



A Guide to Reporting in the ATE Program

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Projects funded by the National Science Foundation’s (NSF) Advanced Technological Education (ATE) program have several reporting requirements. This guide differentiates these various reports and provides tips on preparing for each.

| | Project Annual Report or Final Report to NSF | ATE Survey | Evaluation Report | Project Outcomes Report |
|-------------------------------|---|--|---|--|
| Purpose | Describe progress towards your project’s goals and outcomes with NSF | Report on project activities and achievements in a form that allows for program-wide aggregation | Answer project-specific evaluation questions to assess and document your project’s process and outcomes | Public documentation of your project’s activities and impact |
| Distinguishing Feature | Reports on the most recently completed budget year and only available to NSF program officers | Provide an annual profile of the ATE program as a whole | Demonstrates a project’s effectiveness and outcomes written by an independent observer and may provide the project team with recommendations for continuous improvement | Overview of your project’s impact across the entire grant period and is publicly available |
| Audience | The project’s NSF program officer | ATE community, NSF, Congress, and others involved in career and technical education | Project staff, participants, and NSF program officer | The general public |
| Person Responsible | Principal Investigator (PI) or their designee | PI, possibly with assistance from project team, evaluator, and/or institutional research staff | External evaluator | PI or their designee |
| Submission Mechanism | Research.gov | Online survey link emailed directly to PI from EvaluATE | Agreed upon by project and evaluation teams | Research.gov |
| Timing | Due annually within the 90-day period before the project | Due annually. The ATE Survey opens in February each year. | The timing of evaluation reports is determined by the PI and evaluator based on the project’s information needs. | Due no later than 120 days following the expiration of the award. |

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| | <p>anniversary.¹ We recommend that you submit three to five weeks before to allow time for your program officer to review.</p> <p>In the last year of your grant, you'll be asked to complete a <i>Final Report</i>. This is the same as an annual report but only for the last year. The final project report is due no later than 120 days after the expiration of the award.</p> | | <p>Project teams should receive evaluation reports in time to include pertinent information in their annual reports.</p> | |
| Additional Tips | <p>In addition to your successes and challenges of the past year, your program officer is looking for you to respond to your evaluation findings. Don't shy away from negative findings. Instead, explain what you're going to do to address any challenge areas of your project.</p> | <p>The ATE Survey asks about activities based on the calendar year (January – December). This might differ from your project annual report or your evaluation report. Make sure to track your project data by months or quarters to allow for reporting in different timeframes.</p> | <p>Upload your evaluation report with your project annual report. While it is not an official requirement, your program officer will be looking for your evaluation report.</p> | <p>The Project Outcomes Report is short (only 200-800 words). This is your only chance to publicly report your project's accomplishments. Include a brief overview of the project's goals for context, but focus on project outcomes.</p> |
| Additional Resources | <p>NSF project annual report template</p> | <p>Preview of questions for ATE Survey</p> | <p>Checklist for Program Evaluation Report Content</p> | <p>Project Outcomes Reporting Requirements from NSF</p> |

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¹ The anniversary date is set by the grant award (see Award Period of Performance in your grant award notification from NSF) and is typically the start date that was requested in the proposal.



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