

Science and Technology Center Annual Reporting

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August 30, 2010

Solving problems, guiding decisions – worldwide



Abt Associates Inc.



Overview of Annual Report

Purpose - To help NSF/OIA track and monitor Centers

Submitted – 90 days before start of next funding increment; via FastLane

Data Gathered	
Descriptions	Lists
<ul style="list-style-type: none"> ● Research ● Education ● Knowledge transfer ● Diversity ● Partnerships ● Center management 	<ul style="list-style-type: none"> ● Publications ● Presentations ● Participants ● Awards ● Patents, licenses, start-up companies ● Budget, cost-sharing, levels of support, spending

Sections of the Annual Report

Section	Description
1 General Information	Key contact information, participating institutions, summary of report
2 Research	Scholarly and scientific investigation
3 Education	Activities to increase knowledge and understanding of STEM
4 Knowledge Transfer	Exchange of scientific information with objective to apply knowledge to institution receiving information
5 External Partnerships	Institutions, involved in Center more than 160 hours, that do not receive STC funds
6 Diversity	Activities to increase diversity of Center participants
7 Management	Organizational strategy and structure
8 Outputs	Immediate, observable products of activities
9 Indirect/Other Impacts	International activities, information not described elsewhere
10 Budget	Center expenditures and sources of funding



General Information

1 General Information

2 Research

3 Education

4 Knowledge

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Contents

- 1a. General information table with details about the submission, contact information, and participating institutions (those that are funded by STC)
- 1b. Biographical information for new faculty
- 1c. Primary contact for questions about the report
2. Context Statement (20 pages)
 - Vision, goals, plans, and performance and management indicators
 - Significant changes from plans
 - Progress toward meeting goals and significant accomplishments
 - Context of the Center within larger disciplinary field(s)



Research

1 General Information

2 **Research**

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Contents

- 1a. Research goals/objectives – changes from previous year
- 1b. Performance and management indicators
- 1c. Problems encountered
- 2a. Research thrusts and research accomplishments
- 2b. Status against indicators
- 2c. Research plans for next reporting period



Education

1 General Information

2 Research

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Contents

- 1a. Education goals/objectives – changes from previous year
- 1b. Education performance and management indicators
- 1c. Problems encountered
- 2a. Internal education activities
- 2b. Professional development activities
- 2c. External educational activities
- 2d. Integration of research and education
- 2e. Status against indicators
- 2f. Plans for next year



Knowledge Transfer

- 1 General Information
- 2 Research
- 3 Education
- 4 Knowledge Transfer
- 5 External Partnerships
- 6 Diversity
- 7 Management
- 8 Outputs
- 9 Indirect/Other Impacts
- 10 Budget

Contents	
1a.	Knowledge transfer goals/objectives – changes from previous year
1b.	Performance and management indicators
1c.	Problems encountered
2a.	Organizations involved, interactions, and activities
2b.	Outcomes of impacts of KT
2c.	Status against indicators
2c.	KT plans for next reporting period

External Partnerships

- 1 General Information
- 2 Research
- 3 Education
- 4 Knowledge Transfer
- 5 External Partnerships**
- 6 Diversity
- 7 Management
- 8 Outputs
- 9 Indirect/Other Impacts
- 10 Budget

Contents
1a. Goals/objectives for developing external partnerships
1b. Performance and management indicators
1c. Problems encountered
2a. Partnership activities
2b. Outcomes or impacts of activities
2c. Status against indicators
2d. Plans for upcoming year



Diversity

1 General Information

2 Research

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Contents

- 1a. Research goals/objectives – changes from previous year
- 1b. Performance and management indicators
- 1c. Problems encountered
- 2a. Research thrusts and research accomplishments
- 2b. Status against indicators
- 2c. Research plans for upcoming year



Management

1 General Information

2 Research

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Contents

- 1a. Center's organizational strategy – changes in organization or management
- 1b. Performance and management indicators
- 1c. Status against indicators
- 1d. Problems encountered
2. Management and communications system used to integrate the STC
3. List of internal and external advisors
4. Any changes to strategic plan



Outputs

1 General Information

2 Research

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 **Outputs**

9 Indirect/Other Impacts

10 Budget

Contents

- 1a. Publications
- 1b. Presentations
- 1c. Other dissemination
2. Awards and honors
3. Graduated students
4. Patents/licenses/start-up companies
5. Participants (160 or more hours)
6. Partners
7. Summary table
8. Media or publicity



Indirect/Other Impacts

1 General Information

2 Research

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Contents

1. International activities
2. Other outputs, impacts, influences not captured elsewhere



Budget

1 General Information

2 Research

3 Education

4 Knowledge Transfer

5 External Partnerships

6 Diversity

7 Management

8 Outputs

9 Indirect/Other Impacts

10 Budget

Content

1. STC funds budget – NSF Form 1030 – actual and projected expenditures
2. Unobligated funds
3. Proposed budget (NSF Form 1030) for upcoming year
4. Center Support from all sources – funds managed by Center
5. Breakdown of Other NSF Funding
6. Cost sharing details
7. Additional PI support and sources



Report Preparation

- Reporting template - ***STC Annual Report / Final Reporting Requirements***
 - http://www.nsf.gov/od/oia/programs/stc/reports/2009revised_reportingrequirements.pdf
 - Instructions
 - Definitions
- Major concerns
 - Completeness
 - Clarity
 - Data quality and consistency
- Questions
 - NSF
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