



Toolkit for Pre-Award ATE Evaluation

Essential Steps: Where to Start and What to Do Next

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The resources in this toolkit are intended to assist for those applying to the National Science Foundation's Advanced Technological Education (ATE) program. The suggested steps below can guide grant seekers and grant professionals through the process of identifying an independent evaluator and developing an evaluation plan. Practical details on carrying out each of these milestones can be found in the associated resources.

PRE-WORK

Understand the purpose and value of evaluation to your ATE project

Watch this webinar on evaluation essentials for non-evaluators (bit.ly/eval-essentials-webinar) or refer to this list of ATE evaluation tasks (bit.ly/ate-eval-tasks) to get a deeper sense of why evaluation is required in the NSF ATE program and what is involved in each stage.

STEP 1

Know your institution or organization's requirements for procuring an evaluator

Call your institution's procurement officer, purchasing or fiscal agent, or grants manager to ask about specific policies. Refer to this guide to support your understanding of the evaluator procurement process (bit.ly/eval-procurement-map).

STEP 2A, if you *can* name an evaluator

Search for evaluators with skills and experience that fit your project's needs

Use this guide to answer common questions about choosing an evaluator including where to look, what qualifications to look for, and how to compensate them (bit.ly/finding-evaluator). When interviewing evaluators, refer to this list of questions to help determine whether an evaluator is a good fit for your project (bit.ly/qs-for-evaluators). Once you have selected an evaluator, they can begin developing the evaluation plan.

STEP 2B, if you cannot name an evaluator in your proposal due to your institution's policies

Draft an evaluation plan for your ATE proposal

In cases where you cannot name an evaluator, the grant seeker is responsible for writing their own evaluation plan. Refer to this checklist to know where and how to address evaluation in an ATE proposal (bit.ly/checklist-evalplan). More resources can be found in the evaluation plan toolkit for ATE proposals (bit.ly/proposal-eval-toolkit).

STEP 3

Review evaluation plan with full ATE proposal to ensure alignment

Read this blog series for tips on developing a strong evaluation plan for your ATE proposal (bit.ly/eval-plan-blog-series).

STEP 4

Submit your ATE proposal

Once you receive funding, refer to the checklist for getting started with your evaluation post-award (bit.ly/post-award-eval). If you were unable to name an evaluator in your proposal, revisit Step 2A.



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