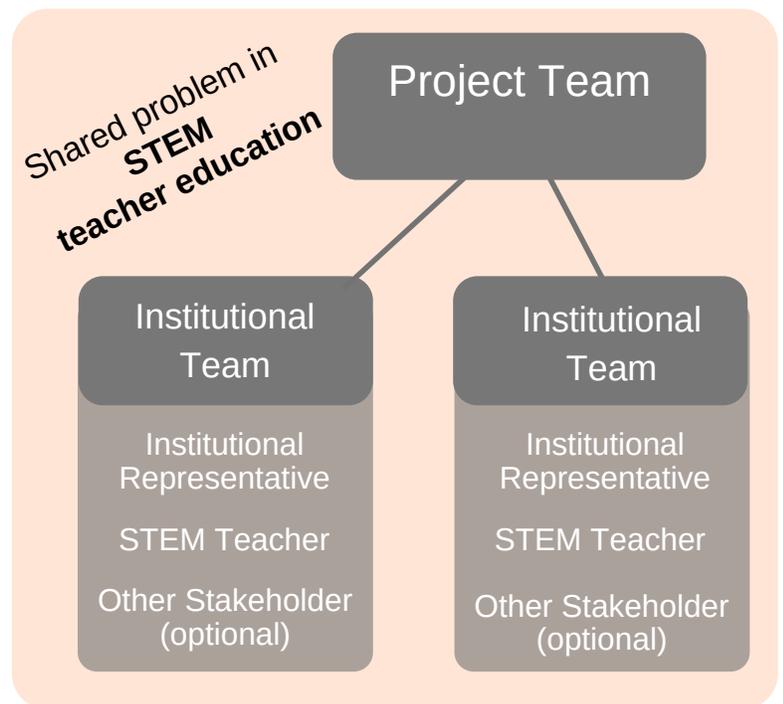
**Institutional Representatives**, such as representatives of ministries of education, and other teacher education institutions,

**STEM Teachers**, early childhood, primary, and secondary teachers who teach STEM, and

**Other Stakeholders**, such as teacher educators, members of the industry, a private foundation, or non-profit.

The network is composed of institutional teams from OAS member states that include at least one of each type of stakeholder.

Two or more institutional teams working on a shared problem of policy or practice in STEM teacher education form Project Teams. Linked Project Teams form the network.





## PROJECT TEAMS

### What are Project Teams?

Does your Ministry of Education or teacher education institution have an idea for addressing a challenge in **STEM teacher education** in your country/region? Are you strongly driven to act as quickly as possible on this issue? Would you like to be connected with a collaborative support network? Odds are that your challenge is a shared issue, which means **Project Teams** is the ideal mechanism for developing a solution to your pressing challenge(s) in teacher education in your country/region!

Over the span of six months, Project Teams work with a small, cross-cultural group of individuals on a project that addresses a challenge underlying teacher education. This is a **partner-led Project Team** model that offers a unique opportunity to connect virtually and in-person with others who are facing similar problems in their countries. ITEN will support teams with logistical aid, data collection and analysis, travel stipends, professional development models, ideas for strengthening community, and more.

*For examples of Project Team work, see our annual reports.*

### PROJECT TEAMS RESOURCES:

1. Idea Proposal Form
2. 2019 & 2020 Project Teams
3. Vision & Goals (template)
4. PT Logic Model (template)
5. Meeting Minutes (template)
6. Timeline (template)
7. Check-list (template)





# PROJECT TEAMS CONTINUED...

## Step 2: Build Your Institutional Team

### WHO is eligible to participate in Project Teams?

Project Teams are comprised of 2-4 Institutional Teams directed by the Ministry of Education or Institution that submits the Idea Proposal. When building your team, you will need to find a minimum of 1 individual per each of the following profiles:

- **Institutional Representative** - IF THIS IS YOU, then you will serve as the point of contact for ITEN.
- **STEM Teacher** (early childhood, primary, or secondary) We define this as someone who is an active teacher, directly instructing children ages 3-18 in classrooms. .

In addition to the above, **other optional members** could include a teacher educator or other stakeholder, such as a member of industry, a private foundation, or a non-profit.

*\*Note: All individuals MUST BE IDENTIFIED BY NAME on the Idea Proposal.*

*\*Note: If you are not an Institutional Representative, you are welcome to reach out to the ITEN Coordinator, Rebecca Vieyra (rvieyra@oas.org) to connect you with a representative if applicable.*

### What if I participated last year?

Great! We will be counting on you to be a leader within your group, considering you now have exceptional experience with Project Teams.

## Step 2.1: Project Team Formation

### ITEN will help coordinate match-making.

Once your Institution's Idea Proposal is accepted, the ITEN Team will facilitate a virtual meeting for Institutions that have interest in the same or a similar topic, to discuss possible partnerships. Once all parties agree on participating together as part of one Project Team, then you will progress to the Commitment.

## Step 3: Prepare Your Letter of Commitment

### WHAT is required in the Letter of Commitment?

In the Idea Proposal Form, you will be asked to include a Letter of Commitment in order to participate in Project Teams. The language of the commitment will vary depending on your Institution's needs and/or relationship with the OAS.

### Your Institution's Commitments:

- Commitment of approximately 2-5 hours per week of time by the Institutional Representative on Project Team work
- Attendance at bi-weekly, virtual Project Team meetings
- Completion of Evaluation Surveys
- Completion of the following documents in collaboration with your Project Team: *Vision & Goals, Logic Model, and Timeline*
- Attendance and contribution at the Virtual Poster Session and ITEN Annual Seminar

### ITEN Commitments:

#### Network Support:

- Community building
- Coaching and facilitation: an ITEN team member will facilitate meetings and provide guidance and support when needed.

#### ITEN Annual Seminar (depending upon COVID-19 status):

For each selected Institutional Team, ITEN is pleased to fund the following costs for 2 participants.

- Flight purchase (two round-trip flights per country team)
- Hotel (two rooms per country team)
- On-site meals & on-site travel (all approved Institutional Team members)

*\*Note: Additional members are welcome to attend the Seminar at their own cost, or at the cost of the inviting Institutional Team.*

# PROJECT TEAMS CONTINUED...

## Step 4: Plan Your Work

### What happens during my team's first meeting?

From March 2021 to August 2021, your Project Team will attend bi-weekly, virtual meetings facilitated by an ITEN representative. Meetings are a space for open dialogue where your team will collaboratively work to produce a final product that can be shared with the entire network at the end of the 6 months of work. Your Project Team's first meeting will be used to plan the *who, what, when, where, why*, and *how* for the 6 months of work ahead, including:

- Decide on a standard time/day for bi-weekly virtual meetings with all team members
- Maintain team **Meeting Minutes**
- Co-create the **Vision and Goals** of the team
- Co-create a team **Logic Model**
- Co-create a **Timeline** for accomplishing goals
- Co-create a final product to share with the network

Familiarize yourself with the documents highlighted in blue above, as they will be the foundational tools your Project Team will use to facilitate the planning process.

### NOTE:

*ITEN will keep this document updated in the event of possible COVID-19 interruptions.*



## Step 5: Collaborate

### How do we manage our Project Team's work?

After your team's first planning meeting, all bi-weekly, virtual meetings will be focused on continuing the collaborative dialogue among team members and supporters, working to execute your Project Team's vision and goals. The key to successful execution is constant communication, including:

- Team WhatsApp group
- Personal check-ins
- Bi-weekly, virtual Project Team meetings
- ITEN Virtual Poster Session, **1-2 June 2021**
- ITEN Annual Seminar, **27-28 August 2021**

### We are building a community of leaders!

The work doesn't end with bi-weekly meetings! We will be encouraging constant communication, collaboration, and support within your team, with ITEN, with other Project Teams, and with other stakeholders of whom you may wish to invite to be a part of the process. This encouragement may show up in various ways, from webinars, emails, or a simple phone call, and the like. This aspect of the network is often spontaneous, so stay tuned throughout the year for communication from ITEN regarding these opportunities.

## Step 5.1: Attend the ITEN Annual Seminar

In August 2021, your Project Team's approved members will be invited to participate in the ITEN Annual Seminar.

This will be a multi-day event in which Project Teams and supporters will have the opportunity to collaborate with their teams face-to-face, and network with others in the ITEN Community. *While we hope to hold this event in-person, this event may be held virtually due to COVID-19.*

*\*For detailed information about the Seminar, see page 11.*



# PROJECT TEAMS CONTINUED...

## Step 6: Showcase Your Work

On **1-2 June 2021**, your team will present a poster at the ITEN Virtual Poster Session. Details will be discussed during your Project Team meetings. Learn more about the 2020 session by clicking on the video below:



On **27-28 August 2021**, in the last month of the 6-month work cycle, your Project Team will collaboratively create a one-hour presentation to share your project with educators across the region. We encourage creativity!

Your team's final product is intended to serve as a universal tool from which anyone in the ITEN community could benefit. Project Teams are meant for collaborating in an effort to support and unify our community, and hopefully help us all get closer to solving issues in STEM teacher education in our respective regions. Your final product will be due at the time of your presentation in **August 2021**. See examples of final products on the [2019/2020 Project Teams](#) webpage.

## Step 7: Deepen Your Work

### What happens after the 6-month Project Team cycle?

Congratulations! You've accomplished a lot in a very short amount of time, and now it's time to focus on sustainability of all your hard work! Your team will have opportunities to apply funding to support sustaining your project within your regions/countries.

- **Cooperation Exchanges**

**NOTE:**

*ITEN will keep this document updated in the event of possible COVID-19 interruptions.*

Face-to-face interaction is vital if you expect your project to be sustainable. Cooperation Exchanges are an opportunity for your Project Team members to visit one another in each other's respective countries in an effort to deepen the conversation and sustainability of your team's hard work!

- **Seed Grants**

We recognize the financial challenges that arise when you are trying to implement new efforts and effect positive change. A Seed Grant is an opportunity for your institutional team to apply for funding to assist with implementation of your project work specifically in your country. Each of your Project Team's institutional teams will be eligible to apply separately for a Seed Grant for their respective country.

*\*For detailed information about Seed Grants & Cooperation Exchanges, see pages 12-14.*





## THE TEACHER COMMUNITY

While supporting the work of Project Teams, early childhood, primary, and secondary teachers are welcomed to participate in the ITEN Teacher Community. The purpose of the ITEN Teacher Community is to support the foundation of a quality education system—teachers. ITEN's Teacher Community participants cross between the worlds of educational policy and practice, learn to support data collection on the impact of good teaching practices, provide professional development to their own colleagues in their home countries, and impact positive policy change, all with support of their home Ministries.

The ITEN Teacher Community is composed of two groups: **Teacher Fellows** and **Teacher Ambassadors**.



### TEACHER COMMUNITY RESOURCES:

1. **Teacher Leadership Funds Call for Proposals**
2. **Teacher Leadership Funds Application**

### Teacher Fellows

The ITEN Teacher Fellows are a cohort of classroom STEM teacher leaders from across the Americas, who are committed to teaching fundamental principles of STEM. Nominated by their Ministries of Education, this two-year Teacher Fellowship began in May 2019, and will culminate in May 2021. Please see the ITEN webpage for more information.

### Teacher Ambassadors

STEM teachers who participate in Project Team work will be designated as Teacher Ambassadors. Ambassadors are invited to participate fully in the life of the ITEN Teacher Community through virtual and in-person events, as relevant.

### Teacher Leadership Funds

Eligible teachers (preK-university) may request up to USD \$1,000 to support leadership activities related to strengthening the STEM teaching profession and their own leadership skills. Applications will be accepted on a rolling basis from **March 1 - May 1**.



## THE SEMINAR

On **27-28 August 2021**, ITEN Project Teams hopes to gather for a multi-day ITEN Annual Seminar in an effort to **foster a strong community** of stakeholders committed to solving systemic problems of policy and practice in STEM teacher education, and to **enhance international collaboration** among multiple STEM education stakeholders, with special attention to teachers.

### Step 1: Prepare to Travel

**NOTE:**  
*ITEN will make final determinations about this event by 1 April.*

#### WHO is eligible to attend the Seminar?

All ITEN Project Team members identified in the Idea Proposal and any ITEN approved guests are eligible to attend.

#### **IMPORTANT!**

**IF YOU PLAN TO ATTEND THE SEMINAR, YOU MUST SUBMIT THE FOLLOWING DOCUMENTS NO LATER THAN *date to be determined*.**

- copy of your passport
- completed [Travel Form](#)
- completed [Consent of Benefit Form](#)

#### Transportation

ITEN will arrange transportation individually, and **ONLY** on official travel dates. If you wish to travel outside the official dates, you may change your flight dates after ITEN issues your tickets to you. Please be aware that you will be responsible for any change fees or additional costs.

### SEMINAR RESOURCES:

1. [2019 & 2020 Seminars](#)
2. [Travel Form](#)
3. [Consent of Benefits Form](#)

#### Meals & Lodging

Individuals will be provided a single room in the Seminar hotel, and all meals will be provided for the days of the Seminar. Per diems will only be provided in limited cases. (e.g. traveling from locations that require overnight stays for connecting flights).

#### Travel & Packing Recommendations

See our travel and packing recommendations on the ITEN website for suggestions on how to come fully prepared for the Seminar.

#### Dress Code

Please note that the ITEN Seminar is a *working* event. As such, we recommend business casual clothing. Please ensure that you are comfortable, especially considering the climate of the Seminar location (to be determined).

## SEMINAR CONTINUED...

### Step 2: Prepare to Present

#### Showcase Your Team's Work

All Project Teams are expected to prepare a collaborative contribution for the 2021 ITEN Annual Seminar in the form of an **interactive presentation or workshop** and a **poster**. The purpose of the collaborative contribution is to communicate your Project Team's vision, goals, and progress to data with the rest of the network in an effort to solicit feedback and make integral connections with your colleagues from around the hemisphere.

#### Share Additional Ideas

Do you have some ideas of your own to share? We strongly encourage creative contributions from individual participants or institutions beyond the work of their Project Teams. Additional contributions for plenary presentations, workshops, round-table discussions, and posters are most welcome.

#### What would this look like in a virtual format?

Check out our 2020 Virtual ITEN Seminar at the links below:



See the  
Agenda

View Project Team  
Presentations

See the Posters  
(Visit the Space)

### Step 3: Tips for Making the Most of the Seminar

#### Speak up and bring ideas!

The Seminar will be packed with opportunities to actively participate in activities and conversations, and the more effort you put into partaking in these activities, the more you will get out of the Seminar! We all want to hear what you have to say, so please do us all a favor and **SPEAK UP!** Share your thoughts and opinions with our community--after all, genius ideas will never become reality if you keep them only in your mind!

#### Be curious!

This is likely the best opportunity you will have as an adult to embrace your inner 5-year old mentality of curiosity without being judged. We encourage questions! Ask the who, what, when, where, why, and how questions that will take us into deeper discussion about our STEM education experiences, so that we may all benefit from the answers!

#### Get to know someone new!

We all use the buzzword *networking*, but at the Seminar, we highly suggest really getting to know your friends in the ITEN Community, in an effort to foster a more connected and sustainable network of people who are truly committed to being agents of change in the STEM education world.

#### Have an open mind!

With the possibility of meeting people from 34+ countries and countless backgrounds, the odds of encountering new ideas is inevitable; however, whether or not these new ideas are up for exploration is up to you. Be willing to think outside the box, try something new, and have a conversation about your understanding, and you will be sure to have an unforgettable and likely enlightening growth experience.





## COOPERATION EXCHANGES & SEED GRANTS

### What are Cooperation Exchanges?

Cooperation Exchanges are **face-to-face meetings** of two or more ITEN partners who have committed to Project Teams who work on a shared problem of policy or practice in STEM teacher education. These meetings are financed all or in-part by ITEN, up to a value of \$10,000 per application.

### What are Seed Grants?

Seed Grants are **monetary awards** to ITEN partners who have committed to Project Teams that help them to prototype or implement new or modified solutions to the problems of policy or practice in STEM teacher education. Awards can be requested up to \$10,000 per application. *Applications will be accepted on a rolling basis from **March 1 - May 1**.*

## ☐ Ready to deepen your Project Team work?

### Step 1: Prepare Your Application(s)

#### WHO is eligible to submit an application?

Ministries of Education and Educational Institutions are eligible to submit applications. However, *we strongly encourage applications from ideas that originated from teachers, teacher educators, or other stakeholders in collaboration with the applying institutions.*

### RESOURCES:

1. [Call for Cooperation Exchanges Proposals](#)
2. [Cooperation Exchange Application](#)
3. [Travel Form](#)
4. [Consent of Benefits Form](#)
5. [Call for Seed Grant Proposals](#)
6. [Seed Grant Application Form](#)
7. [Project Work Plan & Budget Template](#)
8. [SG Logic Model Template](#)
9. [SG Cooperation Agreement Draft](#)
10. [SG Coop. Agreement Annex Draft](#)
11. [Vendor Form](#) [Personal](#) [Business](#)
12. [Disbursement Document Form](#)
13. [Video Guides: Application & Award Disbursement](#)

### WHAT is a good idea for an application?

We look to support ideas that demonstrate the following characteristics:

- Builds on existing collaborative ITEN projects
- Demonstrates commitment from collaborators
- Aligns itself with the themes of ITEN (STEM teacher education, gender equity)
- Proposes outcomes that can be shared with the hemisphere

# COOPERATION EXCHANGES & SEED GRANTS CONTINUED...

## □ Step 1 cont.: Prepare Your Application(s)

### WHEN do Cooperation Exchanges and Seed Grants take place?

Applications are selected and awarded no later than one month following the Seminar. The main activities should take place during the fall or spring, and must be completed before the following cycle of Project Teams begins (in May of each year).

### Can my institution apply for more than one Cooperation Exchange and/or Seed Grant each cycle?

**YES!** We welcome any combination of applications with various partners. However, please be advised that we do aim for geographic diversity and want to award funds to a wide variety of potential solutions.

## COOPERATION EXCHANGES

### WHAT must be included in a Cooperation Exchange application?

- **Cooperation Exchange Application**, which includes a narrative of your intended activities and outcomes, and a rationale for the exchange.
- **Budget Plan**, using a **Budget Template** provided by ITEN. *Please note, funds for Cooperation Exchanges are managed by ITEN. Requested funds may only cover flight tickets, per diems (to cover meals & hotel costs), terminal expenses (to cover transportation costs), and limited contracted services to support the exchange, such as interpreters.*
- **Letters of Commitment** from each participating institution.
- **Curriculum Vitae** of the lead institutional representatives.

### WHO may participate in Cooperation Exchanges?

At least two ITEN partners who are involved in Project Teams must participate in a Cooperation Exchange with each other. While we welcome additional participation from external individuals, we strongly encourage applications that include the participation of Project Team members, especially K-12 classroom teacher leaders.

## SEED GRANTS

### WHAT must be included in a Seed Grant application?

- **Seed Grant Application**, which includes a narrative of your intended activities and outcomes, and a rationale for the project.
- **Work Plan & Budget**, using a **Template** provided by ITEN. *Please note, funds for Seed Grants are **managed by the awarded recipient**. Funds are disbursed in increments via the terms of a Cooperation Agreement. Funds may not be used for staff salaries, alcoholic beverages, conference travel/registration, or international travel.*
- **SG Logic Model** describing the inputs and outputs of the proposed Seed Grant activity using a template provided by ITEN.

### WHO may participate in Seed Grants?

Seed Grants are awarded to a single ITEN partner that is currently involved in a Project Team. While Seed Grants are intended to prototype new programs or policies, and are expected to directly impact individuals beyond ITEN partners, we strongly encourage Project Team members to serve as leaders on Seed Grants, especially K-12 classroom teacher leaders.

# COOPERATION EXCHANGES & SEED GRANTS CONTINUED...

## Step 2: Preparing for the Event

### We were awarded a Cooperation Exchange or Seed Grant! What do we do next?

You will be assigned an ITEN team member who will lead you through the next steps, which requires some paperwork, as described below:

#### COOPERATION EXCHANGES

- **Agenda:** The lead institution must provide a detailed agenda for the Cooperation Exchange *no less than 6 weeks in advance of the first day of travel*.
- **Travel Form and Consent of Benefits Form:** Each traveler must complete a travel form detailing the dates of travel, origin and destination, as well as consent of benefits.
- **Photocopy of Passport:** Each traveler must submit a photocopy or image of the picture page of their passport.
- **Vendor Form w/Bank Letter:** Each traveler must submit a vendor form with a letter from their bank verifying the name, account number, and SWIFT code to permit the transfer of funds for the per diem.
- **Invitation Letters:** Upon request, ITEN can provide formal invitation letters to travelers to help them get the requisite travel permissions.

## Step 3: Documenting our work

### HOW do we document our outcomes?

Awardee institutions are expected to complete an **initial report** (no later than 30 days after the event) and a **final survey** (approximately 2 months after the event). As part of the reports and surveys, we strongly encourage the submission of **multimedia** and any physical or digital **products** that can be shared with the ITEN community. Additionally, participants are strongly encouraged to share out their work via the ITEN annual Report, webinars, and through Seminar presentations.

An ITEN team member will accompany most events and support in data collection through interviews and observations.

### We want to see your work!

Please note that an ITEN team member might participate in your Cooperation Exchange or Seed Grant activities to help document your work and learn from you.

#### SEED GRANTS

- **Cooperation Agreement:** ITEN transfers funds to the awarded institution by means of a Cooperation Agreement. This legal document will describe benchmarks that must be met (based on the proposed project) in order to receive the funds. Typically, funds are provided in two disbursements. At the conclusion of the project, the awarded institution will be expected to provide financial documentation for expenditures.
- **Check-Ins:** Because the work of Seed Grants is often ongoing, we ask you to maintain regular (at least monthly) communication with your assigned ITEN team member.







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