Introductions

- Elaine Craft

- Thomas Higgins

- Erika Louviere

- Tanya St Julien

- Pamela Silvers

Annual vs. Evaluator's Report

- PI (or team) creates Annual Report

- External Evaluator creates their report

Information Needed

- What are the major goals of the project?

- What was accomplished under these goals (you must provide information for at least one of the 4 categories)?
  - Major activities
  - Specific objectives
  - Significant results
  - Key outcomes or other achievements

Information Needed

- What opportunities for training and professional development has the project provided?

- How have the results been disseminated to communities of interest?

- What do you plan to do during the next reporting period to accomplish the goals?

- Last Item: ATTACH EXTERNAL EVALUATOR REPORT

Accessing and Login

www.Research.gov

Use same login for both Research.gov and Fastlane

HELP Instructions

- Access Research.gov HELP instructions (upper right corner of homepage)

- Screen-by-screen instructions for completing annual report template

Sign In | Register | Home | Contact | Help | About

Engaging Key Partners - Internal

- Administration – Communicate with Deans and Upper Management how the institution can meet the needs of the industry and how your project fits.

- Faculty – Meet and advise them of the projects purpose and goals even if they are not part of the grant.

- Grant Coordinators – Explain to the Grants department what your goals are pertaining to the project so they can effectively assist with the requirements of HR, Purchasing & Accounts, and NSF.

Engaging Key Partners - External

- Industry Partners – Survey the needs of your industry and obtain in writing if possible. (Advisory Committee Meetings)

- External Evaluator – Update and communicate with your evaluator regularly

Report Expectations

- When should you submit – what does the 90 days mean

- Length

- Attachments

- Time needed for completion

Five Common Mistakes

1) Recycling last year's report without changes.

2) Including students' names.

3) Not attaching your evaluator's report.

4) Not using/responding to your evaluator's report.

5) Only reporting the positive things and not the challenges/unforeseen obstacles.

Challenges/Unforeseen Changes

- Training & Travel (Working with your business office)

- Faculty Training with current workload

- Unexpected financial costs (certification exam)

- Equipment (vendor timeline, cost more than original estimate)

- Evaluator's Site visit – Plan ahead

- PI or Co-Pi leaves the institution (training, salary adjustments and increases)

Tips Beyond Instructions

- Beware of browser selection — avoid Explorer

- Understand Report Due Date and NSF Notifications

- Notify Program Officer prior to reporting significant changes

When YOU Want Help

Mentor-Connect NSF Annual Report Help Guide
Session Handout

- Available at www.Mentor-Connect.org,

- Get a Resource, Key Words "annual report"

Contact Information

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