Overview of Annual Report

Purpose - To help NSF/OIA track and monitor Centers

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

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General Information

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

### Contents

1. Research goals/objectives – changes from previous year
2. Performance and management indicators
3. Problems encountered
4. Research thrusts and research accomplishments
5. Status against indicators
6. Research plans for next reporting period
Education

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

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

Contents

1. Goals/objectives for developing external partnerships
2. Partnership activities
3. Outcomes or impacts of activities
4. Status against indicators
5. Plans for upcoming year
Diversity

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

Contents

1. Center’s organizational strategy – changes in organization or management
2. Performance and management indicators
3. Status against indicators
4. Problems encountered
5. List of internal and external advisors
6. Any changes to strategic plan
Outputs

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

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*
  - Instructions
  - Definitions

- Major concerns
  - Completeness
  - Clarity
  - Data quality and consistency

- Questions
  - NSF
  - Abt: Alina Martinez, 617-349-2312, alina_martinez@abtassoc.com