DRK-12 New Grantee Webinar

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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**

Evaluation and Reporting

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!

Evaluation and Reporting

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!

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Evaluation and Reporting

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?

Evaluation and Reporting

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?

Evaluation and Reporting

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?

Evaluation and Reporting

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.

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." 12

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

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Who's my Program Officer?

www.nsf.gov

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

https://www.fldemo.nsf.gov/researchadmin/listNotificationMenu.do

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PI/CO-PI Management –
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PI Organization: NSF Cayuse Test Organization

Prepared by PI　　All by Status

Prepare a New Notification or Request for Award #: 0707551

Award Amount:	$1.00
Expiration Date:	01/31/2015
Division:	Division Of Information Systems
Award Title:	PRS demo awd
Awardee Organization:	NSF
PI/PD:	Alphaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance
○ Grantee Approved No Cost Extension	AAG
○ Anticipated Residual Funds in excess of $5,000 or 5%	AAG
○ Short-Term Absence of the PI/PD (Up to Three Months)	AAG
○ Significant Changes/Delays or Events of Unusual Interest	AAG
○ Significant Changes in Methods/Procedures	AAG

GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
○ Withdrawal of PI/Co-PI	AAG
○ Pre-award Costs in Excess of 90 Days	AAG
○ Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG
○ Rearrangement/Alteration $25,000 or over **(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
○ Long-Term Absence of the PI/PD (Over Three Months)	AAG
○ Addition of SubAward	AAG
○ Significant Change in Person-Months Devoted to Project	AAG
○ 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

FastLane Demonstration Site

https://www.fldemo.nsf.gov/researchadmin/listNotificationMenu.do

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FastLane PI/CO-PI Management -
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Notifications & Requests | MAIN ▶

PI Organization: Stanford University

| Prepared by PI | All by Status |

Notifications & Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit Research.gov Notifications and Requests for more information.

Prepare a New Notification or Request for Award #: 0700000

Award Amount:	$1,875,000.00
End Date:	01/31/2015
Division:	Division Of Undergraduate Education
Award Title:	eGovernment Technical Challenges
Awardee Organization:	NSF
PI/PD:	Demo, Terry

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance
○ Grantee Approved No Cost Extension	AAG
○ Short-Term Absence of the PI/PD (Up to Three Months)	AAG

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

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

[Prepare] [Cancel]

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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.

https://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&_pageLabel=research_node_display&_nodePath=/researchGov/Service/Desktop/NotificationRequest.html

Type	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

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Travel Costs for Dependents	Request	GPG (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	AAG (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

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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 <u>of the original scope of work</u>. 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.

http://www.research.gov/research-portal/appmanager/base/desktop;jsessionid=

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FEEDBACK

Tell Us What You Think

National Science Foundation

High-school students hunt for viruses

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NSF Award: CAREER: The Role of RNAi in the Nematode and Mammalian Antiviral Response (University of Texas at Austin)

State: Texas

Congressional Districts:
Texas District 25

Research Areas: Biology, Education

High-school student interns received a crash course in viruses, field ecology and lab work when they joined undergraduates and researchers at The University of Texas at Austin (UT Austin) in their attempt to isolate a nematode virus.

This summer program brought students from underrepresented minority populations to the university to learn firsthand how researchers are using virus-host interactions in model systems to identify nematode viruses. The interns also learned about experimental methods, and learned how to give and interpret scientific presentations.

This work comprises a valuable subcomponent of the research being carried out at UT Austin to understand virus-host interactions. The researchers want to learn more about an emerging area of gene regulation called "RNA interference," or RNAi. This type of regulation plays a role in preventing virus infection in some organisms, but not in others such as mammals.

The ability to study viral infection in the nematode would allow researchers to better understand viral infection, RNAi and evolution. Although the group did not isolate the nematode virus, the student interns gained valuable scientific experience and glimpsed a view of university life. Lessons learned from this collaboration will be applied to subsequent summer high-school courses.

Images (1 of 2) ◄ ►

Recent Award Highlights

Tactile displays increase STEM access for the blind and visually impaired
Device designed by a team of students converts both graphics and text into Braille

Research Areas: Engineering, Education
Locations: Iowa, Texas

Science through skateboards
Sk8lab Houston delivers lessons in experimentation and data collection

Research Areas: Education, Earth & Environment
Locations: Texas

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Led by The National Science Foundation, 4201 Wilson Boulevard, Arlington, Virginia 22230, USA

Start

100%

9:27 AM
11/19/2014

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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.

Community for **Advancing Discovery Research** in **Education**