STEM Learning and Research (STELAR) Center @ Education Development Center

Writing Successful NSF
Annual Reports
Thursday, April 21, 2016

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Agenda

- STELAR Introduction
- Annual Report Overview
- Q & A
- The Specifics of Annual Reports
- Q & A

Who We Are

- STEM Learning & Research Center (STELAR)
- Education Development Center, Waltham, MA
- Supporting the program and its grantees since 2003
- http://stelar.edc.org

What We Do

- Facilitate projects' success through **technical support** with a focus on synthesis of findings
- Inform and influence the field of STEM stakeholders by **disseminating** project findings nationally
- Deepen the impact and reach of the ITEST program by **broadening participation** in the ITEST portfolio

Some of Our Activities

- **Webinars:** Effective Dissemination, Designing Research for ITEST Projects, Mentoring Models
- **Monthly Newsletter:** Information to stay updated on all things STEM and ITEST
- **Project Liaisons:** A STELAR staffer who works directly with each project to provide resources and make connections
- **Regional and Thematic Meetings:** A way for current projects to network with each other
- **Management Information System (MIS):** Annual collection of project information about what projects do, who they work with, what they have achieved

Featured Publication

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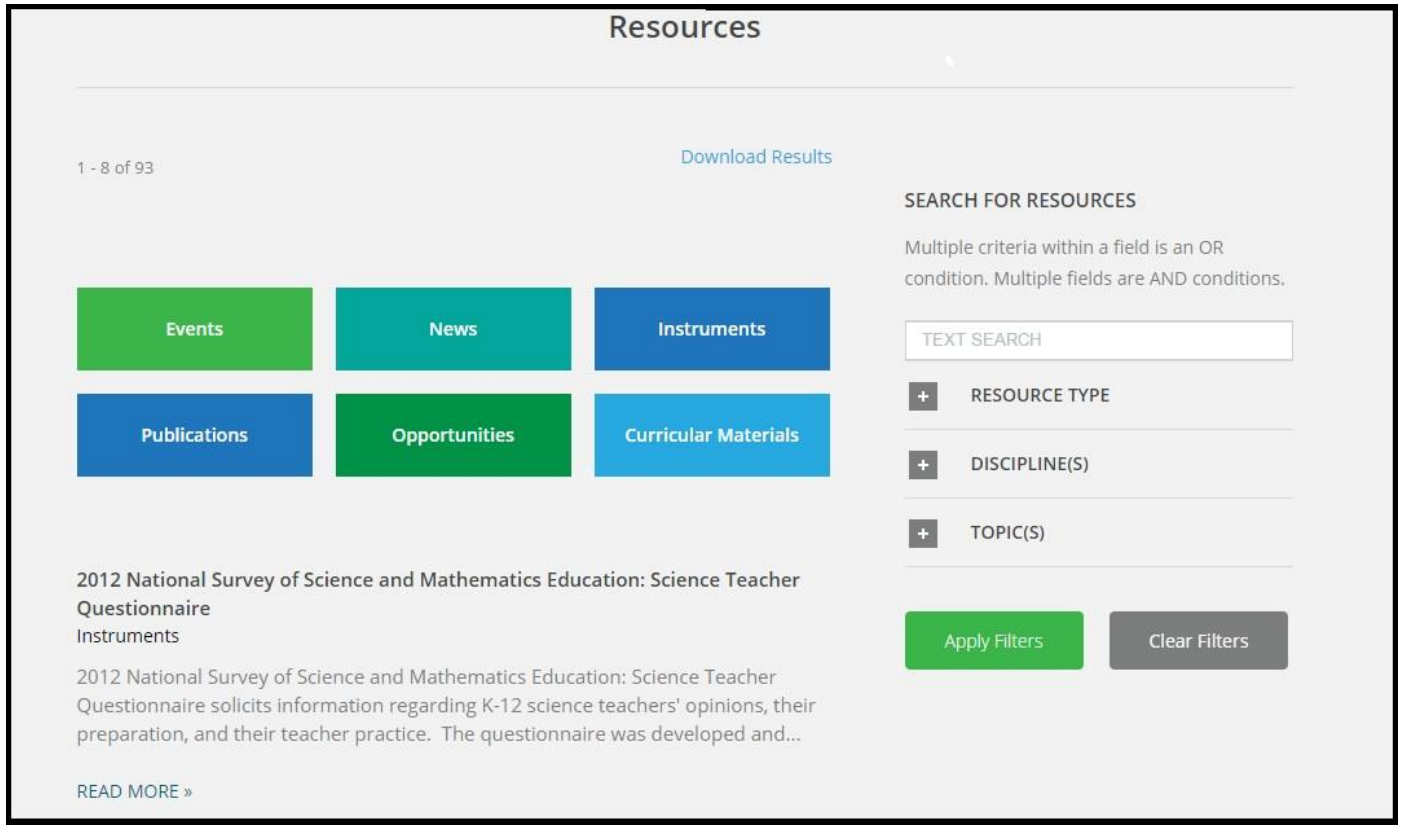
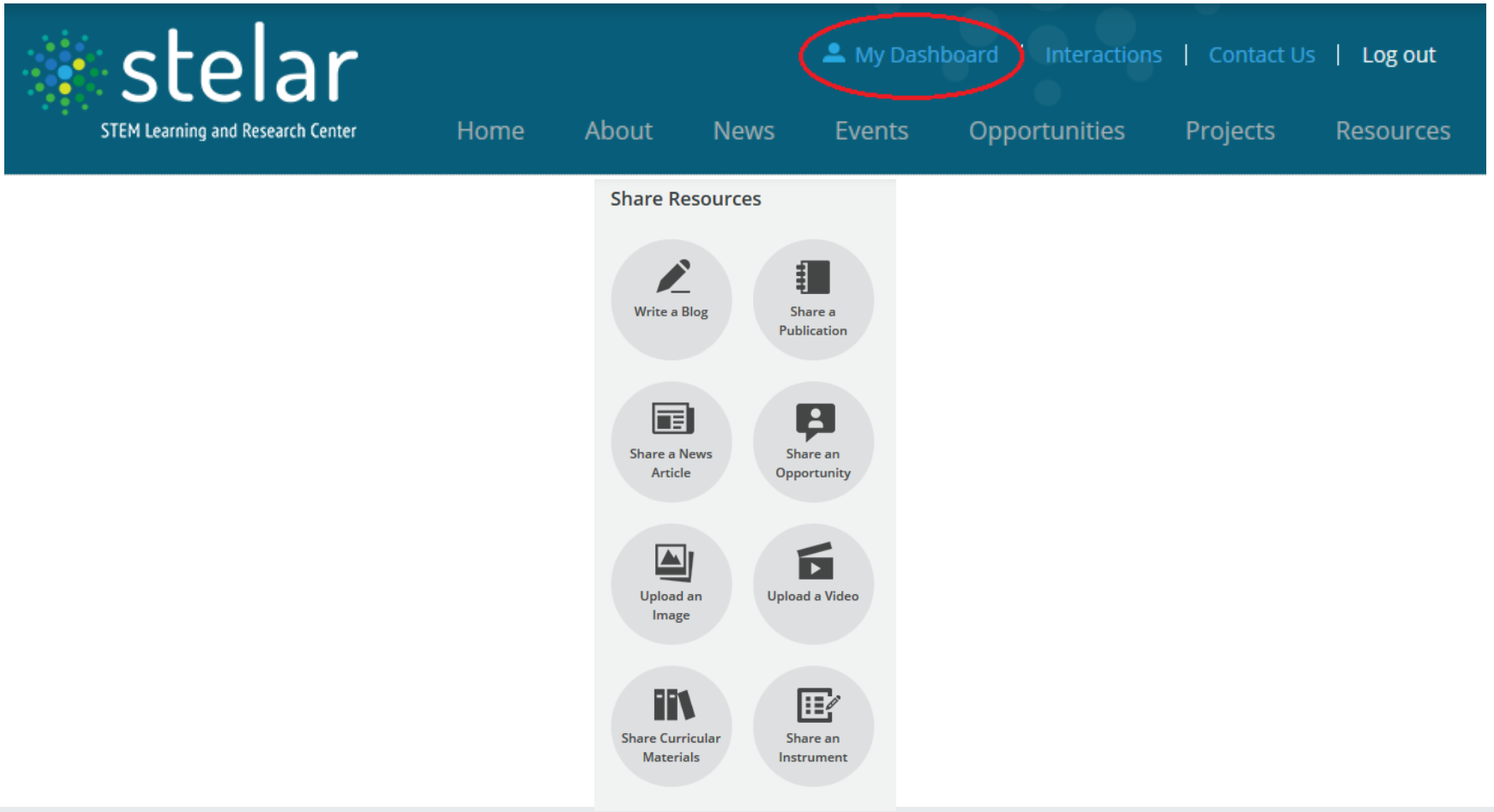
Resource Library – Publications, Curricular Materials & Instruments



Add to the Resource Library



Writing Good Reports for ITEST Projects

David L. Haury

ITEST Program

How are Project Reports Used?

❖Accountability

- PIs need to report and document the impact and effectiveness of their projects to NSF.
- NSF uses this information to document the impact and effectiveness of the ITEST program to Congress.

❖Outreach

- Reports inform Program Officers when asked to provide examples of projects and products.

Why You Should Submit High Quality Reports

- An important resource for Program Officers searching for project highlights to draw attention to your work.
- Used by outside reviewers to evaluate NSF programs.
- Used by Program Officers to identify projects that are generating findings related to NSF, White House, or Congressional initiatives.
- Enables Program Officers to provide potential references when responding to inquiries from the field.

Types of Reports

- **Annual Reports**
  - Required; need cognizant Program Officer approval.
- **Interim Reports**
  - Not required; can be submitted at any time; PO may request
- **Final Report**
  - Required; needs cognizant Program Officer approval.
  - Final Report is a Final *Annual* Report, but may be a synthesis
- **Project Outcomes Report**
  - Required; no Program Officer approval; for general public.
  - See FAQ at http://www.nsf.gov/pubs/policydocs/porfaqs.jsp

Official Policies for Managing Awards

- The National Science Foundation Proposal and Award Policies and Procedures Guide: Part II – Award & Administration Guide
  - For awards *before* January 25, 2016: http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/aag_print.pdf (Final report due within 90 days of end date)
  - For awards *on or after* January 25, 2016: http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/aag_print.pdf (Final report due within 120 days of end date.

Meeting NSF's Technical Reporting Requirement

- Factsheet: http://www.nsf.gov/pubs/2016/nsf16040/nsf16040.pdf
- Must use Research.gov to submit reports, but can access the reporting site from NSF's FastLane in the *Proposals, Awards, and Status* menu: https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp, or the *Research Administration* menu: https://www.fastlane.nsf.gov/researchadmin/researchAdminHome.do

A Note About Due Dates

- Annual Reports (Considered submitted when *approved)*
  - "Due" *within* the 90 day period *before* the end of the current budget period for the award.
  - "Overdue" the day after that 90 day period ends.
  - Tip: For continuing grants with budget period ending in September, submit annual report before September.
- Final Reports
  - For awards received before January 25, 2016, reports are "due" within 90 days of project's end.
  - For awards after January 25, reports are "due" within 120 days of project's end.

What Happens if a Report is Overdue?

- An overdue report remains overdue until approved by a Program Officer.
- Annual increments in funding will not be released if you have a continuing grant. This includes increments for other awards that the PI or Co-PIs may have through any program supported by NSF.
- Recommendations for funding of other proposals submitted by the PI or Co-PIs will be blocked until overdue reports are approved.

Components of an Annual Report

- Accomplishments (Text Fields + Supporting Files)
- Products (Text Fields + Supporting Files)
- Participants (Text Fields)
- Impacts (Text Fields)
- Changes/Problems (Text Fields)

Caution: Is there really "Nothing to Report"?

Caution: Do not use PDF supporting files to replace required entries in text fields; text fields are searchable.

Make Good Use of Supporting Documents

Among the things that are appropriate to upload as PDF attachments are:

- Articles, PowerPoint Presentations, and Chapters
- Evaluation information such as reports from your Advisory Committee and evaluators. These are often confidential or preliminary and not appropriate to be broadly shared.
- Charts, graphs, data tables, pictures, news articles, and similar material that cannot be represented in text-only format.
- Documents that are too long to be included in the text boxes, such as curriculum modules or other publications.

Reports of Collaborative Proposals

- Collaborative projects involve awards made to multiple institutions, so the PI at each institution must submit an independent annual and final report.
- The individual reports may include common language where appropriate, such as in the *Accomplishments* section.
- The individual reports should also identify participant groups, activities, and findings unique to the individual collaborators. "Collaboration" implies unique contributions.

Report Component: Accomplishments

Components

- What are the major goals of the project?
- What was accomplished under these goals(you must provide information for at least one of the 4 categories below):
  - Major activities
  - Specific Objectives
  - Significant results
  - Key outcomes or other achievements
- What opportunities for training and professional development has the project provided?
- How have the results been disseminated to communities of interest?
- What do you plan to do during the next reporting period to accomplish these goals?

- Describe accomplishments in the context of the overall project to help the Program go beyond the numbers to understand the overall progress of the project.
- Make reviewing the report easier by presenting accomplishments in a way that enables the Program Officer to interpret accomplishments without referring to the original proposal. The report should stand on its own.
- If you upload a large volume of files, you are encouraged to send an email message to your Program Officer to identify materials that may be of particular importance or interest.

Report Component: Products

Components

- Books
- Book Chapters
- Inventions
- Journals or Juried Conference Papers
- Licenses
- Other Conferences
- Other Products
- Other Publications
- Patents
- Technologies or Techniques
- Thesis/Dissertations
- Websites

- Include curriculum materials and professional development materials.
- Include videos and any applications. developed for computers or hand-held devices.
- Include formal assessments, protocols, or professional development materials.
- Products listed in text boxes show up in project abstract.

Caution: Do not include publications that are outside the scope of the funded project.

Report Component: Participants

Components

- Research Experience for Undergraduate (REU) funding
- What individuals have worked on the project?
- What other organizations have been involved as partners?
- Have other collaborators or contacts been involved?

Be sure to include everyone being supported for contributions to the project

Report Component: Impact

Components

- What is the impact on the development of the principal discipline(s) of the project?
- What is the impact on other disciplines?
- What is the impact on the development of human resources?
- What is the impact on physical resources that form infrastructure?
- What is the impact on institutional resources that form infrastructure?
- What is the impact on information resources that form infrastructure?
- What is the impact on technology transfer?
- What is the impact on society beyond science and technology?

- The range of guiding questions is intentionally broad to capture impacts in a broad range of fields and contexts. Individual projects will likely not have impacts in all of the areas included.
- Reporting on impacts on society beyond science and technology seems particularly relevant to projects focusing on research in STEM education.
- Discuss Broader Impact activities such as outreach and mentoring under the Impact tab.

Tips About Reporting Impact

- Report any actions related to the proposal's Data Management Plan and Post-doctoral Mentoring Plan.
- More discussion of impact is expected as the project advances.

Report Component: Changes/Problems

Components

- Changes in approach and reasons for change
- Actual or anticipated problems or delays and actions or plans to resolve them
- Changes that have a significant impact on expenditures
- Significant changes in use or care of human subjects
- Significant changes in use or care of vertebrate animals
- Significant changes in use or care of biohazards

- Changes and Problems are not necessarily PROBLEMS. Unanticipated events are common, so recognizing and resolving issues are viewed as positive actions.
- Report any deviations from the original implementation or research plan.
- Describe any issues that arose regarding human subjects, and how they have been or will be resolved.
- Report any unexpected events that led to unanticipated opportunities or challenges.

Resources

- *Prepare & Submit Your Annual, Final, and Interim Project Reports* [Directions for navigating Research.gov's Project Reports Dashboard]
  - http://www.research.gov/common/attachment/Desktop/ProjectReportGettingStartedGuide_general.pdf
- *Tips and Guidelines on the Submission and Effective Annual, Final, and Project Outcomes Reports* [For awards prior to January 25, 2016]
  - http://www.nsf.gov/sbe/bcs/BCS_Reporting_Guidelines.pdf
- *Meeting NSF's Technical Reporting Requirements*
  - http://www.nsf.gov/pubs/2013/nsf13094/nsf13094.jsp

Questions?