National Summer Transportation Institute Checklist

This checklist is meant to assist schools in creating an application that can be deemed responsive. It does not include every aspect that you may need (depending on your program), therefore you are highly encouraged to read the Host Site guide, along with the federal regulations.

Item	Page it can be found on
Includes discussion on how the host site will recruit a diverse population of disadvantaged students This can include working with teen centers in disadvantaged areas, working with Title 1 schools, or other means	
Includes all four modes of transportation - Rail - Sea - Air - Land	
Each mode of transportation includes the following: - A classroom lecture on the mode of transportation - A hands-on experiment on the mode of transportation (i.e. bottle rockets, solar cars) - A visit to the mode of transportation - Meet a professional in the mode of transportation, and receive information from them about the mode	
Field trips are varied, creative, and will inspire students to consider various careers within transportation The careers within transportation can be professional, or can include the trades/craft	
The Statement of work clearly articulates whether this will be a high school or middle school group. Each host site can only apply for one program	
Includes participant support costs for items such as lunch for the students	
Includes a way for students to get to and from campus, this can include public transportation passes	
Follows Title 2 Grants and Agreements	

Due to Federal Funding regulations, Host Sites cannot charge for the following item (but can make them an in-kind donations).

Unallowable Costs
Polo type shirts with the host sites logo- Host sites can charge for a t-shirt in a bright color that is to be worn on field trips for easy identification
Non-Consumables- These are things such as toner, computers, drones, or anything else that will not be used and either given to the students or disposed off at the end of the program.
Items that are deemed to be too expensive. For example, binders or calculators that exceed the normal price for a similar item
Entertainment- Host sites cannot charge for entertainment such as movies, sports events, etc.
Student Stipends - Host sites cannot pay the student stipends for attending class
Anything that violates Title 2, Code of Federal Regulations