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**Program Web Page for Class of 2000 STCs**

**PROGRAM SOLICITATION**

NSF 98-13, to be found at: <http://www.nsf.gov/pubsys/ods/getpub.cfm?nsf9813>

**REVIEW SCHEDULE**

Following is the anticipated schedule and type of review:

Performance Year	Fiscal Year	Type of Review
6 <sup>th</sup>	2005	Site Visit
7 <sup>th</sup>	2006	Site Visit
8 <sup>th</sup>	2007	Site Visit
9 <sup>th</sup>	2008	Site Visit
10 <sup>th</sup>	2009	Site Visit

Continuation of NSF support will depend upon an annual evaluation of progress, accomplishments, and availability of funds. Annual evaluations will include site visits with external reviewers who will produce a written report. Examination of an STC's adherence to its diversity plan, and making the STC and its subawardees accountable for results, will be a prominent part of the annual site visits. The annual progress report will provide much of the information required for the annual evaluation. NSF will give appropriate notice to the STC in case of any change in the time or type of review. In addition, the Awardee will meet, as necessary, with NSF staff to review operations of the Center and to exchange views, ideas, and information concerning the Center.

**REPORTING REQUIREMENTS**

1. An annual progress report, **due 90 days before the anniversary date of the award**, will also serve as the Awardee's request for continued support. Substantial parts of this annual progress report (excluding proprietary information, for example) must be posted on the Center's Web Site. The annual report is to include the following information:
  - a. GENERAL INFORMATION
    - (1) Date submitted; reporting period; name of the Center; name of the Center Director; lead university; contact information (address, phone number, fax number, e-mail address of Center Director; Center URL); names of participating institutions, role, and (for each institution) name of contact person and other contact information.
    - (2) Brief biographical information (one page or less) for each new faculty member by institution.

- (3) Executive Summary (maximum of four pages). The Executive Summary provides a brief overview of the vision, goals, plans, and performance and management indicators for the Center. Any significant changes from the original plans for the Center should be described. This section also reports on progress toward meeting the goals set for the Center (described in detail in the remaining sections) and provides an overview of significant accomplishments (one of the four pages should highlight these in nugget form) during the reporting period.

The remaining sections of the report provide details of significant accomplishments during the reporting period, progress in meeting the Center's goals, and any difficulties in realizing the activities planned for the reporting period. Plans for the next year also should be described. The performance and management indicators developed for assessing progress of the Center in meeting its planned goals should be reported for each of these sections. These sections are specific to the reporting period and should be reported annually. Research, education, and knowledge transfer results or problems not reported in prior years, but due to the STC investment of prior years, may also be reported.

#### b. RESEARCH

- (1) Describe the Center's overall research objectives. In the current reporting period, how have the Center's overall research objectives and plans changed from the previous reporting period? What performance and management indicators has the Center developed to assess progress in meeting its research objectives?
- (2) Discuss any problems the Center has encountered in making progress toward its research goals during the reporting period as well as any problems anticipated in the next period. Include plans for addressing these problems.
- (3) Briefly describe the research thrust areas at the Center. Provide basic information (thrust name, PI name, participants' names and status, funding in the reporting year from NSF and other sources, funding anticipated for the next year from NSF and other sources) for each thrust area and details of significant accomplishments during the reporting period. For each thrust area, a narrative should describe the goals, activities, and outcomes and/or impacts in the current reporting period; plans for the next reporting period with attention to any major changes in research direction or level of activity; and how the activities enable the Center to meet its goals.

#### c. EDUCATION

- (1) Describe the Center's overall educational objectives. In the current reporting period, how have the Center's overall educational objectives and plans changed from the previous reporting period? What performance and management indicators has the Center developed to assess progress in meeting its educational objectives?
- (2) Discuss any problems the Center may have encountered in making progress toward its educational goals during the reporting period as well as any problems

anticipated in the next period. Include plans for addressing these problems.

- (3) Describe the Center's internal educational activities in the reporting period. Include the activity name, leader, intended audience, approximate number of attendees, and a narrative. The narrative should describe the activity and its goals, outputs, outcomes or impacts, and how the activity will enable the Center to meet its goals.
- (4) Describe the Center's external educational activities in the reporting period in a manner similar to 1.c.(3).
- (5) Summarize the participation of Center students in professional development activities in the reporting period. Include in the narrative a discussion of how the various professional development activities enable the Center to meet its goals and produce meaningful results.
- (6) Describe and discuss the ways in which the Center integrated research and education in the reporting period, with examples as appropriate.
- (7) Describe the Center's plans for internal and external educational activities for the next reporting period with attention to any major changes in direction or level of activity.

d. KNOWLEDGE TRANSFER

- (1) Describe the Center's overall knowledge transfer objectives. In the current reporting period, how have the Center's overall knowledge transfer objectives and plans changed from the previous reporting period? What performance and management indicators has the Center developed to assess progress in meeting its knowledge transfer objectives?
- (2) Discuss any problems the Center has encountered in making progress toward its knowledge transfer goals during the reporting period as well as any problems anticipated in the next period. Include plans for addressing these problems.
- (3) List organizations with which knowledge transfer occurs and the frequency and type of interactions. Describe each of the Center's knowledge transfer activities with goals and outputs or impacts in the current reporting period and discuss how they enable the Center to meet its goals. For each knowledge transfer activity provide the name of the activity, leader, participants (organization name and state).
- (4) Describe any other outcomes or impacts of knowledge transfer activities not listed above. Discuss, in particular, applications of Center research in industry, federal laboratories, or elsewhere.
- (5) Describe the Center's plans for knowledge transfer activities for the next reporting period with attention to any major changes in direction or level of activity.

e. PARTNERSHIPS

- (1) Describe the Center's overall partnership objectives. In the current reporting period, how have the Center's overall objectives and plans changed from the previous reporting period? What performance and management indicators has the Center developed to assess progress in meeting its partnership objectives?
- (2) Discuss any problems the Center has encountered in making progress toward its partnership goals during the reporting period as well as any problems anticipated in the next period. Include plans for addressing these problems.
- (3) Describe and discuss the activities that are conducted as part of partnerships. Lists the organizations, domestic or international, with which your Center has established partnerships. Also list other organizations with which the Center may share equipment, facilities, and resources (even without being a formal partner); and describe how the Center or the organizations use the resources. If appropriate, include any activities covered above in the knowledge transfer category if they were part of a partnership agreement. Discuss how the partnership activities enable the Center to meet its goals.
- (4) Describe any other outcomes or impacts of partnership activities not listed elsewhere.
- (5) Describe the Center's plans for partnership activities for the next reporting period with attention to any major changes in direction or level of activity.

f. DIVERSITY

- (1) Describe the Center's overall objectives related to increasing diversity at the Center. If there have been any changes in the Center's overall objectives and plans related to increasing diversity since the last reporting period, discuss these changes and the reasons behind them. What performance and management indicators has the Center developed to assess progress in meeting its diversity objectives?
- (2) Discuss any problems the Center has encountered in making progress toward its diversity goals during the reporting period as well as any problems anticipated in the next period. Include plans for addressing these problems.
- (3) Describe and discuss Center contributions to the development of United States human resources in science and engineering at the postdoctoral, graduate, undergraduate, and pre-college levels, with particular attention to accomplishments and activities that aim to attract, increase, and retain the participation of U.S. citizens, nationals, or lawfully admitted permanent resident aliens of the United States, women, and underrepresented groups.
- (4) Describe your plans for programs or activities to enhance diversity for the next reporting period with attention to any major changes in direction or level of activity. Discuss how the planned activities will enable the Center to meet its goals.

- (5) Discuss the impact of these programs or activities on enhancing diversity at the Center.

g. MANAGEMENT

- (1) Describe the Center's organizational strategy and underlying rationale. To assist in your description, attach the organization chart of the Center during the reporting period. If there have been any changes in the Center's organization or management since the last reporting period, discuss these changes and the reasons behind them. What performance and management indicators has the Center developed to assess progress in organizational and management objectives?
- (2) Discuss any problems (e.g., technical, personnel, communication) you may have encountered in realizing the Center's organizational strategy or management objectives in the reporting period as well as any problems anticipated in the next period. Include plans for addressing any problems.
- (3) Describe and discuss the management and communications systems used to develop a fully integrated STC as well as any problems encountered in achieving this integration.
- (4) Provide a list of names and affiliations of the Center's internal and external advisors or advisory bodies in the reporting period. Attach summary minutes of advisory committee minutes.
- (5) Describe and discuss any changes to the Center's strategic plan since its last submission.

h. CENTER-WIDE OUTPUTS AND ISSUES

- (1) List all Center publications in the reporting period using a standard citation format.
- (2) List all conference presentations in the reporting period using a standard citation format.
- (3) Briefly describe any other dissemination activities not included above.
- (4) List all awards and other honors with names of those honored and source in the reporting period.
- (5) List M.S. and Ph.D. students who graduated during the reporting period, with placements. Include the number of years taken since entering graduate school to complete the Ph.D. List postdoctoral associates who left the STC during the reporting period, with placements.
- (6) List, to the extent known, the general outputs of knowledge transfer activities since the last reporting period. Include patent names, numbers, application

dates, and receipt dates; license names, numbers, licensed by, and dates; names of start-up companies, year, main product; and any other outputs of knowledge transfer activities not listed above.

- (7) List all participants in Center activities alphabetically by category (undergraduate students, graduate students, faculty, visiting faculty, other research scientists, postdoctorates, pre-college students, teachers, educators, and other participants) and demographic characteristics (gender, disability status, ethnicity, race, and citizenship).
- (8) Provide a summary table with the following information for the Center: the number of participating institutions, the number of institutional partners, the total leveraged support, and the number of participants.
- (9) Describe any media publicity the Center received in the reporting period. Provide any appropriate media materials that can be used to disseminate information on Center accomplishments and activities to the public

i. BUDGET

- (1) Provide a three-column summary budget table for the current award year for the awardee and for all institutions receiving subcontracts, with row headings from the NSF electronic budget format and the following three column headings:
  - (a) total award
  - (b) actual expenditures
  - (c) estimates of projected expenditures
- (2) Provide statement of funds estimated to remain unobligated at the end of the current award year, and plans for use.
- (3) Provide proposed total budget, and individual budgets for each subcontract, for the requested award year.
- (4) Provide table listing the annual levels of support (or estimated dollar equivalent with brief explanation) for the Center for the current award year and for the requested award year for each of the following categories:
  - (a) NSF-STC
  - (b) Other NSF
  - (c) Other Federal agencies
  - (d) State Government
  - (e) Local Government
  - (f) Industry
  - (g) University
  - (h) International
  - (i) Private Foundations
  - (j) Other
  - (k) Total

Examples of support might include cash support, instrumentation donations and

discounts, supplies, construction (amortized annual cost), renovation, salaries, affiliate fees, user fees, and fellowships.

- (5) The amount of cost sharing must be documented (on an annual and cumulative basis), reported to NSF, and certified by an authorized institutional representative through FastLane.
2. The information requested for the annual progress report may change in subsequent years to reflect the qualitative and quantitative measures developed during the Center's planning activities.
3. The Center Director and associated Center personnel will develop a strategic and implementation plan with goals, timelines, milestones and/or deliverables for the five-year period of Center operations. The final plan is due to the cognizant program official within 90 days of the effective date of this award and annually thereafter. The final plan shall be posted on the Center's web site. Intellectual Property Rights Agreements must be in place on the effective date of the award.
4. NSF is to be notified if the Center experiences difficulties in filling any of the management positions named in the approved proposal as modified. The Center must make all reasonable efforts to have these unfilled Center management team personnel in place within 6 months of the vacancy. In the event of management team turnover, immediate notification of the vacancy to the cognizant program official shall include plans for filling the position and for allocating the duties of the position among existing staff members on an interim basis.

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Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0194. Public reporting burden for this collection of information is estimated to average 100 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne Plimpton, Reports Clearance Officer, Information Dissemination Branch, Division of Administrative Services, National Science Foundation, Arlington, VA 22230.