

# NSF EPSCoR Project Administrators Council



**BEST PRACTICES SESSION  
JANUARY 24, 2012  
UNIVERSITY OF DELAWARE**



# Agenda



- 1:30: Welcome and Introductions**  
**Annual Report Boot Camp (Track-1 Data Tables)**
- 2:45 Break**
- 3:00 Data Collection – New Software Project**
- 4:00 Big Team Science**
- 5:00 Adjourn**

# Welcome and Introductions



- **PA Leadership Team**
  - Michelle Gregoire, NH, chair
  - Doug Byers, KS, interim vice chair
  - Rick Schumaker, ID, member at large
  - Martha Peters, MT, member at large
  - Katie Echols, MS, member at large and EOD representative
  - Amy Slocum, DE, chair emeritus
- **Election at May 2013 PD/PA meeting**

# Annual Report Boot Camp (Track-1)



- **Changes in reporting requirements**
  - Feb. 1 – no more reports in FastLane
  - [Research.gov](http://Research.gov) - opens March 18
  - Due dates will be extended
  - NSF report template on Research.gov
  - Participant info – cannot be transferred from FastLane
  - Demographics – participants will be emailed
- **Review data tables (2012 version)**
- **Challenges of reporting changing demographics**

# Table A – Salary Support



## A. SALARY SUPPORT

*Include detail regarding support for all faculty and equivalent listed as participants in the RII project during the current reporting period*

Institution	Department	Faculty Name (Last, First)	Faculty and Faculty Equivalent Individual Funded Effort (in months)				Salary Funding for Group Member(s) (in \$K)				Comments
			EPSCoR RII	Other NSF	Other Gov	Other	EPSCoR RII	Other NSF	Other Gov	Other	
<b>Total for Institution A</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total for Institution B</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total for Institution C</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total for All Institutions</b>											

(1) This table should include all salary support spent across the project for the current reporting period.

# Table A – Salary Support



- (2) The total dollar support should include salary, fringe benefits, and overhead of a faculty member (or faculty equivalent) and that person's salary support for students and post docs (and other relevant personnel). Do not include cost of equipment, travel, or supplies.
- (3) If a senior personnel does not receive individual funding but members of their group do, include that group's funding in this table.
- (4) No one should be listed who has all of the values for effort and funding equal to zero.
- (5) Do not include university support or cost share. Include only external funding.
- (6) Other Gov should include funding from other state or federal agencies (e.g., NIH, DOE, State Dept of Education, etc.).

# Table A – Salary Support



- (7) Other should include funding sources not included in the other categories, for example, private foundation funding. Do not include university support or cost share. In the Comments field, describe the source of this funding. Do not list "Not Available."
- (8) Effort in months does not need to add up to 12 months per year per individual; however, salary support for the full reporting period should be included (actual and projected). Effort in months should not total more than 12 months per year per individual.
- (9) In the EPSCoR RII column, include NSF funds only, not cost sharing or cost contributions. Cost sharing and cost contributions should not be included in this table, but reported in Tables G and H.
- (10) Indicate total amount for each institution by summing the columns as shown.

# Table A – Salary Support



- (11) Provide information for all faculty-equivalent staffing at all institutions in a single table.
- (12) If there are reported funded effort-months for an individual, then there must be corresponding funding amounts in dollars on the right hand side.
- (13) Anyone listed in Table A must appear in the list of FastLane participants for this year. However, there may be faculty listed in FastLane who are not included in this table.

# Table B - Participants



## B.PARTICIPANTS

Enter number of participants for the current reporting period

<i>Institution or RII Totals</i>	<i>Category</i>	<i>Total individuals in category</i>	<i>Male</i>	<i>Female</i>	<i>Blacks or African Americans</i>	<i>Hispanics</i>	<i>Other Ethnic</i>	<i>Persons with Disabilities</i>	<i>New Investigators*</i>
<i>Institution A</i>	Faculty participants (or equivalent)								
	Technical support staff								
	Non-technical support staff								
	Post docs								
	Graduate students								
	Undergraduate students								
	RII Leadership Team								

\*New investigators are those at the faculty, junior faculty, and post doc level who are new to the RII project during the reporting period.

(1) Include the number of all participants, paid or unpaid, involved in activities funded by the project. Participants are defined as those members of the project who contribute to the project in an ongoing and regular basis. An example of an unfunded participant could be someone using RII funded equipment but not personally receiving RII salary support.

# Table B - Participants



- (2) Enter the institution name in the cell to replace the italic label. Add sections as needed for the institutions engaged in the RII.
- (3) An institution can be a university, not-for-profit company, private company, or other entity.
- (3) High school students on a paid internship should be described in the narrative but not included in this table.
- (4) First generation college participants can be detailed in the narrative but should not be included here.
- (5) The "Other Ethnic" column should include ONLY Alaska Natives, Native Americans, Native Hawaiians, and other Pacific Islanders as defined by NSF [nsf\_frameworkforaction\_0808.pdf]. Other ethnic groups may be specified in the narrative but not in this table.

# Table B - Participants



(6) The data in this table may be based on self-reporting. The total may be higher than the sum of the constituent entries.

(7) These counts **MUST** include all of the participants listed in Table A.

***QUESTION for NSF program officers:***

***How to list people who self-report as Multiracial? Biracial?  
Transgender?***

***General discussion on participant demographics: What are the issues?***

# Table C - Collaborators



## C. COLLABORATIONS

*Enter number of relationships for the current reporting period*

Category	<i>Within the Jurisdiction but Not Solely Among Participants</i>		<i>External to the Jurisdiction-U.S. Domestic</i>		<i>External to the Jurisdiction-Foreign</i>	
	<i>Number of Institutions</i>	<i>Number of Collaborators</i>	<i>Number of Institutions</i>	<i>Number of Collaborators</i>	<i>Number of Institutions</i>	<i>Number of Collaborators</i>
Academic Research Institutions (without Minority Serving Institution status)						
Primarily Undergraduate Institutions						
Historically Black Colleges and Universities						
Hispanic Serving Institutions						
Tribal Colleges and Universities						
National Laboratories						
Industry						
Other (Specify)						
<b>Total</b>						

**(1) Values in Table C MUST NOT include any person counted in Table A or Table B. Do not include funded partners.**

**(2) The number of institutions MUST be less than or equal to the number of collaborators.**

# D – External Engagement



## D. EXTERNAL ENGAGEMENT

*Enter number involved for the current reporting period*

	Academic Research Institutions (without Minority Serving Institution status)		Primarily Undergraduate Institutions		Minority Serving Institutions		K-12 Institutions			Other (Specify)	Total
	Faculty	Students	Faculty	Students	Faculty	Students	Teachers	Students Reached Directly	Students Reached via Teacher Training		
Project Total											
Male											
Female											
Underrepresented Minority											

**(1) Include the number of people (faculty, student, etc) who have been involved with outreach activities. Do not include anyone listed in Tables A, B, or C.**

# D – External Engagement



- (2) Underrepresented minorities include ONLY Alaska Natives, Native Americans, Blacks or African American, Hispanics, Native Hawaiians and other Pacific Islanders, and Persons with Disabilities [nsf\_frameworkforaction\_0808.pdf].
- (3) Other participants may include work with museums or general public - please specify in the table and give details in the narrative.
- (4) Each column lists the type of attendee, not the location of the event.
- (5) If participants did not report their gender and/or ethnicity, include them in the Project Total, but do not include them in the Male/Female or Underrepresented Minority rows. Do not add rows to the table.

# Table E - Outputs

Category	Total for Current Reporting Period		Cumulative Total for the Award	
<b>Patents</b>				
Awarded				
Pending				
Licensed				
<b>Proposals / Grants / Contracts</b>	<b>Number</b>	<b>Funds requested</b>	<b>Number</b>	<b>Funds requested</b>
Submitted				
Awarded				
Pending				
<b>Published Publications</b>				
Primary RII Support				
Partial RII Support				
<b>Total New Faculty Hired</b>				
Male				
Female				
Underrepresented minority				
Disabled				
<b>Total Post Docs Involved</b>				
Male				
Female				
Underrepresented minority				
Disabled				
<b>Total Graduate Students Graduated</b>				
Male				
Female				
Underrepresented minority				
Disabled				
<b>Total Undergraduates Graduated</b>				
Male				
Female				
Underrepresented minority				
Disabled				

# Table E - Outputs



- (1) Include only published work in the publication count. Do not include submitted, accepted, pending, etc.**
- (2) Publication counts should match what is listed in the narrative report, section B.7.**

# Table F – Expenditures & Obligations



## F. EXPENDITURES INCLUDING OBLIGATIONS

*Summarize overall support levels for each of the major activities of the project*

<i>Expenditure Category</i>	<b>Current Reporting Period</b>		<b>Cumulative</b>	
	<b>\$K</b>	<b>% of annual budget</b>	<b>\$K</b>	<b>% of cumulative budget</b>
<b>Research Area 1</b>				
Salaries and Fringe Benefits				
Seed Funding				
Equipment				
Other Research-Related Expenditures (specify)				
<b>Total Research</b>				
<b>Diversity Plan</b>				
<b>Workforce Development Plan</b>				
<b>Cyberinfrastructure Plan</b>				
<b>External Engagement Plan</b>				
<b>Evaluation and Assessment plan</b>				
<b>Sustainability Plan</b>				
<b>Management Plan (include all administration expenses)</b>				
<b>Indirect Cost</b>				
<b>Other (specify)</b>				
<b>Total</b>				

# Table F – Expenditures & Obligations



- (1) Provide separate entries for each research area, including salaries and fringe benefits for participants, seed funding, relevant equipment, and other RESEARCH RELATED expenditures. (Specify what these are.) Add an additional research section if the original proposal contained more than three research areas, or remove extra research areas if your proposal had only one. For all other entries, include the cost of the implementation of the related plan. Do not add any other additional rows in the non-Research section.**
- (2) Do not include cost sharing or cost contributions.**
- (3) Include computational facilities (hardware), networking, storage, shared software, and personnel in cyberinfrastructure.**
- (4) If this is the final report, for this table, the current reporting period is the final report year, not the cumulative amount.**

# Table F – Expenditures & Obligations



**(5) This table should reflect actual expenditures, which may be different from the originally proposed budgets.**

**(6) Obligated funds are those which have in place a contract or purchase order when the report is submitted.**

**(7) For any unobligated funds (for example, planned expenditures for which there is NOT a contract currently in place), please describe them only in the narrative. Do not include unobligated funds in this table. The values in the table may not equal 100% of the original budget.**

# Table G – Cost Sharing & Contributions



## G. COST SHARING AND COST CONTRIBUTIONS

*Enter values for the current reporting period*

<b>Category</b>	<b>Cost Sharing (\$K)</b> <i>(reported on line M)</i>	<b>Cost Contributions (\$K)</b> <i>(not included on line M)</i>
University/Institution		
State Government		
Local Government		
Private Foundation		
Industry		
International		
Other (specify)		
<b>Total</b>		

- (1) Provide cost sharing explanations in the narrative report. The total cost share shown must equal line M in the respective Total Budget.
- (2) Provide cost contribution explanations in the narrative report. Cost contributions can include any complementary support for RII activities not listed on line M in the budget. Do not include buildings.
- (3) Cash and in-kind contributions may apply to both categories.

# Table H – Leveraged Support



## H. LEVERAGED SUPPORT

*Include values covering the full current reporting period*

<i>Expenditure Category</i>	<b>NSF RII Expenditures including Obligations (\$K)</b>	<b>Cost Sharing (\$K)</b>	<b>Cost Contributions (\$K)</b>	<b>Total of all sources of support (sum of 3 columns)</b>
<b>Research Area 1</b>				
Salaries and Fringe Benefits				
Seed Funding				
Equipment				
Other Research-Related Expenditures (specify)				
<b>Total Research</b>				
<b>Diversity Plan</b>				
<b>Workforce Development Plan</b>				
<b>Cyberinfrastructure Plan</b>				
<b>External Engagement Plan</b>				
<b>Evaluation and Assessment Plan</b>				
<b>Sustainability Plan</b>				
<b>Management Plan (include all administration expenses)</b>				
<b>Indirect Cost</b>				
<b>Other (specify)</b>				

# Table H – Leveraged Support



- (1) If needed, include more sections for Research (e.g., Research Area 4), but do not add any rows below the Research Sections.**
- (2) The column "NSF RII Expenditures including Obligations (\$K)" should match "Current Reporting Period (\$K) in Table F.**
- (3) The sum of the "Cost Sharing" and "Cost Contributions" columns should match what is listed in Table G.**

# Data Collection – New Software



- **Drupal software**
  - Kevin Kelly (HI), Mary Jo Daniel (NM)
- **Why use Drupal?**
  - Open source software, advantages
- **Demonstration and examples from pilot states**
- **Next steps**
- **Q&A**

# Big Team Science



- **Managing Communication and Collaboration**
- **Roundtable Discussion and comparison of methods/structures in use**
  - Vicki Nemeth (ME)
  - Kevin Gardner (NH)
  - Bill Michener (NM)
  - John Hopkins (TN)