Streamlining Annual Reporting and Reverse Site Visits

Audrey Levine & Siân Mooney
EPSCoR Program Directors

EPSCoR PD/PA Meeting
May 20, 2014
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EPSCoR PD/PA Meeting
May 20, 2014
- Annual Reports in EPSCoR
- Critical Elements
- Helpful Hints
- Reverse Site Visits
- Annual Reports in EPSCoR
- Critical Elements
- Helpful Hints
- Reverse Site Visits
How does EPSCoR Use Annual Reports?

- Track progress in all program elements (for reporting period)
  - Progress towards goals
  - Strategic plan milestones and potential corrective actions
  - Status of Programmatic Terms and Conditions (PTCs)
- Respond to stakeholder queries
- Reverse Site Visit (RSV) planning
- Identify best practices
  - Team Science
  - Integrated research activities
  - Research and education synergies
  - Broader impacts
What do we look for?

Progress
- Intellectual Merit
- Broader Impacts

Impacts
- Intellectual Merit
- Broader Impacts

Plans
- Intellectual Merit
- Broader Impacts
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Plans
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Outcomes and Products

- Publications
- Patents
- Collaborations
- External Engagement
- Broadening Participation
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Beyond outcomes ➔ Impacts

- Impacts should help answer stakeholder questions:
  - So what? Who cares? Why is it important?
  - What difference does the research make?
  - How can results extend beyond the project?

- Is there evidence that research outcomes:
  - Stimulate advances in knowledge?
  - Provide scientific support for policies, guidelines, standards or best practices?
  - Foster successful educational outcomes?
  - Generate sustainable economic benefits?
  - Enhance community health and wellbeing?
Problems and Resolution

- Typical issues
  - Delays: Hiring, Equipment procurement, other
  - Changes: Personnel, Scope, other

- Changes in scope and personnel require NSF approval and should be summarized in the Annual Report

- Important to explain consequences and mitigation measures for each issue
Requirements are spelled out in the Programmatic Terms and Conditions (PTCs)

Submit plan for unobligated funds:
- Spending plan
- Realistic timeline for the expenditures

Carryover funds:
- SRO must prepare a request including timeline
- Requires NSF EPSCoR approval
Highlights

- Share interesting accomplishments
- Illustrate impacts and benefits
Helpful Hints

- Be succinct and only discuss current reporting cycle
- Provide context and avoid using jargon
- Check “readability”
- Define ALL acronyms
- Summarize evaluation process and feedback loop
- Provide updates on Programmatic Terms and Conditions (PTCs), reviewer concerns, and Reverse Site Visits (RSVs)

Templates:

- Check for consistencies with Annual Report
- Double-check Table A and B cross-references: numbers of participants, Institutions, etc.
- Check arithmetic
- Provide clear and concise explanations (comment section)
Things to Avoid

- Recycling information from previous reports
- Incomplete diversity data: e.g. # of applicants but not # of participants
- Vague generalities; incomprehensible sentences
- Extraneous information
- Inconsistencies
- Redundancies and undue repetition
- Misrepresenting accomplishments as impacts
- Cutting and pasting from the strategic plan
- See above....
EPSCoR: Building Capacity

Discovery & Innovation

Education & Workforce

Economic Development

Quality of Life
Reverse Site Visits (RII Track-1)
General Timing and Organization

- Scheduled at NSF at beginning of RII Track-1 years 2 and 4
- Comprehensive review of RII Track-1 progress
  - RSV Panel (~10 members)
  - NSF Participants

- Formal presentation from up to 4 presenters (1.5 hours)
- Q&A with full team (1 hour)
- Panel discussion (closed session)
- Verbal feedback to RSV team from panel (0.25 hr)
- Formal report with feedback, recommendations, and guidance
Progress in all program elements (Year 1+):
- Goals and objectives
- Strategic plan
- Progress on special conditions
- Any significant barriers and challenges
  - Actions taken
  - Planned follow-up
- Plans to accomplish future activities
Year 4 RSV

- Cumulative progress in all program elements (Years 1-3+):
  - Goals and objectives
  - Project results, outcomes, and accomplishments
- Progress on special conditions of the award
- Changes/progress/outcomes from previous RSV
- Mitigation progress/outcomes for any significant barriers and challenges
- Plans to accomplish future activities
- Sustainability plans and progress
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Specific RSV Requirements

- Team member guidelines
  - Maximum of **6 team members** may attend
  - The total group of **6 team members** may include representation from the State Governing Committee

- Presentation requirements
  - Maximum of **4 team members** can speak
  - Presentation must be in **PowerPoint**
  - Deadlines and time limits are strictly enforced

- Question and Answer Session:
  All 6 team members may participate

Reminder May 30th deadline for team information
Questions?

Dr. Siân Mooney
(smooney@nsf.gov)

Dr. Audrey Levine
(alevine@nsf.gov)