

What PIs Need to Know about Preparing NSF Annual Reports – Now!



NSF ATE PI Conference
Friday, October 27, 2023
10:10 – 11:00 am

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Welcome and Introductions



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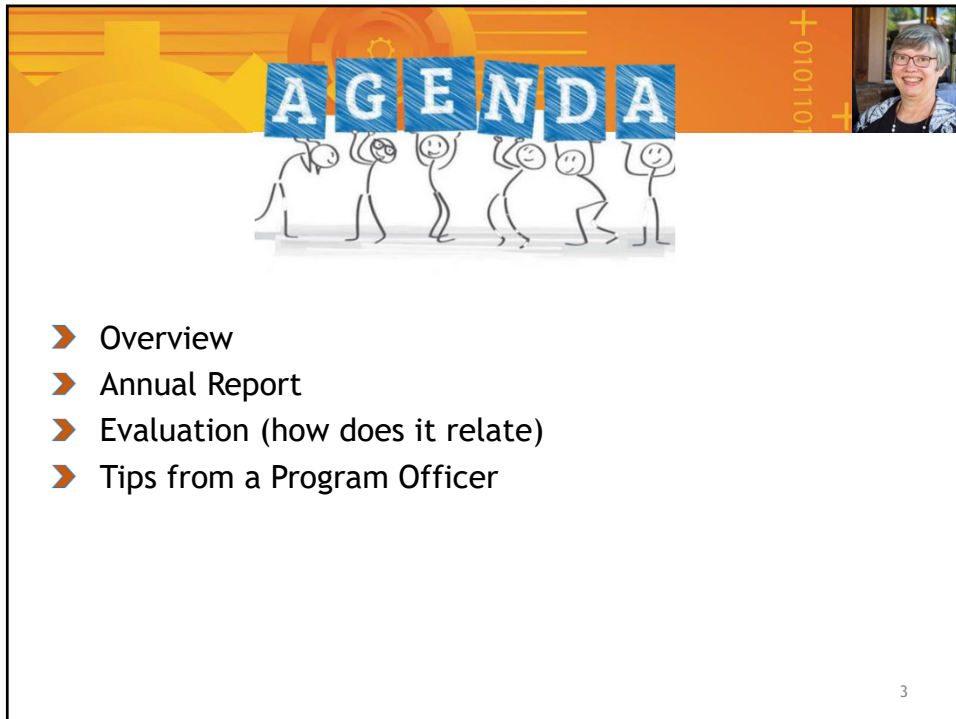
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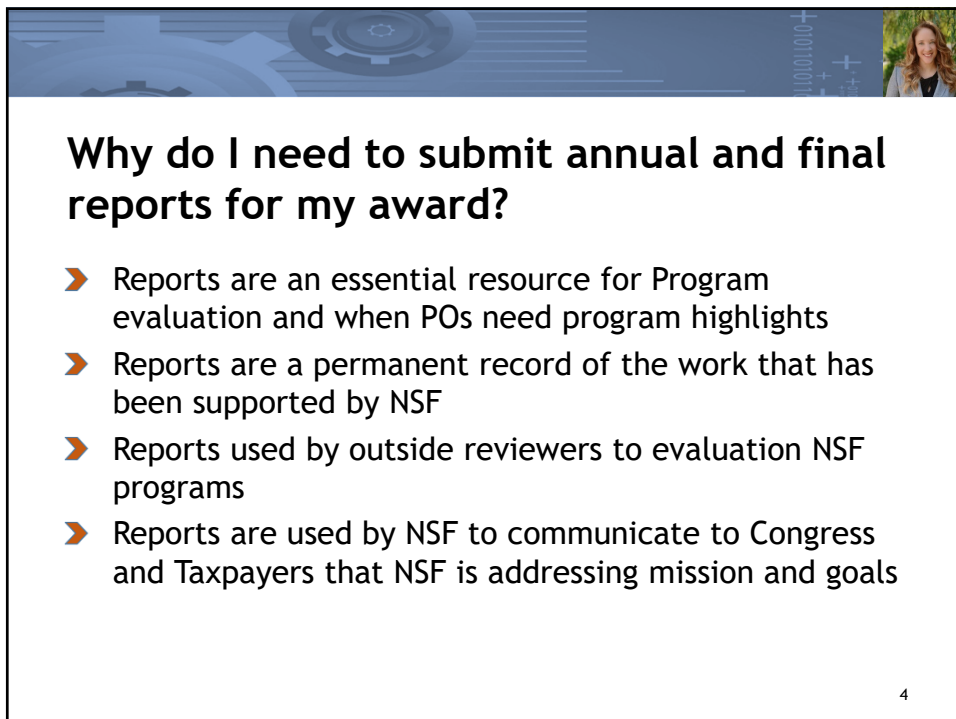


The slide features a header with a yellow and orange geometric background. In the center, five stick figures hold up blue blocks spelling 'AGENDA'. To the right, a small photo of a woman with glasses is visible. The slide content includes a bulleted list of topics.

- Overview
- Annual Report
- Evaluation (how does it relate)
- Tips from a Program Officer

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The slide has a blue header with gear and circuit motifs. A small photo of a woman is on the right. The main text asks why reports are needed, followed by a bulleted list of reasons.

Why do I need to submit annual and final reports for my award?

- Reports are an essential resource for Program evaluation and when POs need program highlights
- Reports are a permanent record of the work that has been supported by NSF
- Reports used by outside reviewers to evaluate NSF programs
- Reports are used by NSF to communicate to Congress and Taxpayers that NSF is addressing mission and goals

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Report Types

Annual Project Reports (APR): Submitted every year of an award and must describe the activities of the project during the year of the reporting period

Final Project Report (FPR): Submitted at the end of the project and should cover the activities during the last year of the award

Project Outcomes Report: Submitted at the completion of the project, is for the general public, and should be written in a manner that is accessible to a broad audience.

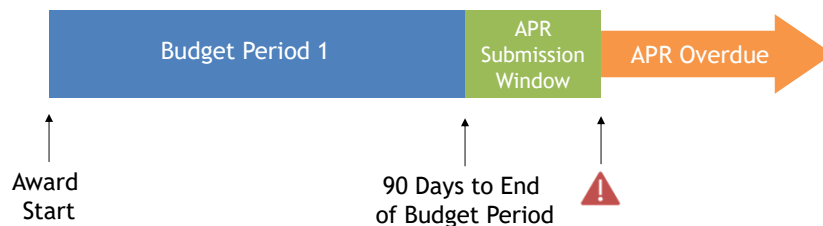
** Only PIs and Co-PIs can create, edit, and submit project reports*

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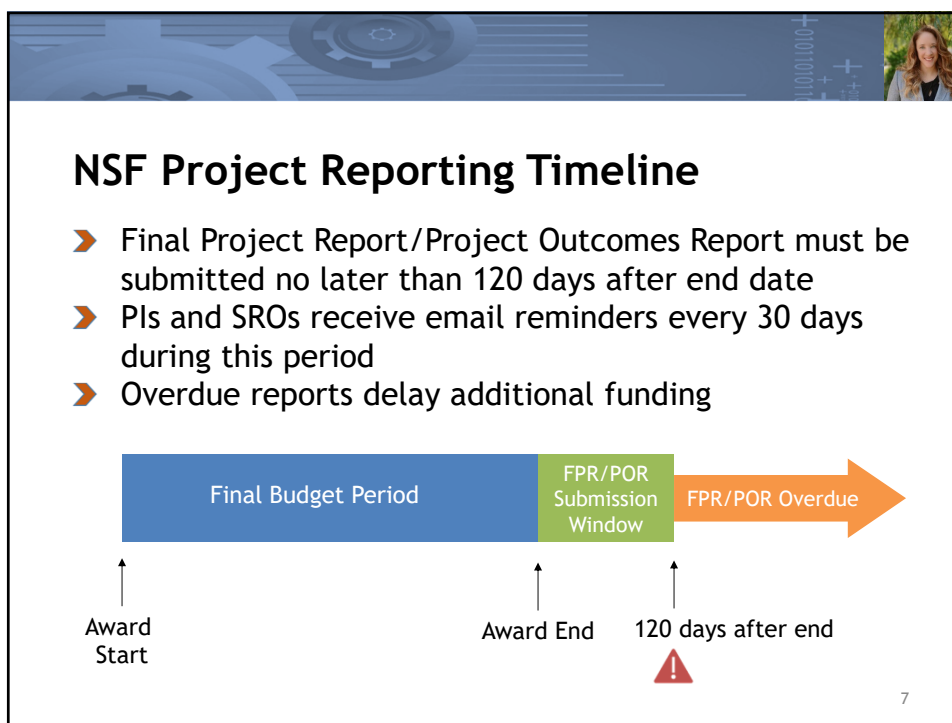
NSF Project Reporting Timeline

- APRs due during the 90 days prior to the end of current budget period
- PIs and SROs receive email reminders every 30 days during this period
- APRs are considered overdue at the end of the budget period Report is not shared outside of NSF



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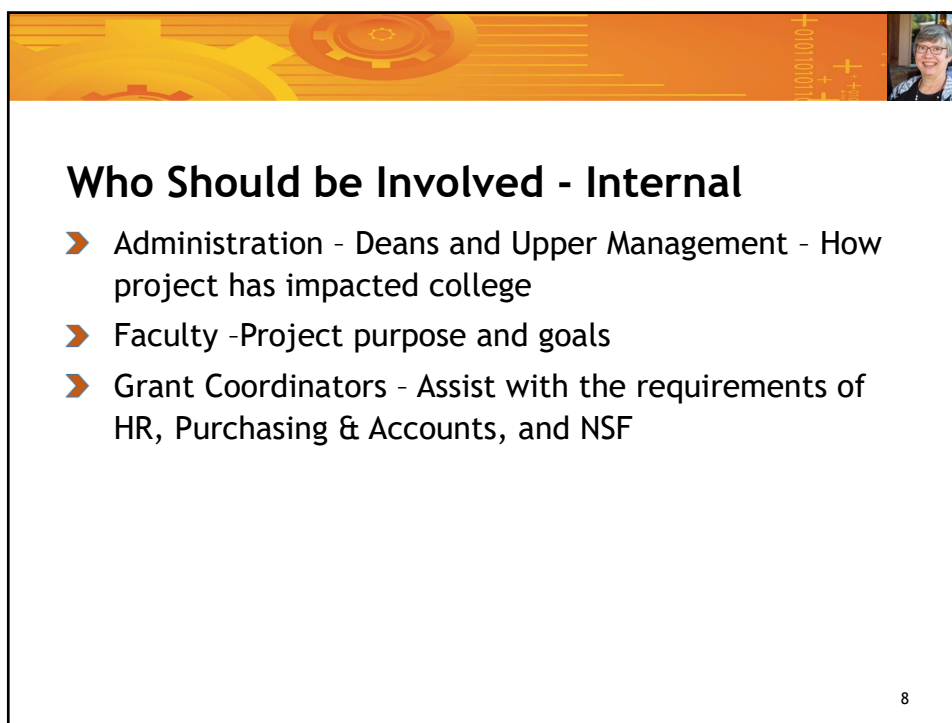
NSF Project Reporting Timeline

- Final Project Report/Project Outcomes Report must be submitted no later than 120 days after end date
- PIs and SROs receive email reminders every 30 days during this period
- Overdue reports delay additional funding

The timeline diagram shows a horizontal bar divided into three sections: a blue section labeled 'Final Budget Period' starting from 'Award Start', a green section labeled 'FPR/POR Submission Window' ending at 'Award End', and an orange arrow section labeled 'FPR/POR Overdue' starting 120 days after 'Award End'. A red warning triangle is placed below the timeline at the 120-day mark.

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Who Should be Involved - Internal

- Administration - Deans and Upper Management - How project has impacted college
- Faculty -Project purpose and goals
- Grant Coordinators - Assist with the requirements of HR, Purchasing & Accounts, and NSF

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Who Should be Involved - External

- Industry Partners - Meeting industry needs
- Advisory Committee Meetings
- External Evaluator - Update and communicate with your evaluator regularly

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Accessing and Login

- Use same login as you did for submitting proposal (Research.gov)

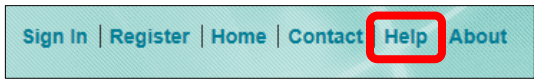


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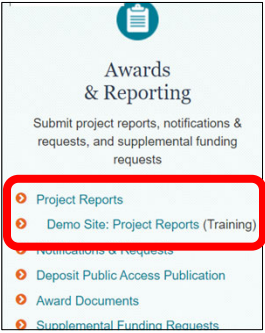
HELP Instructions

- Access Research.gov HELP instructions (upper right corner of homepage)



Sign In | Register | Home | Contact | **Help** | About

- Screen-by-screen instructions for completing annual report template



Awards & Reporting

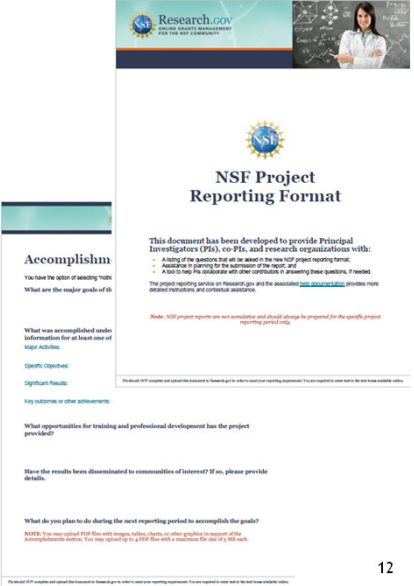
Submit project reports, notifications & requests, and supplemental funding requests

- Project Reports
- Demo Site: Project Reports (Training)
- Notifications & Requests
- Deposit Public Access Publication
- Award Documents
- Supplemental Funding Requests

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Getting Started

- Download template
- You can copy and paste answers into report at Research.gov



Research.gov
ADVANCE RESEARCH
AND THE NATION

NSF Project Reporting Format

This document has been developed to provide Principal Investigators (PIs), co-PIs, and research organizations with:

- A listing of the questions that will be asked in the next NSF project reporting format.
- A checklist to prepare for the submission of the report, and
- A key to help the submitter with their questions in answering these questions, if needed.

The project reporting service on Research.gov and the associated [web document](#) provides more detailed instructions and technical assistance.


Note: NSF project reports are not summative and should always be prepared for the specific project reporting period only.

The document is organized as follows:

- Section 1: Accomplishment
- Section 2: Significant Results
- Section 3: Key outcomes or other achievements
- Section 4: What opportunities for training and professional development has the project provided?
- Section 5: Have the results been disseminated to communities of interest? If so, please provide details.
- Section 6: What do you plan to do during the next reporting period to accomplish the goals?


Note: The next reporting period will be the next reporting period. The next reporting period will be the next reporting period.

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Major Goals of the Project

- From proposal
- Don't change without permission



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What Was Accomplished

- You must provide information for at least 1 of the 4 categories
 - Major activities
 - Specific objectives
 - Significant results
 - Key outcomes or other achievements

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Other Information Needed

- 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 the goals?

NOTE: You may upload PDF files with images, tables, charts, or other graphics in support of the Accomplishments section. You may upload up to 4 PDF files with a maximum file size of 5 MB each.

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Products

- Within the **Products** section, you can list any products resulting from your project during the specified reporting period.
- You might have nothing to report
- Most likely
 - Other Conference Presentations/Papers
 - Websites or Other Internet Sites

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Participants


- What individuals have worked on the project?
- What organizations have been involved as partners?

NOTE:

- This is where you report PI and co-PI time
- Partners from proposal - high schools, other colleges

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Impacts

- You might have nothing to report
- List of 9 items (shown on next page)



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What is the Impact on:

- The development of the principal discipline(s) of the project?
- Other disciplines?
- The development of human resources?
- Teaching and educational experiences?
- Physical resources that form infrastructure?
- Institutional resources that form infrastructure?
- Information resources that form infrastructure?
- Technology transfer?
- Society beyond science and technology?
- *What percentage of the award's budget was spent in a foreign country?*

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Changes/Problems

- Changes in approach and reason for change
- Actual or Anticipated problems/delays and specific actions/plans to resolve them
- Changes that have a significant impact on expenditures
- Significant changes in use or care of human subjects
- Change in your primary performance site or personnel

** No surprises, be honest, report not shared outside of NSF*

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Evaluator/Evaluation

- Conducted by someone External to your project
- Watch webinar from February 22 for more information (link and handout in chat)
- Report is attachment to annual report

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Evaluation → Learning → Improvement

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Evaluation → Learning → Improvement

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NSF Annual Report

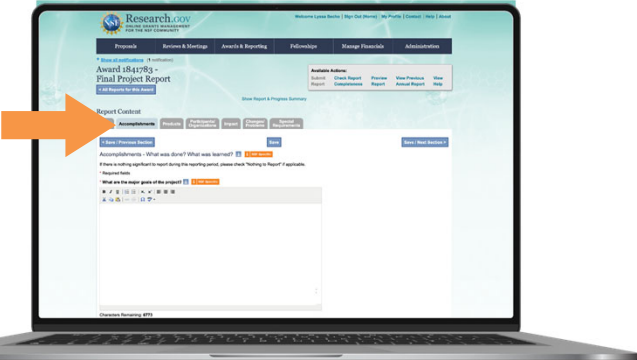
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Beyond Attaching Evaluation Report

Accomplishments and Impact Sections allow Supporting Files

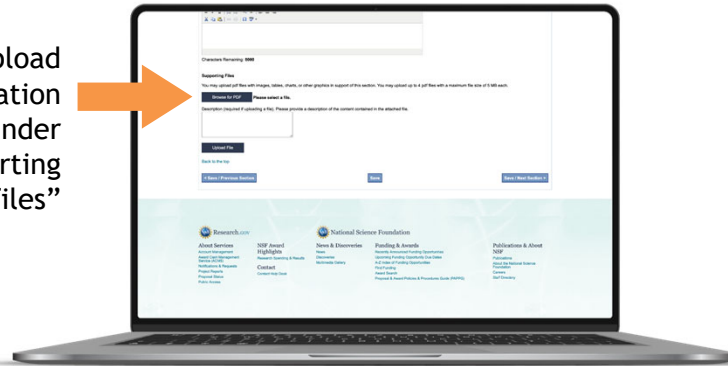


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Beyond Attaching Evaluation Report

Upload
evaluation
report under
“Supporting
Files”



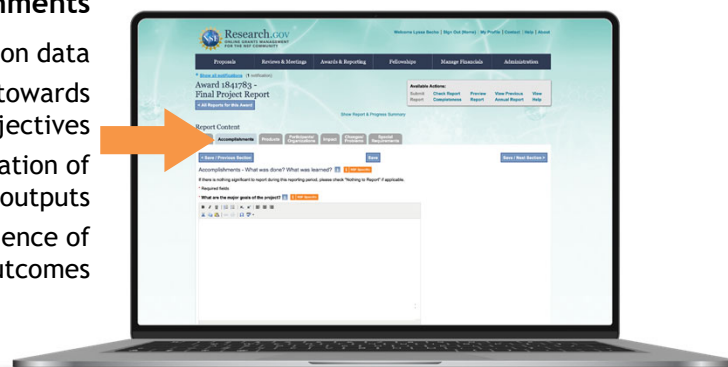
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Beyond Attaching Evaluation Report

Accomplishments

Implementation data
Progress towards
objectives
Demonstration of
outputs
Evidence of
outcomes

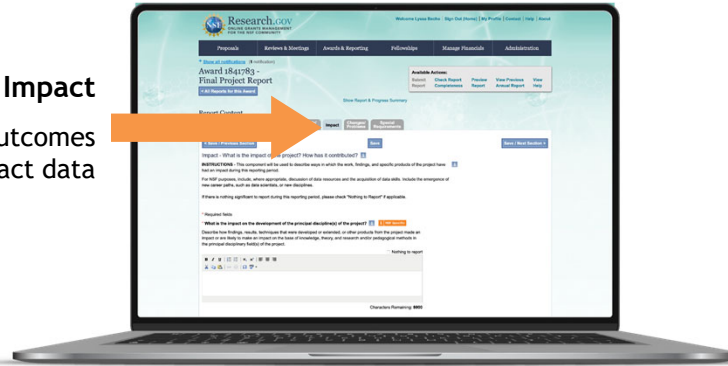


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Beyond Attaching Evaluation Report

Impact
Long term outcomes
and impact data

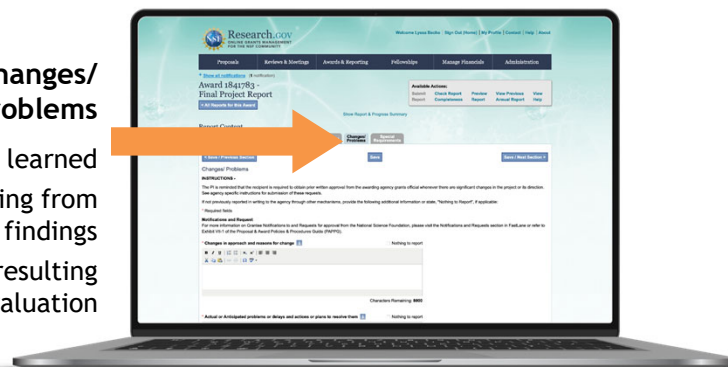


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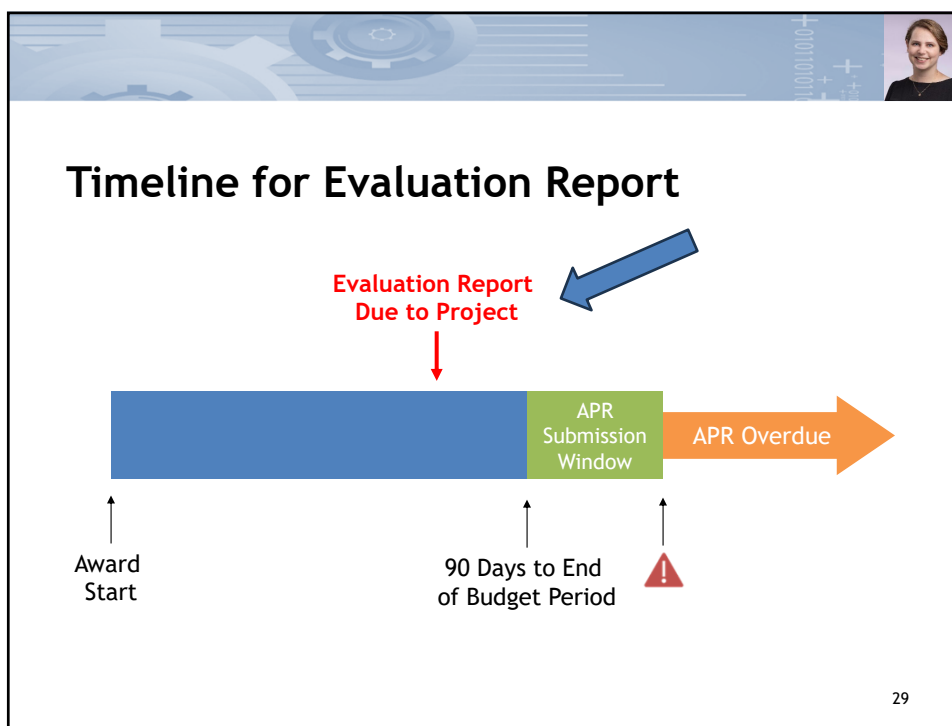
Beyond Attaching Evaluation Report

**Changes/
Problems**
Lessons learned
Action resulting from
evaluation findings
Reflections resulting
from evaluation



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Tips to Remember

- Submit evaluation report before annual report
- Collaborate from the start
- Evaluation findings are essential to writing a meaningful annual report

The slide number '30' is in the bottom right corner.



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Report Expectations

- Address information and recommendations from your evaluator
- Include discussion of any impediments that altered or interfered with the progress of your funded project, and how you plan to address them
- Include information about the contribution to the project for each listed member of the team
- Revise reporting fields when needed in order to ensure that the information is accurate and up-to-date
- Include attachments
- Submit on time!

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Challenges/Unforeseen Changes

- Training & Travel
- Working with your business office
- Faculty Training with current workload
- Unexpected financial costs (certification exam)
- Equipment (vendor timeline, cost more than original estimate)
- Evaluator's Site visit - Plan ahead
- PI or Co-PI leaves the institution (training, salary adjustments and increases)

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Five Common Mistakes

- Recycling last year's report without changes
- Including students' names
- Not attaching your evaluator's report
- Not using/responding to your evaluator's report
- Only reporting the positive things and not the challenges/unforeseen obstacles

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Tips Beyond General Instructions

- Print and review BEFORE submitting
- Understand Report Due Date and NSF Notifications
- Notify Program Officer prior to reporting significant changes

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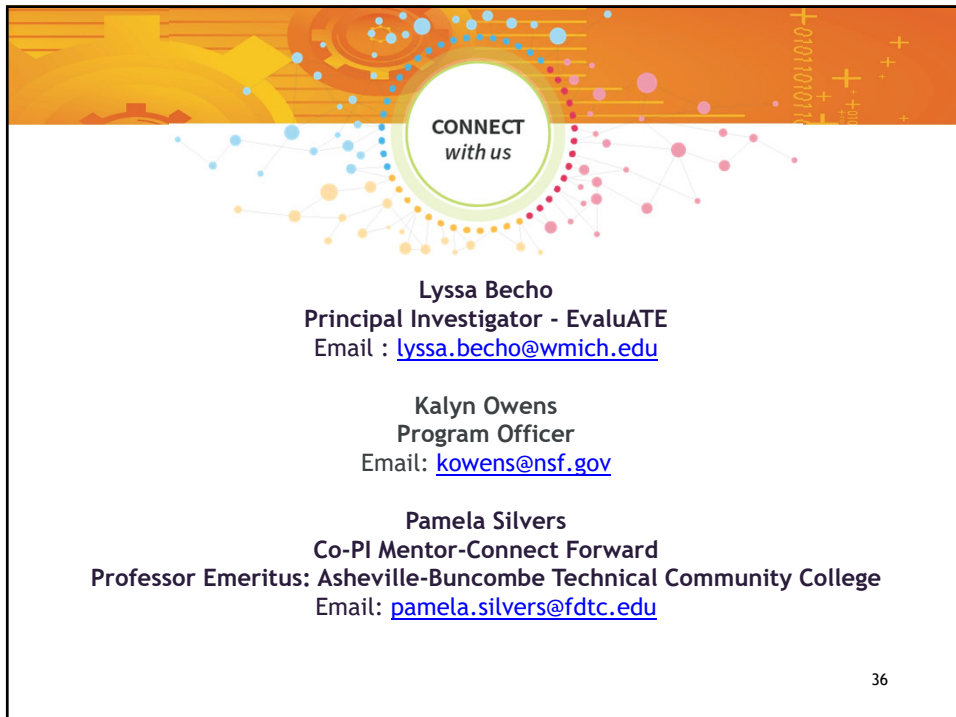
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QUESTIONS

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CONNECT
with us

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Mentor-Connect Forward: Leadership Development and Outreach for ATE
NSF DUE #2227301
Elaine Craft, Principal Investigator







EvaluATE: The Evaluation Hub for Advanced Technological Education
NSF DUE #2332143
Lyssa Becho, Principal Investigator

[View slides](#)



ATE EVALUATION RESOURCE HUB

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