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Accountability

 You need to report and document the impact and effectiveness of your project to NSF

 NSF takes your information to document the impact and effectiveness of the DR K-12 program to Congress

Annual reports

- ➤ Due 90 days before the anniversary of your award
- >Standard vs. continuing awards
- ➤ Your CGI depends on approval of annual report
- ➤ Delinquent annual reports in other divisions of NSF will affect timely funding of your DRK-12 award!

Final reports

- ➤ Due no later than 120 days after the end date of your award
- ➤ Overdue final reports will affect timely funding of awards elsewhere in the foundation
- >A final report should be more than a last annual report!



Research.gov has a report template

You can attach .pdf files

- Charts, news articles, photographs; external evaluation report; etc.
- Don't go berserk! If you must attach 200+ pages worth of material, send an email to the Program Officer indicating the most important 20 pages or so to read!

(After submitting, check your report for spelling, cut-and-paste errors, etc.)

Don't use .pdf files in place of entering text in the report!



Annual reports

Accomplishments

- ➤ 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?



Annual reports

Products

- > Journals
- Websites

Participants

- ➤ What individuals have worked on the project?
- ➤ What other organizations have been involved as partners?
- > Have other collaborators or contacts been involved?



Annual reports

Impacts

- 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?



Annual reports

Changes

- > 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

Special Requirements

- > Respond to the items in this section if they are applicable.
- Mention any requests submitted to FastLane Notifications and Requests. For example, you may have submitted a request for significant modifications to the scope of work or reallocation of funds originally budgeted for participant support. You can see the web site for a complete list of notifications and requests.
- ➤ (**NOTE**: NOTIFICATIONS AND REQUESTS ARE A SEPARATE FastLane/Research.gov action. Merely including this information in your annual report is not sufficient).

Attachments

- ➤ You must put relevant information into the appropriate text boxes and then attach PDF files as backup documentation. Among the things that are appropriate to send as PDF attachments are:
 - Publications and dissemination activities.
 - 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 modules or publications.

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Interim Annual Reports

Returned Annual Reports

Project Outcomes Report for the General Public

➤ Within 90 days following expiration of the grant, a project outcomes report for the general public 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. This report will be posted on the NSF website exactly as it is submitted and will be accompanied by the following 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."

Advisory Boards

- ➤ Often a good idea for a project to have one
- ➤ If you have one, USE IT!!!
- >Annual visits
- A group of experts who provide advice, assess the plans and progress of the project, and enhance dissemination
- >4-10 members

Site Visits

- > A Program Officer will try to visit your project at least once
- Reverse Site Visits

- Needs to be more than a dog and pony show: What works, what isn't working, where you could use help, where you could help others
- > Site visit reports become part of the award's official record



Institutional Review Boards (IRBs)

All projects involving human subjects must either (1) have approval from the organization's Institutional Review Board (IRB) before issuance of an NSF award or, (2) must affirm that the IRB or an appropriate knowledgeable authority previously designated by the organization (not the Principal Investigator) has declared the research exempt from IRB review, in accordance with the applicable subsection, as established in section 101(b) of the Common Rule.

http://www.nsf.gov/bfa/dias/policy/docs/45cfr690.pdf

Working with NSF DR K-12 Program Officers

Communicate with Program Officers and Keep them informed of Progress

- Not just when things are going wrong!
- > Tell us about the good stuff, too.
- Newspaper clippings, television, radio, campus news
- NSF Highlights might be featured in NSF's budget request to Congress
- ➤ Tell us when something is going to happen; e.g., a professional development workshop might be good time for a site visit by a Program Officer
- > Emails are usually the best way



Crediting NSF





Acknowledgment of Support

"This material is based upon work supported by the National Science Foundation under Grant No. (NSF grant number)." (Oral acknowledgment if appropriate.)

Disclaimer

"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

Copies

The grantee is responsible for assuring that the cognizant NSF Program Officer is provided access to, either electronically or in paper form, a copy of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, promptly after publication.

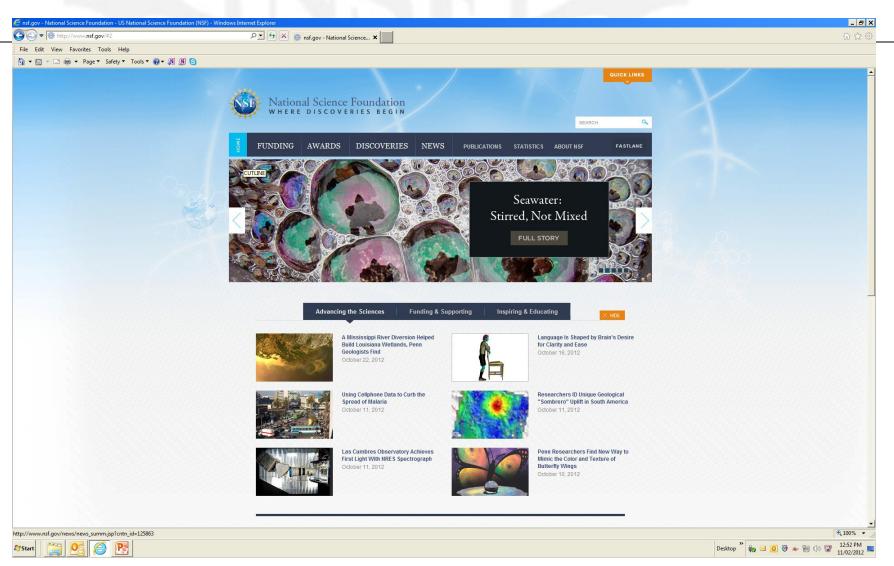
Logos

http://www.nsf.gov/policies/logos.jsp





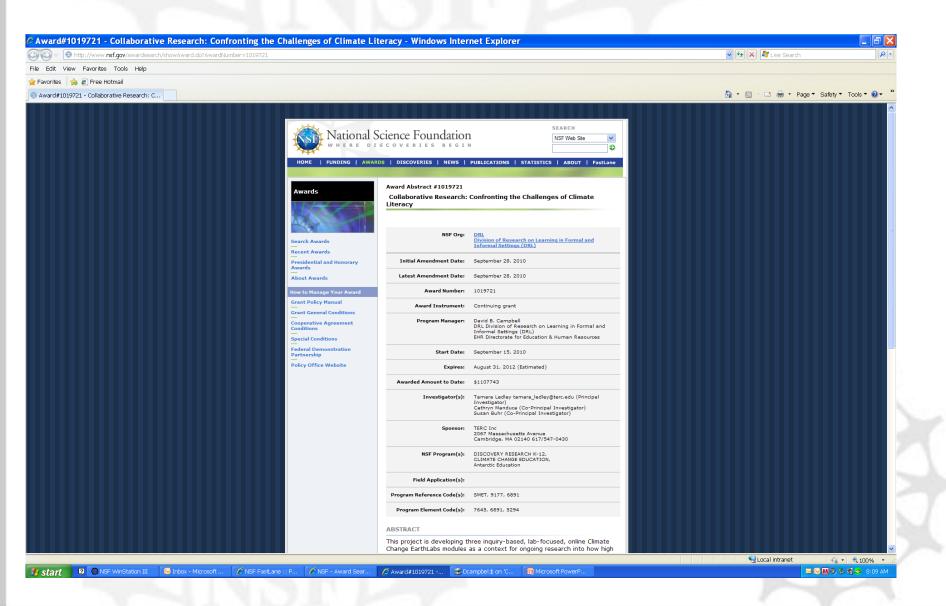
Who's my Program Officer?



www.nsf.gov

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www.nsf.gov





Notifications and Requests

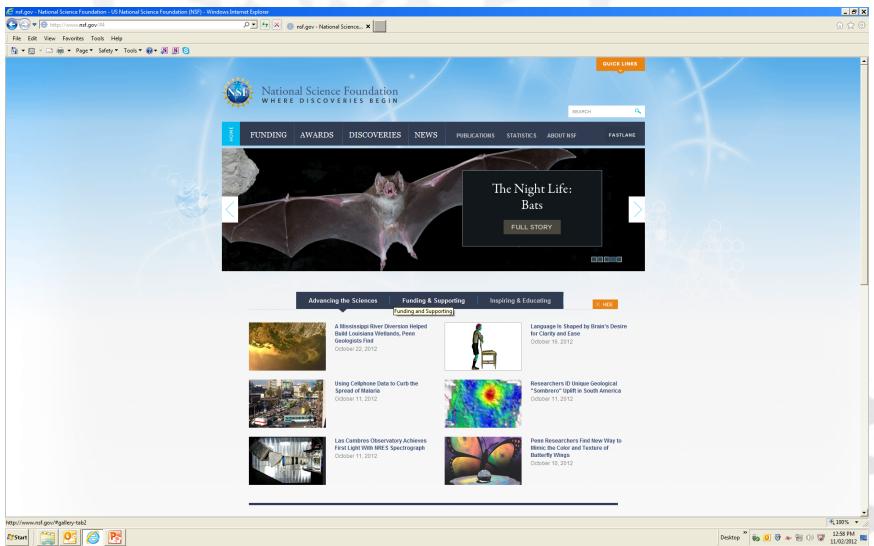
Examples:

- > Change in objectives, scope, or methodology
- Budget changes
- > Time lines
- Principal Investigator changes
- Participant Support
- No-cost extensions

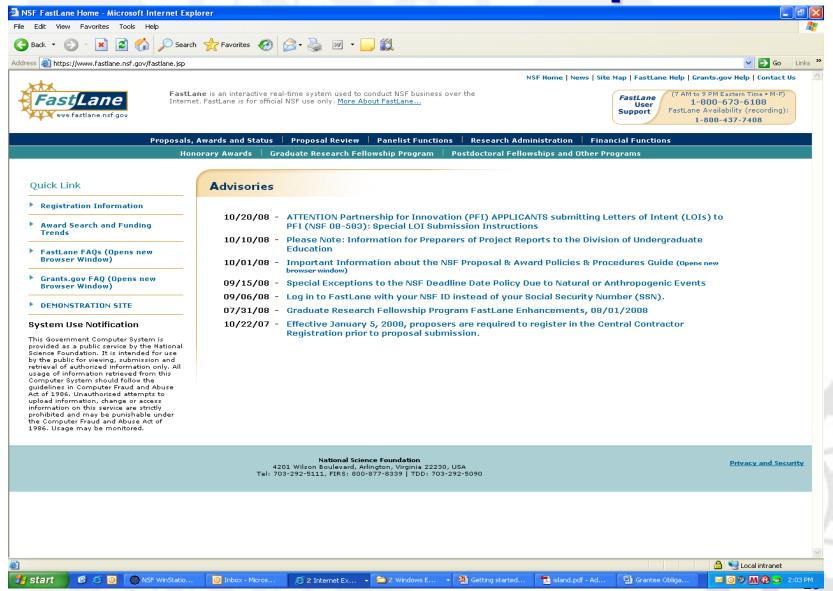
It's best to discuss these with a Program Officer before you make official requests in Fastlane or Research.gov

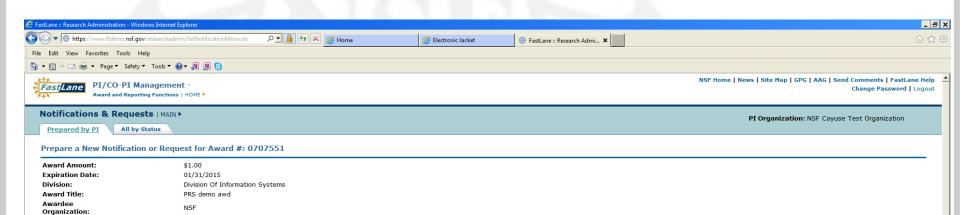


Notifications and Requests



Notifications and Requests





Select the Notification or Request Type:

GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
C Withdrawal of PI/Co-PI	AAG
C Pre-award Costs in Excess of 90 Days	AAG
C Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG
(Follow these links for more information on Non-FDP Organizations or FDP Organizations. They will open a PDF file in new window.)	AAG
NSF Approved No-Cost Extension	AAG
Changes in Objective or Scope	AAG
C Long-Term Absence of the PI/PD (Over Three Months)	AAG
C Addition of SubAward	AAG
C Significant Change in Person-Months Devoted to Project	AAG
C PI Transfer	AAG
Change of PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

Prepare Cancel

Download Adobe Acrobat Reader for viewing PDF files

GRANTEE NOTIFICATION TYPES

Short-Term Absence of the PI/PD (Up to Three

Significant Changes/Delays or Events of Unusual

C Significant Changes in Methods/Procedures

Anticipated Residual Funds in excess of \$5,000 or 5%

Grantee Approved No Cost Extension

FastLane Demonstration Site



PI/PD:

Months)

Interest











Alphaman, Alan

Topic

Guidance

AAG

AAG

AAG

AAG

AAG









Select the Notification or Request Type:

GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
NSF Approved No-Cost Extension	AAG
O Subawarding, Transferring or Contracting Out Part of an NSF Award	AAG
O PI Transfer	AAG
O Change of PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

Prepare Cancel







GRANTEE NOTIFICATION TYPES

O Short-Term Absence of the PI/PD (Up to Three Months)

O Grantee Approved No Cost Extension





Topic Guidance

AAG

AAG













About Notifications and Requests

Notifications and requests communicate changes in the scope, time, staff or budget of an NSF funded project. Depending on the type of change, awardee organizations must notify or request approval from NSF prior to taking action. Depending on the type of notifications or requests, they can be created and submitted by either the Principal Investigators (PIs) and/or Sponsored Project Offices (SPOs).

Full listing of all NSF notifications and requests

As part of the effort to modernize FastLane, the National Science Foundation is transitioning the notifications and requests functionality from FastLane to Research.gov. The table below provides the location for each notification and request.

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otificationRequest.html

A TA			
Туре	Notification or Request	Policy Reference	Location
	Budget Activities		
Additional categories of participant support costs other than those described in 2 CFR § 200.75 (such as incentives, gifts, souvenirs, t-shirts and/or memorabilia)	Request	GPG (II.C.2.g(v))	Research.gov
Change in Person-Months Devoted to Project	Request	AAG (II.B.2.d)	Research.gov
Pre-award Costs in Excess of 90 days	Request	AAG (V.A.2.b)	Research.gov
Reallocation of Funds Provided for Participant Support Costs	Request	GPG (II.C.2.g(v))	Research.gov
Rearrangements/Alterations in excess of \$25,000 (Construction)	Request	AAG (V.C.1)	Research.gov
Salaries of Administrative or Clerical Staff	Request	GPG (II.C.2.g(i)(b))	Research.gov

Travel Costs for Dependents	Request	<u>GPG</u> (II.C.2.g(iv)(a))	Research.gov		
No-Cost Extension					
Grantee-Approved No-Cost Extension	Notification	AAG (I.D.3.c(i))	Research.gov		
First NSF-Approved No-Cost Extension	Request	AAG (I.D.3.c(ii)(a)	Research.gov		
Second NSF-Approved No-Cost Extension	Request	<u>AAG</u> (I.D.3.c(ii)(b))	Research.gov		
Changes in Objectives, Scope, or Methodology or other Significant Changes					
Changes in Objectives or Scope	Request	AAG (II.B.1.a)	Research.gov		
Significant Changes/Delays or Events of Unusual Interest	Notification	AAG (II.B.1.c)	Research.gov		

Significant Changes in Methods/Procedures	Notification	AAG (II.B.1.b)	Research.gov		
Changes in PI/PD and co-PI/PD					
Long-Term Disengagement of the PI/Project Director (PD) or co-PI/co-PD	Request	AAG (II.B.2.c)	Research.gov		
PI/PD or co-PI/co-PD Transfer from one organization to another	Request	AAG (II.B.2.g)	FastLane		
Substitute PI/PD or co-PI/co-PD	Request	AAG (II.B.2.f)	FastLane		
Withdrawal of PI/PD or co-PI/co-PD	Request	AAG (II.B.2.e)	Research.gov		
Other					
Annual and Final Cost Share Notification by Recipient	Notification	AAG (II.D.5)	FastLane		
Conflicts of Interest that cannot be satisfactorily managed, reduced or eliminated and research that proceeds without the imposition of conditions or restrictions when a conflict of interest exists	Notification	AAG (IV.A)	Research.gov		
Subawarding, Transferring or Contracting Out Part of an NSF Award	Request	GPG (II.C.2.g(vi)(e)) AAG (II.B.3)	FastLane		

NSF's Fastlane

- > Some Notifications and Requests
- Proposal submission
- Reviewing including procedures for Preliminary and Formal proposals

Research.gov

- > Most Notifications and Requests
- > Financial (Business Office) Transactions
- > Annual and Final Reports
- Project Outcomes Reports

Supplemental Support

> In <u>unusual</u> circumstances, small amounts of supplemental funding and up to six months of additional support may be requested to assure adequate completion of the original scope of work. Such requests for supplemental funding support should be submitted to the cognizant NSF Program Officer at least two months prior to the need for the additional funds and must be adequately justified. Program officers may make decisions regarding whether or not to recommend a small supplement without merit review of the supplemental request. Requests for larger supplements may require external merit review.

NSF Highlights

View the new website at:

http://www.research.gov/seeinnovation

A highlight shows...

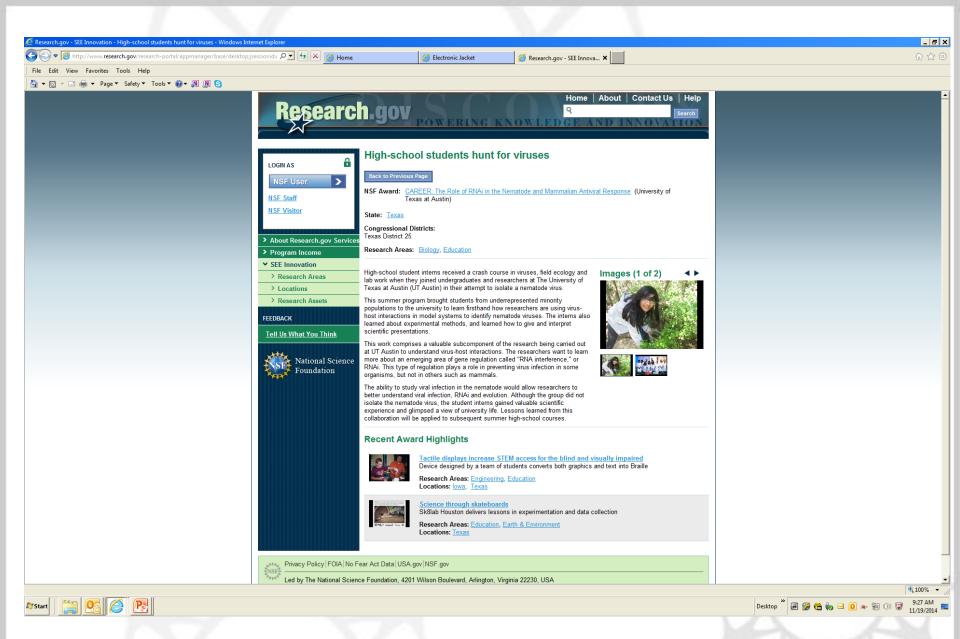
- an exciting outcome of an NSF-supported project
- transformative results
- impacts of this outcome, including benefits to society, economy, industry, nation, region, science & engineering

Audiences include...

- Congress, other federal and state policymakers
- business & industry
- general public
- NSF (briefings, speeches, websites -- such as www.nsf.gov and "Science, Engineering, and Education Innovation" at www.research.gov/seeinnovation)

When writing a highlight...

- DO write short, straightforward sentences that articulate a single point. DON'T use long sentences with multiple clauses.
- DO use simple language. DON'T use complicated scientific terminology.
- DO write for a public audience. DON'T write the way you do when publishing in science journals. The public is interested in high-level impacts/benefits, not deep science.



Reviewing Proposals for NSF

- > Good professional development
- > Service to the education community
- > Opportunity to forge new collaborations
- > Send your Program Officer a 2-page CV
- ➤ Not just DRK-12; ITEST, ECR, AISL, programs in DUE, DGE, HRD

Questions?



CADRE

CAPACITY-BUILDING | ADVANCING RESEARCH
OUTREACH & DISSEMINATION | BROADENING PARTICIPATION

This webinar was hosted by CADRE, the resource network for the DR K-12 program

For more Project Management resources, visit cadrek12.org

- Tips for preparing NSF project reports
- Slides and a recording of the Nuts & Bolts webinar
- Information on advisory boards, dissemination, evaluation, and mentoring.

Questions? Email us at cadre@edc.org.

