



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 provide Program Officers with examples and resources when they are make presentations or are 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 <https://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
 - https://www.nsf.gov/publications/pub_summ.jsp?ods_key=papp



Meeting NSF's Technical Reporting Requirement

- ❖ Factsheet: <http://www.nsf.gov/pubs/2016/nsf16040/nsf16040.pdf>
- ❖ Must use <https://www.research.gov> to submit reports
- ❖ FAQ's for NSF Reports:
https://www.research.gov/common/attachment/Desktop/R_PPR_FAQ.pdf
- ❖ Step-by-Step Guide to Preparing & Submitting
https://www.research.gov/common/attachment/Desktop/ProjectReportGettingStartedGuide_general.pdf



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.



Questions?