

TUES/CCLI Annual and Final Reports

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Annual and final reports provide a mechanism for projects to inform NSF about project activities and impact. Program officers use these reports to learn about project activities, monitor progress the project is making relative towards its goals and objectives, and provide feedback to PIs.

GENERAL INFORMATION

Due Dates

Annual reports are due 90 days before the award's anniversary date (overdue 91 days later.) Final reports are due on the award's expiration date (overdue 91 days later).

Consequences of Overdue Reports

No new awards can be made and no NSF action can be taken on existing projects with a pending overdue report by you or any of your co-PIs. Stopped actions include: PI changes, supplements, no cost extensions, or continuation funds.

Notification System

E-mail notices are automatically sent to the PI on the due date for annual and final reports. They keep arriving until you submit the report and it is approved. NSF Program Directors are not able to stop the notices or extend your due date. They are not copied on the e-mail notices so there is no need to contact them with an explanation.

PREPARING REPORTS

Please Note: You must provide information in the relevant FastLane text boxes. Attached PDF files should only be used for certain types of information, such as evaluation reports, confidential information, charts and graphs, pictures, and news articles.

Part I. Participants: Include in this section only those people and organizations that have made major contributions to the project or spent significant time on the project. What people have worked on your project? What other organizations have been involved as partners? Have you had other collaborators or contacts?

Part II. Activities and Findings: It is usually more convenient to prepare these sections in a word processor and then copy-and-paste the relevant section into the appropriate FastLane text box.

Section 1: Research and Education Activities

1. Executive Summary: The Executive Summary includes:
 - A brief overview of your project goals and expected outcomes.
 - A short description of **MAJOR** accomplishments.
 - Specific measures of the effectiveness of your activities on students, faculty, and employers. (What difference has your project made and how do you know?)
2. Describe what was proposed to be done during the reporting period and explain any differences (e.g., changes in schedule, small modifications in the project).

Section 2: Major Findings

1. Describe the accomplishments and findings for items you described in Section 1, Part 2, including results of evaluations.
2. Describe additional support from non-NSF sources (industry, academic, government).

Section 3: Training and Development: Describe the opportunities for training and development for faculty, students and others associated with the project.

Section 4: Outreach Activities

1. List project related presentations to professional societies, community organizations, and other relevant groups.
2. List outreach activities to students, educators, parents, administrators, and others in schools, colleges, and community organizations.
3. Describe any work with industry.

Part III: Publications and Products: Provide dissemination activities such as books, articles, videos, software, and project web sites.

Part IV: Contributions

Many of you may not have anything additional to report here, but you have the opportunity to discuss unique contributions, major accomplishments, innovations, and successes relative to: 1) your discipline, 2) other disciplines, 3) human resource development, 4) resources for research and education, and 5) other aspects of public welfare beyond science and engineering.

Attachments: You must put relevant information into the appropriate text boxes and ONLY attach PDF files as backup documentation. PDF files sent as attachments are not searchable or accessible for automated NSF monitoring. Among the things that are appropriate to send as PDF attachments are:

1. Evaluator reports.
2. Charts, graphs, data tables, pictures, news articles, and like material that cannot be represented in text-only format.
3. Documents that are too long to be included in the text boxes, such as modules or short publications.

NEW DEVELOPMENTS

Project Outcomes Report for the General Public

This is a recently added requirement affecting all new awards. Within 90 days following expiration of the grant, a project outcomes report must be submitted electronically via Research.gov. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project. It is posted on the Research.gov website **exactly as it is submitted** and will be accompanied by a disclaimer: "This Project Outcomes Report for the General Public is displayed verbatim as submitted by the Principal Investigator (PI) for this award. Any opinions, findings, and conclusions or recommendations expressed in this Report are those of the PI and do not necessarily reflect the views of the National Science Foundation; NSF has not approved or endorsed its content."

NSF Data Management Plans (DMP)

All proposals submitted after January 18, 2011 must include a supplementary document of no more than two pages labeled "Data Management Plan". The plan should describe how the project will conform to NSF policy on the dissemination and sharing of research results. FastLane will not permit submission of a proposal that is missing a DMP. For more information see <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>.

NOT HERE YET BUT COMING TO TUES

Program Monitoring Reports

We are currently designing a system to aggregate project data so that we can assess the outcomes of TUES' efforts in terms of such items as numbers of faculty and students affected and numbers of new courses, electronic and hard copy products produced.

Program Evaluation Studies

We are asking experts to help us design an evaluation of the program in terms of its effect on participants and their colleagues and on the quality of undergraduate STEM education.

ADDITIONAL INFORMATION

See the NSF Proposal & Award Policies & Procedures Guide (NSF 11-1) at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf11001