

The International Literacy Association (ILA) Regie Routman Teacher Recognition Grant is a US\$2,500 annual grant that honors an outstanding K–8 classroom teacher dedicated to improving and enriching the teaching and learning of purposeful reading and writing across the curriculum. This grant may not be used for purchase of commercial programs or technology hardware.

Sponsored by Regie Routman

SUBMISSION TIMELINE

- Opens **September 15** each year
- Closes **March 15** each year (*Note: All submissions received after this date will be held for consideration for the following award year*)
- Applicants are notified of the results via email by **mid- to late-June**

CRITERIA

Candidate Qualifications

- Must be an ILA member
- At least 60% of the school's students must be eligible for free or reduced lunch
- Must be a classroom teacher, grades K–8

To become an ILA member or renew your membership please contact ILA Customer Service at 800.336.7323 or 302.731.1600 or customerservice@reading.org. To join or renew online, please visit <https://literacyworldwide.org/membership>.

Past winner projects include:

- artist (puppeteer) in residence
- literacy enrichment project through unique use of children's books
- attending ILA conference with a literacy purpose in mind—expanding school PD, community libraries
- incorporating inspiring literature into daily literacy activities, a plan involving an entire K–2 team
- building a rich classroom library

HOW TO APPLY

Complete your submission online using ScholarOne (a web-based grant management system; previously Manuscript Central) at https://mc04.manuscriptcentral.com/ILA_awards-grants.

CREATING A PROFILE

All nominees and nominators must create a profile by providing the following information in the ScholarOne system (if you are nominating another person for the award, see instructions under **Step 4** for creating an account for a nominee/coapplicant). If you are a **returning user**, please view or edit your profile to make sure it is current.

- User name and password
- First and last name
- Mailing address
- Phone number and email address
- Institutional affiliation and position/title

APPLICATION PREPARATION

STEP 1: TYPE, TITLE, AND ABSTRACT

- **Select Manuscript Type** (screen will refresh once selected)
- **Title section:** Enter **Nominee's name** in the title section
- **Abstract:** Not applicable
- **Application Type:** (Group)

STEP 2: UPLOAD

The following materials should be uploaded **as individual documents** (***Important note:** Failure to upload all items below will result in your application being unsubmitted.*):

- **Rationale:** A three-page (maximum) proposal outlining how you will support, improve, accelerate, and enrich teaching and learning for students as shown in the criteria above.
- **Vision Statement:** A one-page personal vision statement (beliefs statement and how your beliefs align with your research-supported practices, including your professional vision for this project)
- **Letters of Recommendation:** Up to three (3) letters of recommendation:
 - One letter of recommendation from a principal, superintendent, and/or curriculum coordinator that (1) supports this project and (2) confirms 60% of students are eligible for free or reduced lunch
 - One to two letters from a peer or colleague.

Each recommendation must include the participant's leadership skills, collegial interactions, effective teaching practices, successful teaching/learning/relationships with students and an understanding of the intentions and/or support of the project detailed by the applicant.

1. **Budget Form: Complete the editable Budget Form**, which can be found in the **Instructions & Forms** section of the ScholarOne ILA Awards & Grants portal (top right menu). The budget outline should include a breakdown for the intended use of the fund.

Funds may be used for (but not limited to):

Building a classroom library; attending the ILA Conference to increase professional knowledge; creating a home–school partnership; increasing collegial collaboration; improving reading and writing in authentic literacy contexts; publishing student work; poet, artist, puppeteer in residence; bringing arts into the classroom

Funds may not be used for:

Commercial programs, technology hardware, personal use

STEP 3: ATTRIBUTES

Level of Learners: Select the level of learners the work has been geared toward.

STEP 4: APPLICANTS, NOMINATORS, & INSTITUTIONS

Nominee Information: This information will be automatically populated from the primary applicant’s profile information. Applicant must add coapplicants (if applicable) using the same steps as the Nominator information below.

For Nominators: The Nominee must be added as a coapplicant. To add a nominee, search the nominee’s email address: If the nominee has a profile in the ScholarOne system, select the appropriate person from the pop-up box and select “Add coapplicant”. The information will then be added to the application. If the nominee’s email is not found in the system, the following message will appear at the top of the page:

No co-author found. Please search again using another email address or create a new co-author.

Click on the “create a new co-author” link in the message. You will then be prompted to add a new author using the nominee’s name and email address. Each nominee will then be notified and a request made to complete his/her profile.

Nominee/Nominator: Indicate whether you are the Nominee or Nominator.

Membership Information

Enter the nominee membership information. If not available, enter NA in both boxes.

STEP 5: DETAILS & COMMENTS

Cover Letter (optional)

Applicant may enter cover letter text (not viewable by reviewers) or upload a cover letter (as a Supplementary File NOT for Review).

Select how you heard about the award.

STEP 6: REVIEW & SUBMIT

Review your submission carefully before you submit. ***You will not be able to update or edit your submission after you submit it.*** You will be informed if your application encountered any errors. After you submit, you will receive an email confirmation of your submission for this award.

REVIEW PROCEDURES AND EVALUATION CRITERIA

Applications will be reviewed by members of the ILA Regie Routman Teacher Recognition Grant Committee.

- Decisions will be based on the quality of the application, relevance to the award's intent, and the quality of supporting materials
- Recipient is encouraged to submit a session proposal for presentation at the annual ILA Conference. (Note that this does not guarantee acceptance.)

GRANT RECIPIENT REQUIREMENTS AND FUNDS

The recipient of the Regie Routman Teacher Recognition Grant will be announced at the upcoming ILA Conference.

Projects must be completed within two years of the award date. However, a one-year extension may be considered but must be requested via email to ILAAwards@reading.org.

The grant recipient is expected to file an interim report providing an update on research at the midpoint of the study and a final report at the completion of the study.

The grant funds will be distributed in three payments. The first installment (45% of grant) will be disbursed at the beginning of the study; the second installment (45%) when an interim report is submitted; and the final installment (10%) upon receipt of the final report. *ILA does not support any indirect costs associated with its grants.*

Please direct any questions about your application or this grant to Wendy Logan at ILAAwards@reading.org.

Note. The International Literacy Association (ILA) reserves the right to refrain from awarding a grant if the expectation of high-quality and criteria are not met.