

Grant to Implement STEM Week 2025 Design Challenge Q & A

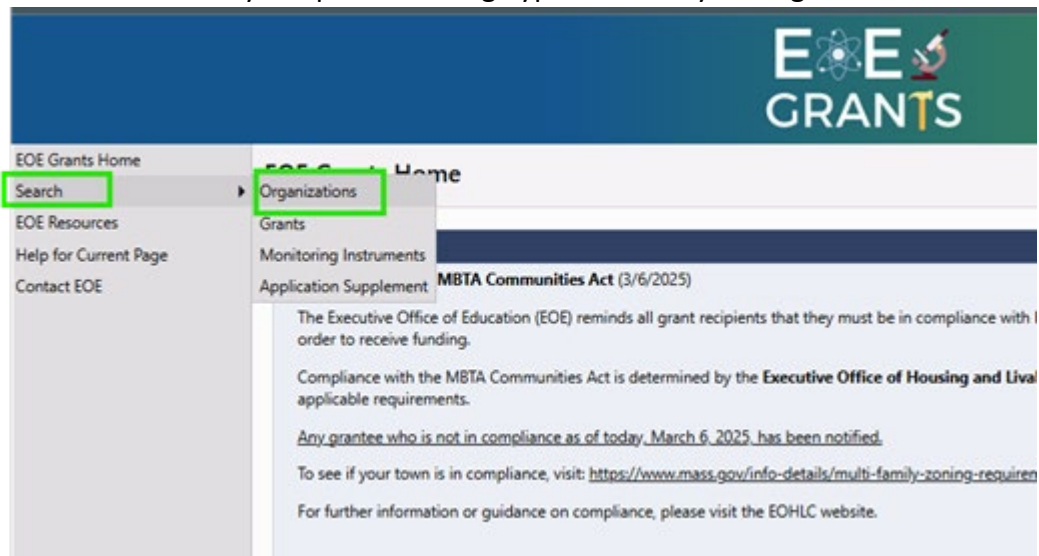
FY2026 STEM Design Challenge
COMMBUYS BID#: BD-25-1036-EDU02-EDU02-116344
Updated July 31, 2025

1. What is the link for the EOE site?

a) <https://masseoe.egrantsmanagement.com>

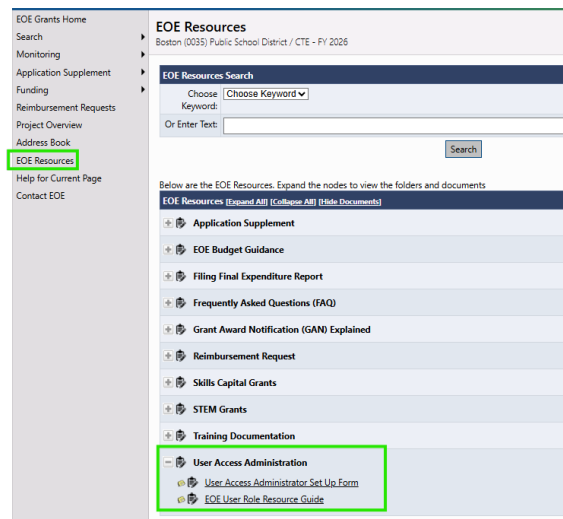
2. How can I determine if my organization or school has an established account?

a) Grantees can check (without a login) to see if their organization is set up by selecting **Search -> Organizations**. Please ensure that you update the Org Type to locate your organization.



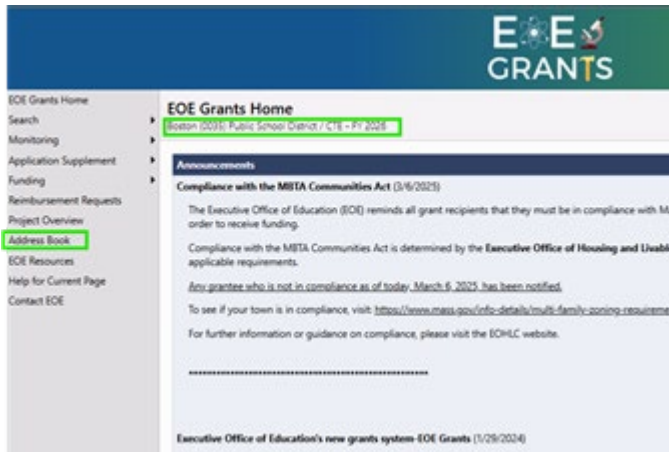
3. My organization is **not** listed. How do I get us set up?

4. Select **EOE Resources -> User Access Administration**. You can view the instructions and form here. The form must be completed and submitted to EOEGrants@mass.gov for setup. Please note that this form must be completed by your Superintendent/Business Manager, President, Executive Director, or CFO.



5. My organization is listed, now what do I do?

a) Once you have selected your organization (name at the top of the page), go to Address Book:

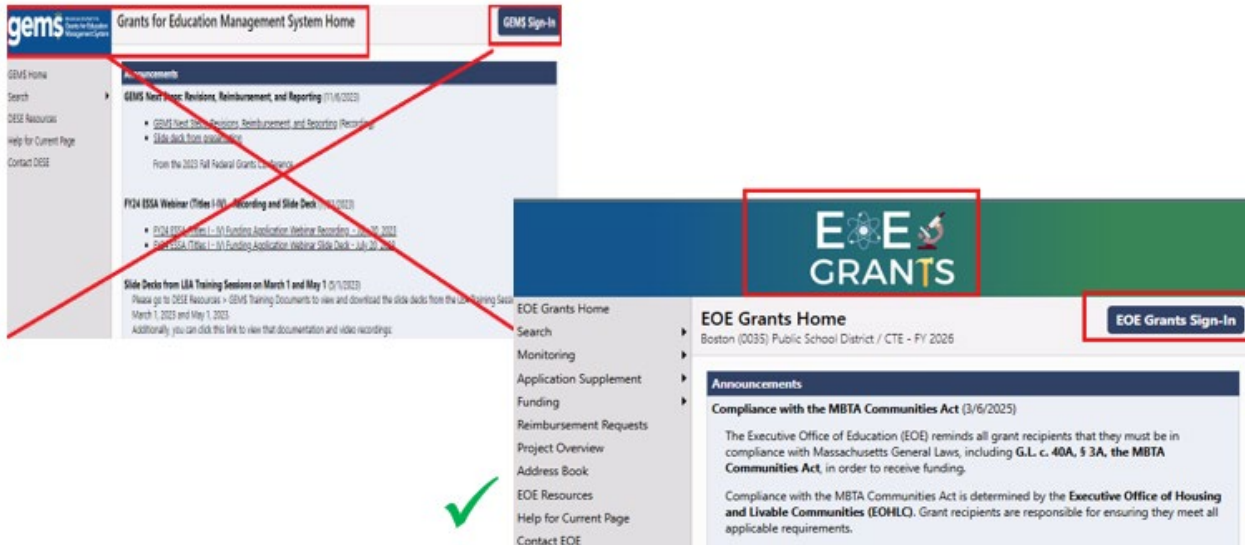


Your User Access Administrator (UAA) will be listed. Please contact your UAA to be assigned the proper role. The User Access Administrator (UAA) will maintain and assign all roles within your organization in the EOE Grants System (EOE Grants). *This role cannot submit any grant or application supplements without being assigned a role.*

If all UAAs listed are no longer with the organization, please see #3 to submit a change.

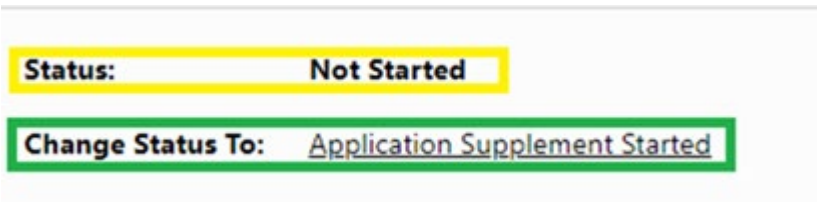
6. I am unable to locate the Application Supplement/Grant Application. I logged in, but I cannot find it.

a) Please ensure you are in the EOE Grants system and not the GEM\$ system.



7. I am unable to start my application.

- a) Ensure you have the correct role assigned to complete the Application Supplement or Grant Application
- b) Once you have the correct role, to change the status of the application, you must click on Application/Grant Started



8. I do not remember my password. How can I get in?

- a) You can select 'Forgot Password', and a link will be sent to reset your password for the EOE Grants system.

A screenshot of the 'EOE Grants Sign-In' form. The form has a dark blue header with the text 'EOE Grants Sign-In'. Below the header is a 'Sign-In' section with two input fields: 'Email Address:' and 'Password:'. There is a link for 'Forgot your password?' and a 'Submit' button at the bottom right.

9. What is an Application Supplement?

- a) To confirm or be set up as a MA vendor to receive funds. The Application Supplement are documents that will be used to confirm what is on file, but it will not be reviewed or approved unless you are awarded funds. This will take some time to gather, so feel free to start now. Please download all the templates provided. Do not use old forms, as they may be outdated and will be returned for correction.

10. I have tried accessing the EOE Grant Management System multiple times today and the site seems to simply time out. I have tried multiple browsers and devices. Should I be using a url that is different from the following? Or is this a known outage?

- a) There is no outage on the website at this time. Please log out and clear your cache and cookies.

Programmatic Questions

1. Our proposed challenge is based on a successful existing model where we train educators through virtual professional development, and those educators implement the design challenge in person with their students. Students then submit their final projects digitally to be reviewed and judged by our industry and education partners, with a culminating virtual pitch event for top teams. Would this educator-led, in-class implementation model (with in-person student engagement and digital submission) meet the expectations for an in-person STEM Week Design Challenge experience?

a) This grant is to support programming during STEM Week. Your grant application will need to demonstrate how this model will engage students during STEM Week, which is scheduled for the week of October 20, 2025. This model could be eligible, depending on its structure and the challenge, but we cannot answer definitively until your application is submitted.

2. Regarding program delivery, are there specific requirements for dosage? Would each group of students in each region need to engage with programming across all 5 days? Or could it be a one+ day challenge, but we move to a different site/ region each day?

For example:

Option A: We deliver a 5 day-long design challenge, concurrently during STEM week, to 2 or more distinct groups, i.e. at school A in Lawrence, school B in Revere, and school C in Boston, etc.

Option B: During each day of STEM week, we deliver a one-day design challenge at 5 sites across multiple regions, i.e. on Monday at school A in Lawrence, Tuesday at school B in Revere, Wednesday at school C in Boston, Thursday at school D in New Bedford... etc.

Option C: a multi-day design challenge at 2+ schools/ regions, but not all 5 days, and potentially not concurrently. (i.e. M/W/F at school A, T/TH at school B).

a) This funding doesn't require a specific dosage for the application. All options could be permissible during the application review process.

3. Should the funding request be for two years of program delivery, or just one year?

a) The funding should be for one year of program delivery.

4. Do the design challenges HAVE to happen exclusively during STEM Week, Oct 20-24, 2025?

a) The design challenges don't need to happen exclusively during STEM week; however, STEM week should be a primary focus to meet the funding requirement. As a reminder, the focus of the grant is to support programming during STEM week, so your grant application will need to demonstrate how this model will engage students during STEM week, which is scheduled for the week of October 20, 2025. EOE cannot definitively assure that funding will be awarded prior to the grant review process.

5. Is there a set indirect cost (e.g., 10%)

a) Yes, the indirect cost has been updated and should now be reflected on the calculator.

6. Is there a blank form that we are supposed to fill in with our project details?

a) No

7. Or can we use the questions in the RFP and create a document in Word for example?

a) Yes

8. In the RFP, the following elements are listed before the actual elements of the RFP.

I. Applicant Information

II. Anticipated Staff Member(s) Information Template

III. Grant Narrative

IV. Description of Intended Goals and Outcomes

V. Budget Workbook: STEM Week Design Challenge Spending Plan on the EOE Grants Website

Are these elements in addition to the sections outlined in the RFP? E.g., Section I Overview (30 points).

a) No, it's not in addition. It is expanded upon in the outline.

9. Section III in the RFP is looking for Staffing and Management. How does that relate to the second item in the above list?

a) Download the RFP Instructions to review the requirements. Please let us know if you have any specific items that need to be addressed.

10. If we fill in the budget as you demonstrated in the video, is there still a need for a Budget Workbook?

a) Yes, the budget page needs to be filled out. The workbook is listed under the Optional Documents and is for your reference only.

11. While we are located out of state, is it still possible to apply for an EOE Stem Design Grant

a) Yes, out of state organizations are eligible for funding but the application will need to confirm that sufficient in-state staffing to do the work with the partner schools.

12. What is the anticipated notification for grant awards? We want to start developing our marketing plan and materials as soon as possible, but don't want to get ahead of ourselves too much.

a) Grantees will be notified within six weeks of the application closing.

13. We would like to, in addition to our teacher workshops and challenge materials kits, a small number of free field trip programs aligned with the challenge at our partner institution. These would be available to teachers who participated in the workshops only. Does the grant allow us to submit the field trip fee to be covered under the grant?

a) Yes, that is an allowable expense.

14. Is there a rubric available for the evaluation of the Application?

a) Please refer to the application components listed on page four of the RFP for the points scoring criteria for this application.