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.



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



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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
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Project Outcomes Report Preparing and Submitting You Editing Your Submitted Re Annual, Final, and Interim Pro Financial Services on Research.g Notifications & Requests on Rese Research Spending & Results Proposal Status Glossary of Terms Frequently Asked Questions	 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!

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

Changes to Adding Publications Changes have been made to the process for including publications in your project report in order to satisfy the Public Access requirement. All published journals, including papers from juried/peer-reviewed conference proceedings, will need to be deposited in the NSF Public Access Repository (NSF-PAR). Once deposited and nent validated, the publications will then be automatically included in your project report under the Products section. Learn more about the Public Access requirement. nber Don't show this message again Continue to Project Reports **Development and Outreach for** ATE-3

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 & Si	ubmit Proposals	Awards & Reporting	M	anage Financials		Administrati	on
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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?

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

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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.					
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* What are the major goals of the project? i					
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The Mentor-Connect Vision is to establish a regenerative mentoring system f leadership development and knowledge transfer to broaden the impact of th ATE Program.	or e				
Goal 1: The number of community colleges engaging with the ATE Program for the fit time, or within the past 7 years, is significantly expanded and diversified. [Mentor-Connect-3 will add ≥ 60 colleges for a total \geq new-to-ATE 220 colleges for the Mentor Connect initiative.]	rst -				
<u>Goal 2</u> : Those recommended for funding, new grantees, and potential grantees not selected for a Mentor-Connect cohort receive targeted technical assistance and mento support.	oring				
<u>Goal 3:</u> Potential PIs whose first or second ATE proposal has been declined by NSF receive "second-chance" mentoring.					
<u>Goal 4</u> : Freely available, readily accessible, relevant, and searchable resources, via Mentor-Connect.org website and/or nationally-broadcast webinars and tutorials, infor and contribute to competitive ATE grant proposal development and submission of new ATE or "moving up" second grants, success in completing the DGA funding process, 8 effective start-up and management of funded projects.	m v-to-				

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.

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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.

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

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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.

mpact - What is the imp	act of the project? How has it contributed?
NSTRUCTIONS - This compor nad an impact during this repor	nent will be used to describe ways in which the work, findings, and specific products of the project have ting period.
For NSF purposes, include, who new career paths, such as data	ere appropriate, discussion of data resources and the acquisition of data skills. Include the emergence of a scientists, or new disciplines.
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entor-Connect: Leaders F #1501183 and DUF #	hip Development and Outreach for ATE 1840856

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.

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NSTRUCTIONS -		
The PI is reminded that the grantee is required to obtain prior written approval fro See agency specific instructions for submission of these requests.	om the awarding agency grants official whenever	r there are significant changes in the project or its di
f not previously reported in writing to the agency through other mechanisms, pro	wide the following additional information or state	, "Nothing to Report", if applicable:
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Notifications and Request for more information on Grantee Notifications to and Requests for approval from Exhibit VII-1 of the Proposal & Award Policies & Procedures Guide (PAPPG).	the National Science Foundation, please visit th	ne Notifications and Requests section in FastLane o
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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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