

MENTOR-CONNECT TUTORIAL



Tips for Navigating the Research.gov NSF Annual Reporting Template

Access the reporting template via www.Research.gov

Select “Project Reports under “Awards and Reporting” to get started.

The screenshot shows the Research.gov dashboard with a navigation menu. The 'Awards & Reporting' section is highlighted with an orange arrow pointing to 'Project Reports'. The dashboard includes a header with the Research.gov logo and navigation links, a notification bar, and a main content area with four columns: 'Prepare & Submit Proposals', 'Proposal/ Panel Review', 'Awards & Reporting', and 'Fellowships & Honorary Awards'. The 'Awards & Reporting' column lists 'Project Reports', 'Deposit Public Access Publication', 'Example Project Reports (Demo site)', and 'Notifications & Requests'. A 'COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION' form is visible in the background.

A dashboard will appear that lets you know what reports you have due and when.

Research.gov ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

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My Desktop | Prepare & Submit Proposals | Awards & Reporting | Manage Financials | Administration

Please Note: The final project report is a vital, and required, part of the award closeout process. By submitting the report, you are indicating that the scope of work for the project has been completed and you do not anticipate any further action on the award, including a no cost extension, supplemental funding, nor transfer (PI Transfer). If you have questions regarding your award, please contact your cognizant Program Officer, or the Division of Grants and Agreements official listed on your award notice.

- Hide all notifications (Viewing 1 of 1 notification)

Project Reports

What is the difference between an Annual, Final, Interim and Project Outcomes Report?

Download a project report template
Example Project Reports (Demo site)

Reports Due | Reports Due < 12 Months | All Awards

Show 25 per page

PAGE: 1 of 1

Award Number	Award Title	Report Type	Status	Days Until Overdue	Report Overdue Date	Action
1501695	Center for Aviation and Automotive Technological Education Using Virtual E-Schoo...	Final	Due	86 days	12/30/2019	Create/Edit
1501695	Center for Aviation and Automotive Technological Education Using Virtual E-Schoo...	Outcomes	Due	86 days	12/30/2019	Create/Edit

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Export options: CSV | Excel | XML

A comprehensive guide to preparing and submitting your report may be accessed by clicking on the “Help” tab at the top of the Research.gov homepage. Select Preparing and Submitting Your Report on the left Side of the screen.

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Preparing and Submitting Your Report

Preparing Your Report

To prepare your report:

1. Click on the Project Reports link with the "Awards and Reporting" tile on My
2. Once you are on the Project Reports page, the user will select the report they would like to

Note Dashboard options that may be selected: *Reports Due*, *Reports Due < 12 months*, and *All Awards*.

TIP: You will begin receiving “report due” notifications 90 days prior to the final due date for your report. You should strive to submit your report about 6 weeks to 1 month prior to the due date (anniversary of your grant award). This gives your Program Officer time to review and possibly communicate with you regarding the report to facilitate approval before the actual due date. Do not submit an annual report late!

The screenshot shows the Research.gov dashboard for Elaine Craft. The navigation menu includes: My Desktop, Prepare & Submit Proposals, Awards & Reporting, Manage Financials, and Administration. A notification banner states: "Please Note: The final project report is a vital, and required, part of the award closeout process. By submitting the report, you are indicating that the scope of work for the project has been completed and you do not anticipate any further action on the award, including a no cost extension, supplemental funding, nor transfer (PI Transfer). If you have questions regarding your award, please contact your cognizant Program Officer, or the Division of Grants and Agreements official listed on your award notice." Below this, there is a link to "Hide all notifications" (Viewing 1 of 1 notification).

The main section is titled "Project Reports" and includes a link to "What is the difference between an Annual, Final, Interim and Project Outcomes Report?" and a link to "Download a project report template" (Example Project Reports (Demo site)).

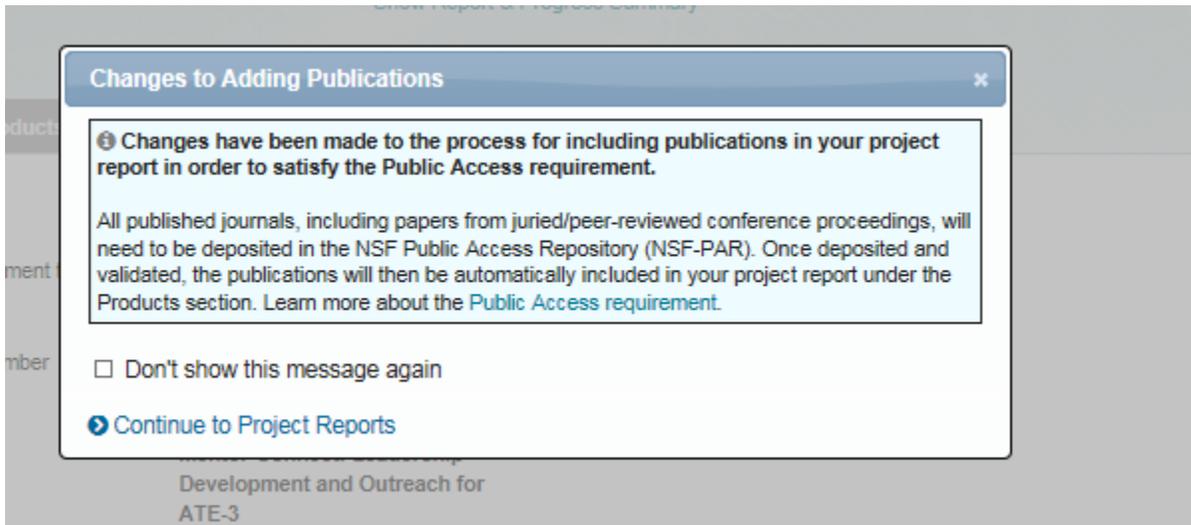
There are three filter tabs: "Reports Due", "Reports Due < 12 Months" (selected), and "All Awards".

The table shows the following data:

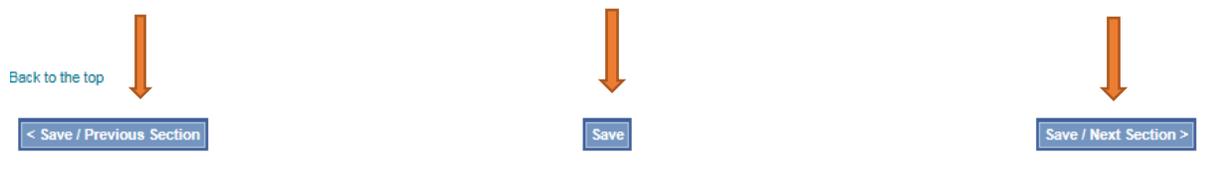
Award Number	Award Title	Report Type	Status	Days Until Overdue	Report Overdue Date	Action
1501695	Center for Aviation and Automotive Technological Education Using Virtual E-Schoo...	Final	Due	86 days	12/30/2019	Create/Edit
1501695	Center for Aviation and Automotive Technological Education Using Virtual E-Schoo...	Outcomes	Due	86 days	12/30/2019	Create/Edit
1800678	Collaborative Research - HSI ATE Hub - Diversifying the ATE Program with Hispani...	Annual	Not Yet Due	240 days	06/01/2020	Create/Edit
1840856	Mentor-Connect: Leadership Development and Outreach for ATE-3	Annual	Not Yet Due	332 days	09/01/2020	Create/Edit
1501183	Mentor-Connect: Leadership Development and Outreach for ATE-2	Outcomes	Not Yet Due	1 year(s) 25 days	10/29/2020	Create/Edit
1501183	Mentor-Connect: Leadership Development and Outreach for ATE-2	Final	Not Yet Due	1 year(s) 25 days	10/29/2020	Create/Edit

Mentor-Connect: Leadership Development and Outreach for ATE
DUE #1501183 and DUE # 1840856

If you generate publications as a result of your project, you will need to adhere to the NSF guidelines regarding public access.



The actual report begins with the next section. Some information sections will have been pre-populated for your grant by NSF. PLEASE note the **“Save”** options at the bottom of each page. USE OFTEN! If you don't, if you leave the report and come back, the information entered previously will not be saved and will need to be re-entered.



Report content begins with **“Accomplishments”** as shown below.

[My Desktop](#)

[Prepare & Submit Proposals](#)

[Awards & Reporting](#)

[Manage Financials](#)

[Administration](#)

Please Note: The final project report is a vital, and required, part of the award closeout process. By submitting the report, you are indicating that the scope of work for the project has been completed and you do not anticipate any further action on the award, including a no cost extension, supplemental funding, nor transfer (PI Transfer). If you have questions regarding your award, please contact your cognizant Program Officer, or the Division of Grants and Agreements official listed on your award notice.

[Hide all notifications](#) (Viewing 1 of 1 notification)

Award 1840856 - Annual Project Report

[< All Reports for this Award](#)

Available Actions:

[Submit Report](#) [Check Report Completeness](#) [Preview Report](#) [View Previous Annual Report](#) [View Help](#)

[Show Report & Progress Summary](#)

Report Content

[Cover](#) [Accomplishments](#) [Products](#) [Participants/Organizations](#) [Impact](#) [Changes/Problems](#) [Special Requirements](#)

Cover

Federal Agency and Organization Element to Which Report is Submitted:	4900
Federal Grant or Other Identifying Number Assigned by Agency:	1840856
Project Title:	Mentor-Connect: Leadership Development and Outreach for ATE-3
PD/PI Name:	Elaine L Craft, Principal Investigator Emery DeWitt, Co-Principal Investigator Dennis M Faber, Co-Principal Investigator Ellen M Hause, Co-Principal Investigator Richard H Roberts, Co-Principal Investigator
Recipient Organization:	Florence-Darlington Technical College
Project/Grant Period:	09/01/2018 - 08/31/2023
Reporting Period:	09/01/2019 - 08/31/2020

[Next Section >](#)

Accomplishments — Follow the outline below:

- Major Activities
- Specific Objectives
- Significant Results
- Key Outcomes or Other Achievements
- What opportunities for training and professional development has the project provided?
- How have results been disseminated to communities of interest?
- What do you plan to do during the next reporting period to accomplish goals?

[Mentor-Connect: Leadership Development and Outreach for ATE
DUE #1501183 and DUE # 1840856](#)

After Year 1, the Major Goals you enter in this section of the report will reappear to get you started on your next report.

Award 1840856 - Annual Project Report

< All Reports for this Award

Available Actions: Submit Report, Check Report Completeness, Preview Report, View Previous Annual Report, View Help

Show Report & Progress Summary

Report Content

Cover, Accomplishments, Products, Participants/Organizations, Impact, Changes/Problems, Special Requirements

< Save / Previous Section Save Save / Next Section >

Accomplishments - What was done? What was learned? ⓘ

If there is nothing significant to report during this reporting period, please check "Nothing to Report" if applicable.

* Required fields

* What are the major goals of the project? ⓘ

The Mentor-Connect Vision is to establish a regenerative mentoring system for leadership development and knowledge transfer to broaden the impact of the ATE Program.

Goal 1: The number of community colleges engaging with the ATE Program for the first time, or within the past 7 years, is significantly expanded and diversified. [Mentor-Connect-3 will add ≥60 colleges for a total ≥ new-to-ATE 220 colleges for the Mentor-Connect initiative.]

Goal 2: Those recommended for funding, new grantees, and potential grantees not selected for a Mentor-Connect cohort receive targeted technical assistance and mentoring support.

Goal 3: Potential PIs whose first or second ATE proposal has been declined by NSF receive "second-chance" mentoring.

Goal 4: Freely available, readily accessible, relevant, and searchable resources, via Mentor-Connect.org website and/or nationally-broadcast webinars and tutorials, inform and contribute to competitive ATE grant proposal development and submission of new-to-ATE or "moving up" second grants, success in completing the DGA funding process, & effective start-up and management of funded projects.

At the bottom of the Activities section, there is an opportunity to upload a document. This is where you add your evaluator's report to the annual report. In the text box describe the document to be uploaded, e.g., Year 2 evaluation report.

Characters Remaining: 8000

* What do you plan to do during the next reporting period to accomplish the goals? Nothing to report

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Supporting Files

You may upload pdf files with images, tables, charts, or other graphics in support of this section. You may upload up to 4 pdf files with a maximum file size of 5 MB each.

Please select a file.

Description (required if uploading a file). Please provide a description of the content contained in the attached file.

[Back to the top](#)

The next section is for reporting project products. The template guides you to choose a type of product and allows for the addition of as many products as you have to report. For multiple products, it is an iterative process and requires some patience and attention to formatting.

[Hide all notifications](#) (Viewing 1 of 1 notification)

Award 1840856 - Annual Project Report

[< All Reports for this Award](#)

Available Actions:
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Products ⓘ ⓘ NSF Specific

Submit New Product(s)

Select the type of product you want to add to your report or upload multiple products using BibTex file.

Select Product:

--OR--

Nothing to report

Supporting Files

You may also upload PDF files with images, tables, charts, or other graphics in support of this section. You may also upload up to 4 PDF files with a maximum file size of 5 MB each.

Please select a file.

Description (required if uploading a file). Please provide a description of the content contained in the attached file.

TIP! To complete the next section on Participants/Organizations, use Google Chrome or some browser other than Windows Explorer! The edits function for entering the Status of individuals does not work in Windows Explorer.

Award 1840856 - Annual Project Report

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Available Actions:

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[Save](#)

[Save / Next Section >](#)

Participants & Other Collaborating Organizations - Who has been involved? ⓘ

For NSF purposes, for separately submitted and awarded collaborative proposals, the PI should report progress on his/her institution's portion of the collaborative effort only.

In each of the subsections below, note which collaborators or contacts are involved in data contribution and/or management.

* Required fields

* What individuals have worked on the project?

Show per page

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[Add/Edit multiple participants](#)

[Add new participant](#)



Name	Most Senior Project Role	Nearest Person Month Worked	Status	Previous Participant	Actions
Craft, Elaine	PD/PI		❗ Missing information	--	Edit details
DeWitt, Emery	Co PD/PI		❗ Missing information	--	Edit details
Faber, Dennis	Co PD/PI		❗ Missing information	--	Edit details
Hause, Ellen	Co PD/PI		❗ Missing information	--	Edit details
Roberts, Richard	Co PD/PI		❗ Missing information	--	Edit details

PAGE: 1 of 1

Show per page

While the IMPACTS section of the report may not be an area where you think you have much to report, especially in the first year of a project, but be thoughtful about responding to the questions rather than just selecting “Nothing to Report.” There may be ways that your project is making Broader Impacts that should be reports.

Impact - What is the impact of the project? How has it contributed? i

INSTRUCTIONS - This component will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period.

For NSF purposes, include, where appropriate, discussion of data resources and the acquisition of data skills. Include the emergence of new career paths, such as data scientists, or new disciplines.

If there is nothing significant to report during this reporting period, please check "Nothing to Report" if applicable.

* Required fields

* What is the impact on the development of the principal discipline(s) of the project? i

Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project.

Nothing to report

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* What is the impact on other disciplines?

Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

Nothing to report

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- ☰
- ☷

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- ☷
- ☰

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* What is the impact on the development of human resources? i NSF Specific

Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology.

Nothing to report

B *I* U |

- ☰
- ☷

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- ☰
- ☷
- ☰

   |   |   -

The section of the report provided for CHANGES/PROBLEMS.

TIP: This section should not contain “surprises” for the Program Officer. If you have changes or problems that are significant enough to be reported here, you should have communicated with your Program Officer about the issue(s) prior to preparing this report. If you are not sure whether something is significant or not, ask your Program Officer when it happens rather than waiting until time for the annual report to be submitted. Something that may seem significant to you may be considered a “normal” adjustment while carrying out a project.

Report Content

Cover Accomplishments Products Participants/Organizations Impact **Changes/Problems** Special Requirements

< Save / Previous Section Save Save / Next Section >

Changes/ Problems

INSTRUCTIONS -

The PI is reminded that the grantee is required to obtain prior written approval from the awarding agency grants official whenever there are significant changes in the project or its direction. See agency specific instructions for submission of these requests.

If not previously reported in writing to the agency through other mechanisms, provide the following additional information or state, "Nothing to Report", if applicable:

* Required fields

Notifications and Request

For more information on Grantee Notifications and Requests for approval from the National Science Foundation, please visit the Notifications and Requests section in FastLane or refer to Exhibit VII-1 of the Proposal & Award Policies & Procedures Guide (PAPPG).

* Changes in approach and reasons for change ⓘ Nothing to report

B *I* U | | | | | | | | | | | | | | | | | | | |

Characters Remaining: 8000

* Actual or Anticipated problems or delays and actions or plans to resolve them ⓘ Nothing to report

B *I* U | | | | | | | | | | | | | | | | | | | |

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* Changes that have significant impact on expenditures ⓘ Nothing to report

B *I* U | | | | | | | | | | | | | | | | | | | |

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The final section of the reporting template is one where ATE grantees are least likely to have anything to report. You should, however, complete each section by indicating that there is Nothing to Report.

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[Hide all notifications](#) (Viewing 1 of 1 notification)

Award 1840856 - Annual Project Report

[< All Reports for this Award](#)

[Show Report & Progress Summary](#)

Available Actions:

Submit Report	Check Report Completeness	Preview Report	View Previous Annual Report	View Help
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Report Content

Cover | Accomplishments | Products | Participants/Organizations | Impact | Changes/Problems | **Special Requirements**

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Special Requirements

* Required fields

Respond to any special reporting requirements specified in the award terms and conditions, as well as any award specific reporting requirements.

Nothing to report

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, undo, redo, and help.

Characters Remaining: 8000

Supporting Files

You may also upload PDF files in support of this section. Please note, the maximum size allowed for upload is 10MB.

[Browse for PDF](#) Please select a file.

Description (required if uploading a file). Please provide a description of the content contained in the attached file.