



Streamlining Annual Reporting and Reverse Site Visits

**Audrey Levine & Siân Mooney
EPSCoR Program Directors**

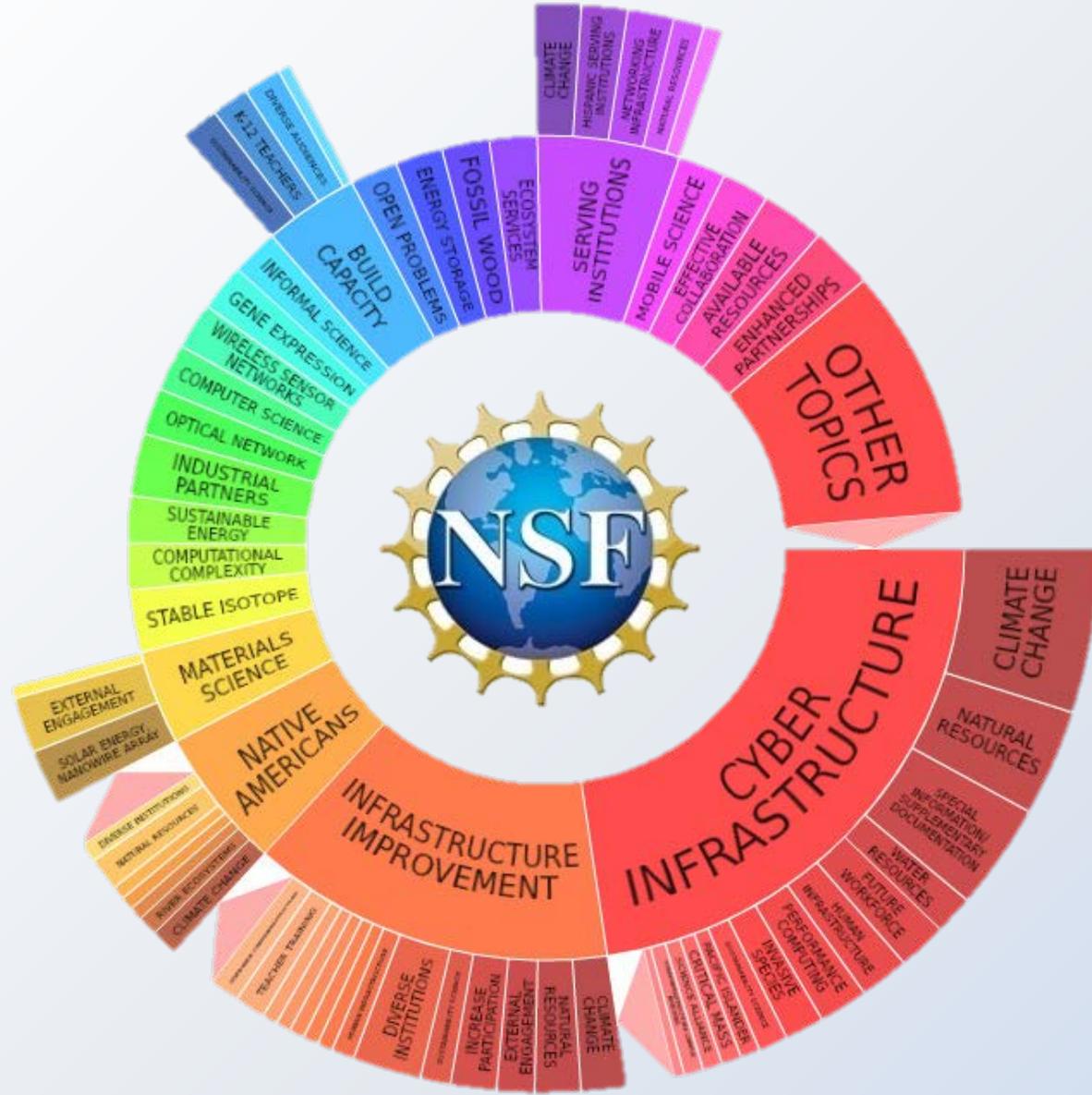
**EPSCoR PD/PA Meeting
May 20, 2014**



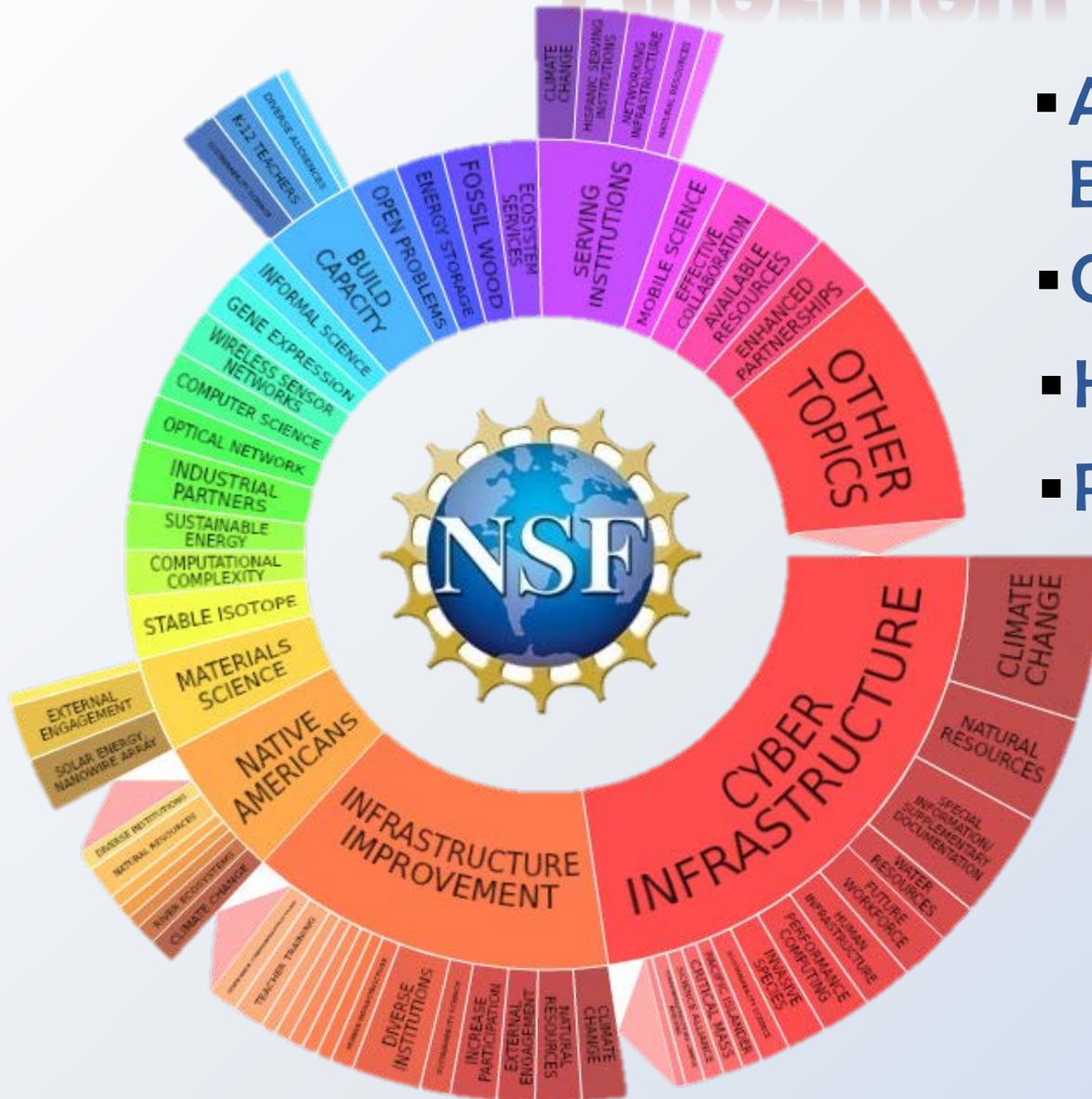
Streamlining Annual Reporting and Reverse Site Visits

**Audrey Levine & Siân Mooney
EPSCoR Program Directors**

**EPSCoR PD/PA Meeting
May 20, 2014**



Overview



- 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



What do we look for?

Progress

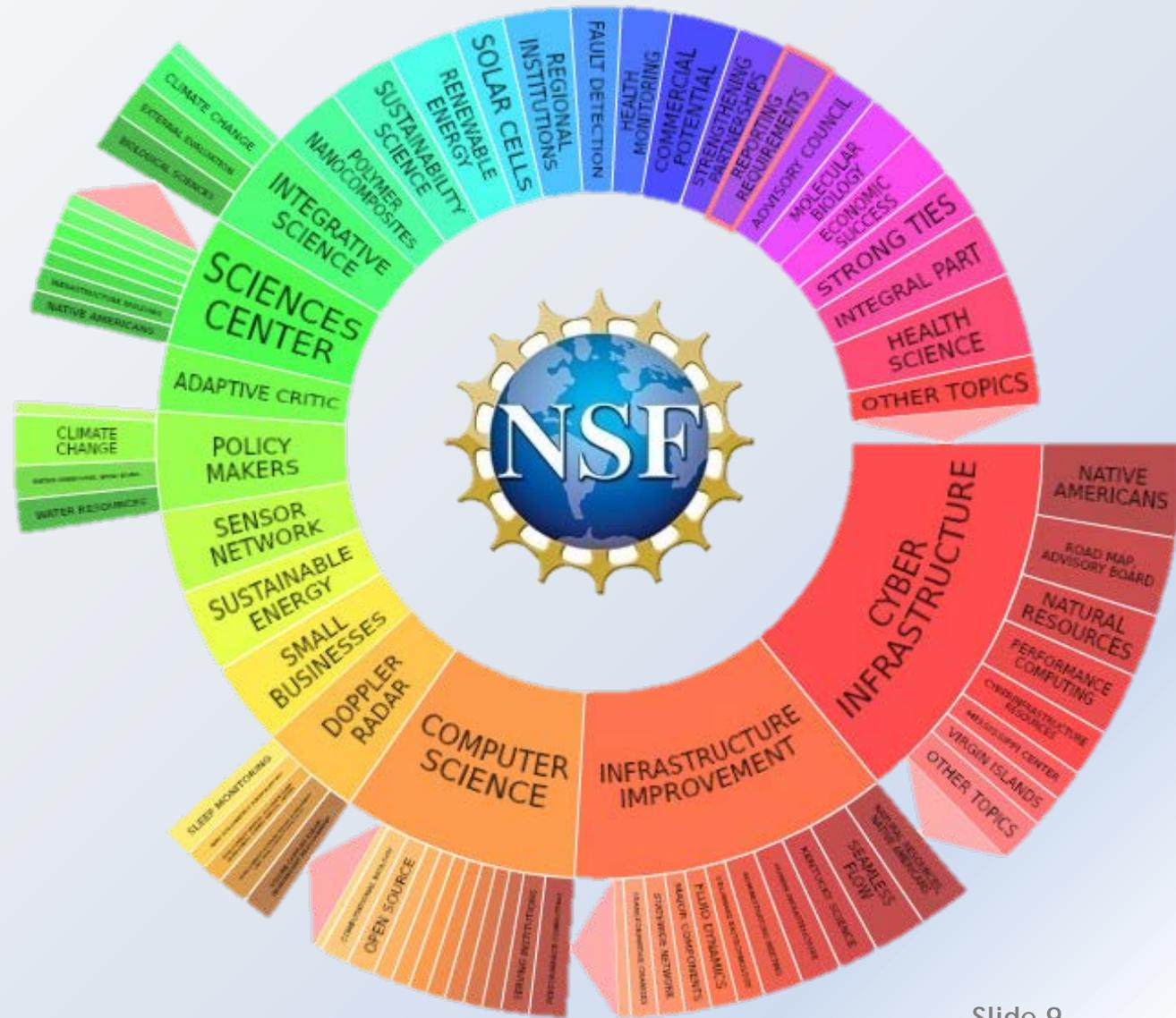
- Intellectual Merit
- Broader Impacts

Impacts

- Intellectual Merit
- Broader Impacts

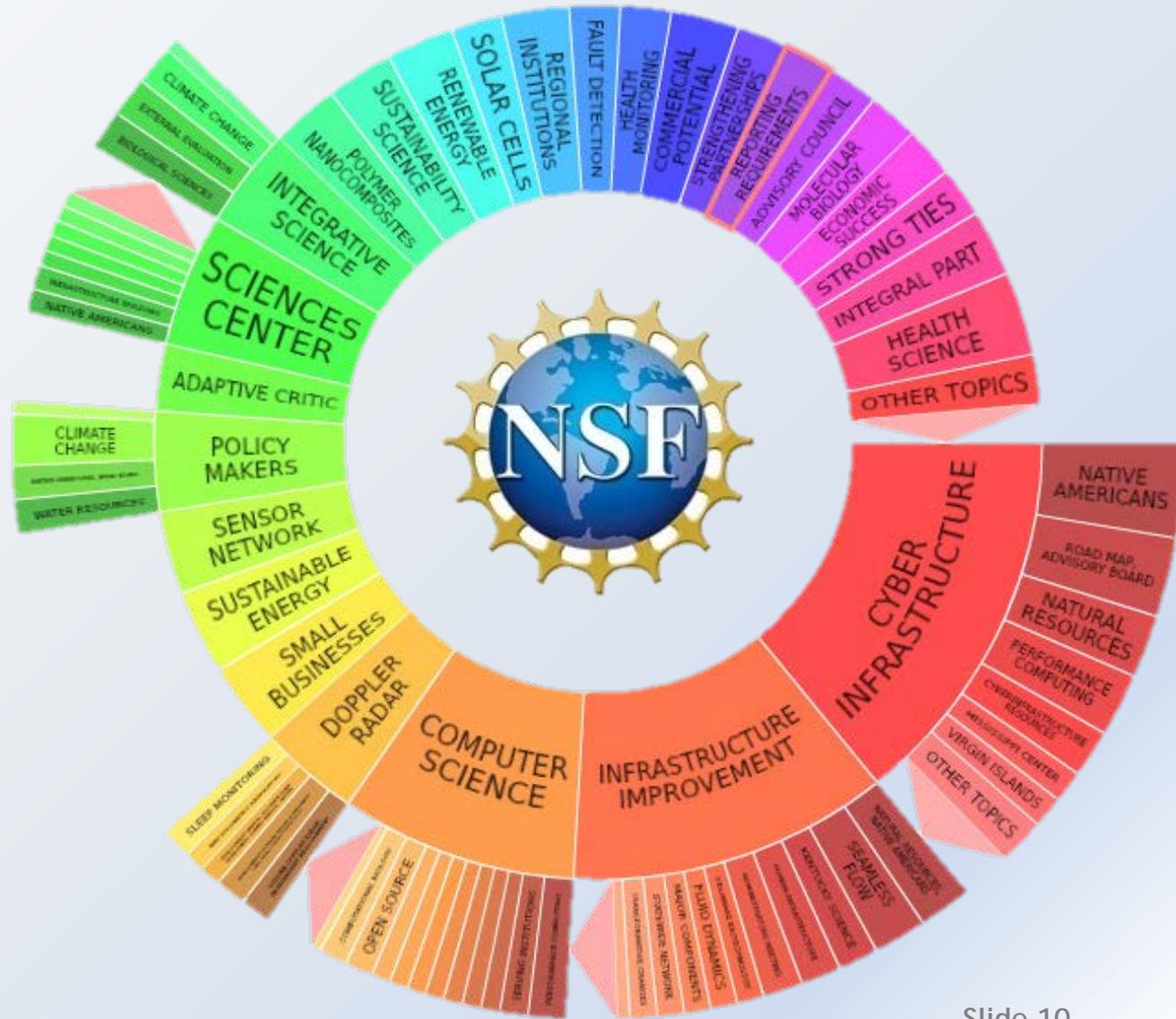
Plans

- Intellectual Merit
- Broader Impacts



Outcomes and Products

- Publications
- Patents
- Collaborations
- External Engagement
- Broadening Participation





Beyond outcomes → Impacts

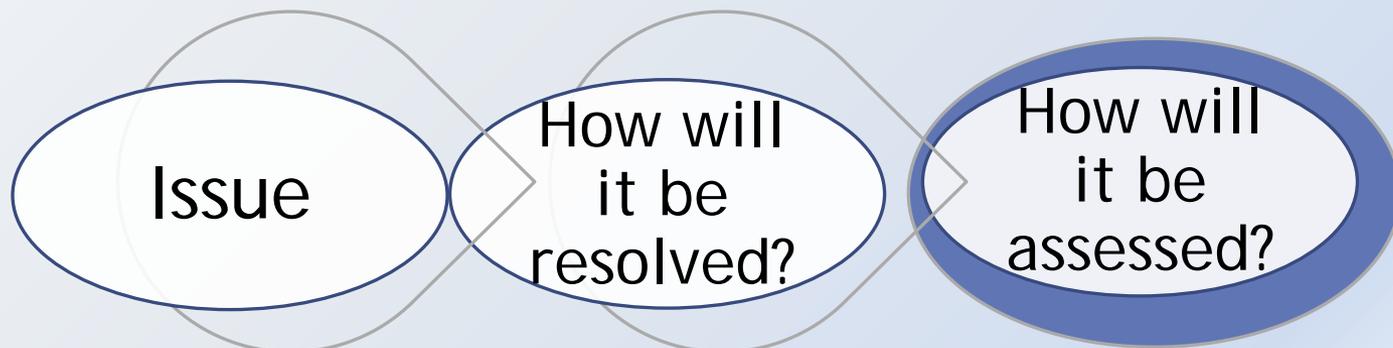
- Impacts should help answer stakeholder questions:
 - So what? Who cares? Why is it important?
 - What difference does the research make?
 - How can results extend beyond the project?
- Is there evidence that research outcomes:
 - Stimulate advances in knowledge?
 - Provide scientific support for policies, 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





What Happens when > 20% of Award Budget is Unobligated at End of Reporting Period?

- 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





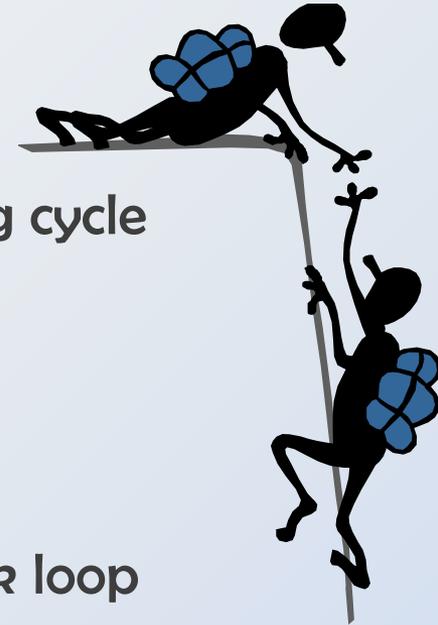
Highlights

- Share interesting accomplishments
- Illustrate impacts and benefits





Helpful Hints



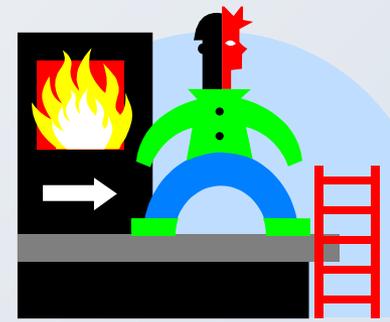
- Be succinct and only discuss current reporting cycle
- Provide context and avoid using jargon
- Check “readability”
- Define ALL acronyms
- Summarize evaluation process and feedback loop
- Provide updates on Programmatic Terms and Conditions (PTCs), reviewer concerns, and Reverse Site Visits (RSVs)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

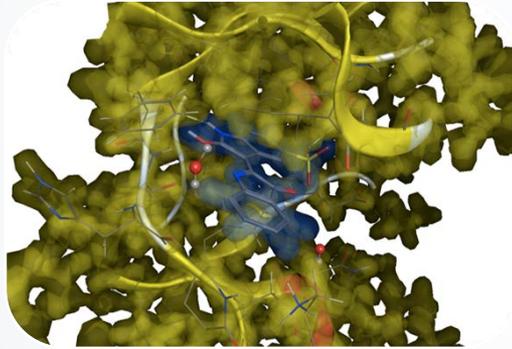


- Recycling information from previous reports
- Incomplete diversity data:
e.g. # of applicants but not # of participants
- Vague generalities; incomprehensible sentences
- Extraneous information
- Inconsistencies
- Redundancies and undue repetition
- Misrepresenting accomplishments as impacts
- Cutting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





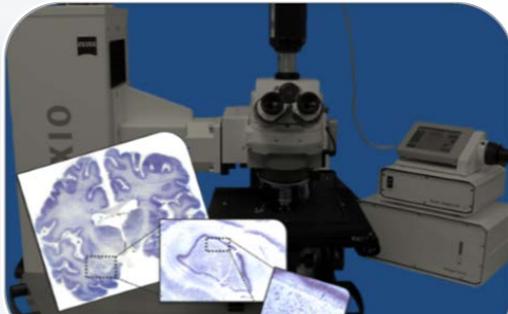
EPSCoR: Building Capacity



**Discovery &
Innovation**



**Education &
Workforce**



**Economic
Development**



Quality of Life



Reverse Site Visits (RIV Track-1)

General Timing and Organization

- Scheduled at NSF at beginning of RIV Track-1 years 2 and 4
- Comprehensive review of RIV 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)

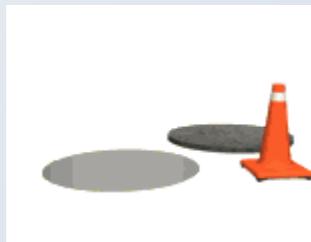
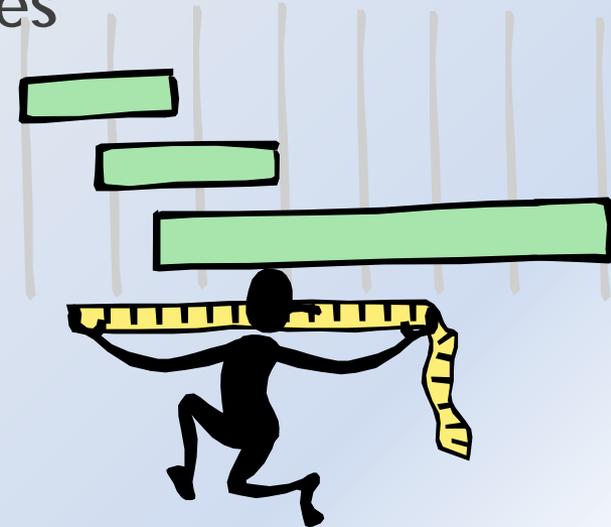
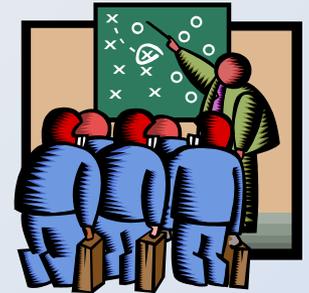
Verbal feedback to RSV team from panel (0.25 hr)

Formal report with feedback, recommendations, and guidance



Year 2 RSV

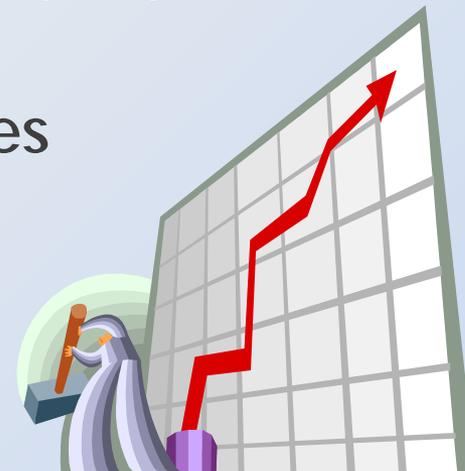
- Progress in all program elements (Year 1+):
 - Goals and objectives
 - Strategic plan
- Progress on special conditions
- Any significant barriers and challenges
 - Actions taken
 - Planned follow-up
- Plans to accomplish future activities





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





RSV 2014 @ NSF

Year 2

Year 4

	Monday 09/15	Tuesday 09/16	Wednesday 09/17	Thursday 09/18
AM	Oklahoma		Vermont	Delaware
PM	Idaho		New Hampshire	
	Monday 09/22	Tuesday 09/23		
AM	Nevada	Iowa		
PM	New Mexico			



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)