

**EXPERIMENTAL PROGRAM TO STIMULATE COMPETITIVE RESEARCH:
OUTREACH INVESTMENT STRATEGY
(JURISDICTIONAL PROCEDURES FOR REQUESTING NSF OUTREACH VISITS)**

A. Goals and Objectives

As part of its investment strategy to strengthen the academic research competitiveness of EPSCoR jurisdictions and advance discovery in science, technology, engineering and mathematics (STEM), NSF EPSCoR provides travel support to eligible NSF staff to participate in STEM events organized by EPSCoR jurisdictions. Outreach activities enable NSF staff from all Directorates and Offices to inform EPSCoR community regarding funding opportunities, priorities, programs, and policies. Such travel also serves to more fully acquaint NSF staff with the science and engineering research accomplishments, investigator expertise/potential, and new directions in research and education within EPSCoR jurisdictions.

B. Eligibility

The NSF EPSCoR outreach strategy provides financial support for selective travel by permanent NSF staff and Visiting Scientists, Engineers and Educators (VSEEs). Program Officers who are on Intergovernmental Personnel Act (IPA) assignments with NSF are not eligible for EPSCoR outreach travel support. Eligible EPSCoR-funded outreach activities include NSF participation at EPSCoR annual meetings, NSF Days, STEM-specific workshops & conferences, NSF EPSCoR post-award administration, EPSCoR National Conferences, and other similar activities. All activities must take place within EPSCoR jurisdictions to be eligible for EPSCoR travel support.

C. Planning for Effective Outreach

EPSCoR outreach activities may be initiated by either the EPSCoR jurisdiction's host(s) (e.g., EPSCoR Project Director, researcher or educator or administrator) or by NSF EPSCoR staff in coordination with the jurisdiction's host(s).

It is recommended that outreach request be sent to NSF EPSCoR outreach coordinator at least 60 days prior to the proposed event. This will allow sufficient time for identifying the appropriate traveler, processing of travel requests within NSF, and preparing for a productive visit. For events during August-October, *i.e.*, close to the fiscal year end/start, requests should be sent no later than July and the host should be flexible to accommodate NSF staff travel uncertainties.

The request should be emailed from the EPSCoR jurisdiction host to the NSF EPSCoR outreach coordinator. The contact information of the EPSCoR outreach coordinator is provided at the end of this document. The request should include the following information:

- the purpose of the requested outreach visit;

- the number of anticipated attendees/participants;
- suggested NSF program and specific Directorate/Division/Office;
- NSF Staff role and expected presentations at the jurisdictional/institutional event; and
- draft agenda of the event, if available.

Note: Host jurisdictions must not extend invitations to NSF staff directly prior to submitting the NSF EPSCoR outreach request if NSF EPSCoR outreach support for NSF staff travel is expected.

The NSF EPSCoR outreach coordinator will respond to the jurisdictional host on the status of the outreach request including potential for NSF participation or not within two weeks of the request. If the decision is to go forward, suitable NSF staff for the outreach activity will be identified by the NSF EPSCoR outreach coordinator. The name(s) of approved NSF staff for the outreach activity will be provided to the jurisdictional host (and copy the jurisdictional Program Director) after identifying the NSF staff. Appropriate NSF EPSCoR staff, such as the EPSCoR Head, managing Program Officer, and Administrative Manager, will also receive a copy of the approval.

Once the NSF EPSCoR outreach coordinator approves the visit, the EPSCoR jurisdictional host may begin to develop logistical arrangements for the NSF staff visit to the event. The host is responsible for finalizing the agenda/itinerary including time with faculty members (especially new hires), research administrators, and students, as appropriate. The host is also responsible for coordinating local arrangements including providing this information to the NSF staff attending the event. The NSF staff visit would typically include a general presentation on NSF funding opportunities to a broad audience (e.g., multiple departments, campuses, and/or institutions). Additionally, the host is responsible both for publicizing the event well in advance to ensure the presence of an appropriate audience and for the dissemination of presentation(s) (e.g., videoconference to remote audiences). Participant feedback of the event is expected through evaluations. **The host should provide the names and affiliations of all attendees, including information on aggregate demographic and institutional types, within two weeks following the event, along with the results of the feedback from the participant evaluation.** This information should be sent to the NSF EPSCoR outreach coordinator *via* email. For questions, please contact the NSF EPSCoR outreach coordinator:

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