Getting Started Workshop

David Campbell
Program Director
Division of Research on Learning in Formal and Informal Settings

Celeste Carter
Program Director
Division of Undergraduate Education

AACC/NSF National ATE Principal Investigators Conference
October 21, 2015
Agenda for this afternoon

- General information (NSF); alternating with Mentoring team (experienced NSF-supported PIs)
- Office of Budget, Finance, and Award Management
- Office of the Inspector General
- Evaluation Team
- ATE Central
In 1992, the Scientific and Advanced Technology Act (SATA) was signed into law by Congress. This act was to establish "a national advanced technician training program, utilizing the resources of the Nation's two-year associate degree-granting colleges to expand the pool of skilled technicians in strategic advanced technology fields, to increase the productivity of the Nation's industries, and to improve the competitiveness of the United States in international trade, and for other purposes." This act gave rise to the National Science Foundation's Advanced Technological Education (ATE) program.
ADVANCED TECHNOLOGICAL EDUCATION

- The ATE program promotes improvement in the education of science and engineering technicians at the undergraduate and secondary school level and the educators who prepare them, focusing on technicians for high-technology fields that drive the nation’s economy.

- ATE is in its 22\textsuperscript{nd} year of funding community colleges, having started with the Science and Advanced Technology Act of 1992 (SATA).

- FY2014-FY2016
  - Formal Proposals October 6, 2016

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5464
Advanced Technological Education

FY2015

- About 211 Formal Proposals
  Oct 8, 2015

- About $64 million for FY16 ????
Advanced Technological Education Program

Projects which focus on:

- Program Improvement;
- Professional Development for Educators;
- Curriculum and Educational Materials Development;
- Teacher Preparation; or
- Small Grants for Institutions New to the ATE Program.

- Centers of Excellence – National, Regional, Resource
  - [http://www.ATECenters.org](http://www.ATECenters.org)

- Targeted Research on Technician Education
Number of Awards per State in ATE’s 22 Year History
Total Number of Awards (1335)
Accountability

- You need to report and document the impact and effectiveness of your project to NSF

- NSF takes your information to document the impact and effectiveness of the DR K-12 program to Congress
Evaluation and Reporting

Annual reports
- Due 90 days before the anniversary of your award
- Standard vs. continuing awards
- Your CGI depends on approval of annual report
- Delinquent annual reports in other divisions of NSF will affect timely funding of your ATE award!

Final reports
- Due no later than 90 days after the end date of your award
- Overdue final reports will affect timely funding of awards elsewhere in the foundation
- The final report: last annual report, or something more comprehensive?
Evaluation and Reporting

Research.gov has a report template

You can attach .pdf files

- Charts, news articles, photographs; external evaluation report; etc.
- Don’t go berserk! If you must attach 200+ pages worth of material, send an email to the PI indicating the most important 20 pages or so to read!

(After submitting, check your report for spelling, cut-and-paste errors, etc.)

Don’t use .pdf files in place of entering text in the report!!!!
Evaluation and Reporting

Annual reports

Accomplishments

- 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 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 the results been disseminated to communities of interest?
- What do you plan to do during the next reporting period to accomplish these goals?
Evaluation and Reporting

Annual reports

Products
- Journals
- Websites

Participants
- What individuals have worked on the project?
- What other organizations have been involved as partners?
- Have other collaborators or contacts been involved?
Evaluation and Reporting

Annual reports

Impacts

- What is the impact on the development of the principal discipline(s) of the project?
- What is the impact on other disciplines?
- What is the impact on the development of human resources?
- What is the impact on physical resources that form infrastructure?
- What is the impact on institutional resources that form infrastructure?
- What is the impact on information resources that form infrastructure?
- What is the impact on technology transfer?
- What is the impact on society beyond science and technology?
Evaluation and Reporting

Annual reports

Changes

- Changes in approach and reasons for change
- Actual or anticipated problems or delays and actions or plans to resolve them
- Changes that have a significant impact on expenditures
- Significant changes in use or care of human subjects
- Significant changes in use or care of vertebrate animals
- Significant changes in use or care of biohazards
Special Requirements

Respond to the items in this section if they are applicable. Mention any requests submitted to FastLane Notifications and Requests. For example, you may have submitted a request for significant modifications to the scope of work or reallocation of funds originally budgeted for participant support. You can see the web site for a complete list of notifications and requests. (NOTE: NOTIFICATIONS AND REQUESTS ARE A SEPARATE FastLane/Research.gov action. Merely including this information in your annual report is not sufficient).
Attachments

You must put relevant information into the appropriate text boxes and ONLY attach PDF files as backup documentation. Among the things that are appropriate to send as PDF attachments are:

- Evaluation information such as reports from your Advisory Committee and evaluators. These are often confidential or preliminary and not appropriate to be broadly shared.
- Charts, graphs, data tables, pictures, news articles, and similar material that cannot be represented in text-only format.
- Documents that are too long to be included in the text boxes, such as modules or short publications.
Interim Annual Reports

Returned Annual Reports
Evaluation and Reporting

Project Outcomes Report for the General Public

- Within 90 days following expiration of the grant, a project outcomes report for the general public must be submitted electronically via Research.gov. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website exactly as it is submitted and will be accompanied by the following disclaimer:

  “This Project Outcomes Report for the General Public is displayed verbatim as submitted by the Principal Investigator (PI) for this award. Any opinions, findings, and conclusions or recommendations expressed in this Report are those of the PI and do not necessarily reflect the views of the National Science Foundation; NSF has not approved or endorsed its content.”
National Visiting Committees or Advisory Boards

 menj National Visiting Committee
  ▪ Centers are required to have one
  ▪ Annual visits
  ▪ A group of experts who provide advice, assess the plans and progress of the project, and enhance dissemination
    ▪ 8-10 members

 menj Advisory boards
  ▪ Often a good idea for a project to have one
  ▪ If you have one, USE IT!!!
Site Visits

- A Program Officer will try to visit your project at least once

- Reverse Site Visits

- Needs to be more than a dog and pony show: What works, what isn’t working, where you could use help, where you could help others

- Site visit reports become part of the award’s official record
Mentoring ATE Projects

Elaine Craft

Dennis Faber
Mentoring in the ATE Program

Getting Started Pre-Conference Workshop
ATE PI Conference
Wednesday, October 21, 2015
Mentor-Connect Mission

- Knowledge Transfer
- Leadership Development
“Mentors are guides. We trust them because they have been there before. They embody our hopes, cast light on the way ahead, interpret arcane signs, warn us of lurking dangers, and point out unexpected delights along the way.”

Laurent Daloz
Technical Assistance
Resources
Help desk
Mentors
Leadership Development
Timeline --- So Much to Do!

When to do What?
# NSF Grant Management Checklist: Getting Started

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-6 Months</td>
<td>6-12 Months</td>
</tr>
<tr>
<td><strong>Budget Management</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Communication Needs</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Grant Operations</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Evaluation</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Dissemination</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Advisory Board(s)</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Report Preparation</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Mentoring Assistance</strong></td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

= Emphasis/Time/Attention
Communicating with your Program Officer

- Project # and Topic
- No Graphics
- Attach Word or pdf files
- No Hard Copies
- Photos –with written permission
Mentoring Tips for Getting Started

- NSF Research Focus
- Evaluation
- Project Start Date

[Image of a calendar with the date April 28 highlighted]
Mentoring Tips for Getting Started

- Data
- Golden Rule
Contact Mentor-Connect

Mentor-Connect@fdtc.edu
ATEMentorConnect
@Mentor_Connect
WWW.Mentor-Connect.org
Leadership Development and Outreach for ATE

NSF DUE # 1204463 & # 1501183

Elaine Craft, Principal Investigator
Dennis Faber, Co-PI        Ellen Hause, Co-PI
Charlotte Forrest, Co-PI & Project Manager

SC ATE Center of Excellence
Florence-Darlington Technical College
Florence, SC 29501-0548
Institutional Review Boards (IRBs)

- All projects involving human subjects must either (1) have approval from the organization's Institutional Review Board (IRB) before issuance of an NSF award or, (2) must affirm that the IRB or an appropriate knowledgeable authority previously designated by the organization (not the Principal Investigator) has declared the research exempt from IRB review. The new language presents the requirements more clearly and emphasizes the need for someone other than the Principal Investigator to declare the relevant exemptions.
Working with NSF ATE Program Officers

Communicate with Program Officers and Keep them informed of Progress

- Not just when things are going wrong!
- Tell us about the good stuff, too.
- Newspaper clippings, television, radio, campus news
- NSF Highlights – might be featured in NSF’s budget request to Congress

- Tell us when something is going to happen; e.g., a professional development workshop might be good time for a site visit by a Program Officer
- Emails are usually the best way
- Please put your award number in the subject line of the email
Acknowledgment of Support
"This material is based upon work supported by the National Science Foundation under Grant No. (NSF grant number)." (Oral acknowledgment if appropriate.)

Disclaimer
"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

Copies
The grantee is responsible for assuring that the cognizant NSF Program Officer is provided access to, either electronically or in paper form, a copy of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, promptly after publication.

Logos
http://www.nsf.gov/policies/logos.jsp
How to find information about NSF awards
www.nsf.gov
Regional Center For Nuclear Energy Education and Training (RC-NET)

Award Number: 1104238

Award Instrument: Continuing grant

Program Manager: David B. Campbell
DUE Division of Undergraduate Education
EHR Directorate for Education & Human Resources

Start Date: August 1, 2011
Expires: July 31, 2016 (Estimated)
Awarded Amount to Date: $3,067,524.00

Investigator(s):
- Kevin Cooper (Principal Investigator)
- Gilbert Brown (Co-Principal Investigator)
- Robert Rhode (Co-Principal Investigator)
- Thomas Chandler (Co-Principal Investigator)
- Jose Melendez (Co-Principal Investigator)
- John Barlow (Former Co-Principal Investigator)

Sponsor: Indian River Community College
3200 Virginia Avenue
Fort Pierce, FL 34941-5541
(772)462-4703

NSF Program(s): ADVANCED TECH EDUCATION PROG
Notifications and Requests

Examples:
Change in scope
Budget changes
Time lines
Principal Investigator changes
Participant Support
No-cost extensions

It’s best to discuss these with a Program Officer before you make official requests in Fastlane
Notifications and Requests
Notifications and Requests

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. More About FastLane.

---

Notifications:
- **10/20/08** - ATTENTION Partnership for Innovation (PFI) APPLICANTS submitting Letters of Intent (LOIs) to PFI (NSF 08-083): Special LOI Submission Instructions
- **10/10/08** - Please Note: Information for Preparers of Project Reports to the Division of Undergraduate Education
- **10/01/08** - Important Information about the NSF Proposal & Award Policies & Procedures Guide (ipage new browser window)
- **09/15/08** - Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- **09/06/08** - Log in to FastLane with your NSF ID instead of your Social Security Number (SSN).
- **07/31/08** - Graduate Research Fellowship Program FastLane Enhancements, 08/01/2008
- **10/22/07** - Effective January 5, 2006, proposers are required to register in the Central Contractor Registration prior to proposal submission.

---

National Science Foundation
4201 Wilson Boulevard, Arlington, Virginia 22230, USA
Tel: 703-292-5111, FAX: 800-677-6339 | TDD: 703-292-5090

Privacy and Security
Prepare a New Notification or Request for Award #: 0707551

**Award Amount:** $1.00

**Expiration Date:** 03/31/2015

**Division:** Division of Information Systems

**Award Title:** PRS demo awd

**Awardee:**

**Organization:** NSF

**PI/PO:** Alphaman, Alan

---

### Select the Notification or Request Type:

<table>
<thead>
<tr>
<th>GRANTEE NOTIFICATION TYPES</th>
<th>Topic Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Approved No Cost Extension</td>
<td>AAG</td>
</tr>
<tr>
<td>Anticipated Rejected Funds in excess of $5,000 or 5%</td>
<td>AAG</td>
</tr>
<tr>
<td>Short-Term Absence of the PI/PO (Up to Three Months)</td>
<td>AAG</td>
</tr>
<tr>
<td>Significant Changes/Delays or Events of Unusual Interest</td>
<td>AAG</td>
</tr>
<tr>
<td>Significant Changes in Methods/Procedures</td>
<td>AAG</td>
</tr>
</tbody>
</table>

### GRANTEE REQUEST TYPES (Requires NSF Approval)

<table>
<thead>
<tr>
<th>GRANTEE REQUEST TYPES</th>
<th>Topic Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal of PI/Co-PI</td>
<td>AAG</td>
</tr>
<tr>
<td>Pre-award Costs in Excess of 90 Days</td>
<td>AAG</td>
</tr>
<tr>
<td>Reallocation of Funds Budgeted for Participant or Trainee Support Costs</td>
<td>AAG</td>
</tr>
<tr>
<td>Reallocation/Alteration $25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations. They will open a PDF file in new window.)</td>
<td>AAG</td>
</tr>
<tr>
<td>NSF Approved No-Cost Extension</td>
<td>AAG</td>
</tr>
<tr>
<td>Changes in Objective or Scope</td>
<td>AAG</td>
</tr>
<tr>
<td>Long-Term Absence of the PI/PO (Over Three Months)</td>
<td>AAG</td>
</tr>
<tr>
<td>Addition of SubAward</td>
<td>AAG</td>
</tr>
<tr>
<td>Significant Change in Person-Months Devoted to Project</td>
<td>AAG</td>
</tr>
<tr>
<td>PI Transfer</td>
<td>AAG</td>
</tr>
<tr>
<td>Change of PI</td>
<td>AAG</td>
</tr>
</tbody>
</table>

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.*

---

Download Adobe Acrobat Reader for viewing PDF files

---

FastLane Demonstration Site
About Notifications and Requests

Notifications and requests communicate changes in the scope, time, staff or budget of an NSF funded project. Depending on the type of change, awardee organizations must notify or request approval from NSF prior to taking action. Depending on the type of notifications or requests, they can be created and submitted by either the Principal Investigators (PIs) and/or Sponsored Project Offices (SPOs).

Full listing of all NSF notifications and requests

As part of the effort to modernize FastLane, the National Science Foundation is transitioning the notifications and requests functionality from FastLane to Research.gov. The table below provides the location for each notification and request.

<table>
<thead>
<tr>
<th>No-Cost Extension</th>
<th>Notification/Request</th>
<th>AAG (I.D.3.c(i)) or AAG (I.D.3.c(ii)(a)) or AAG (I.D.3.c(ii)(b))</th>
<th>FastLane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee-Approved No-Cost Extension</td>
<td>Notification</td>
<td>AAG (I.D.3.c(i))</td>
<td>FastLane</td>
</tr>
<tr>
<td>First NSF-Approved No-Cost Extension</td>
<td>Request</td>
<td>AAG (I.D.3.c(ii)(a))</td>
<td>FastLane</td>
</tr>
<tr>
<td>Second NSF-Approved No-Cost Extension</td>
<td>Request</td>
<td>AAG (I.D.3.c(ii)(b))</td>
<td>FastLane</td>
</tr>
<tr>
<td><strong>Changes in Objectives, Scope, or Methodology or other Significant Changes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in Objectives or Scope</td>
<td>Request</td>
<td>AAG (II.B.1.a)</td>
<td>Research.go</td>
</tr>
<tr>
<td>Significant Changes/Delays or Events of Unusual Interest</td>
<td>Notification</td>
<td>AAG (II.B.1.c)</td>
<td>Research.go</td>
</tr>
<tr>
<td>Significant Changes in Methods/Procedures</td>
<td>Notification</td>
<td>AAG (II.B.1.b)</td>
<td>Research.go</td>
</tr>
<tr>
<td><strong>Changes in PI/ PD and co-PI/ PD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-Term Disengagement of the PI/Project Director (PD) or co-PI/co-PD</td>
<td>Request</td>
<td>AAG (II.B.2.c)</td>
<td>Research.go</td>
</tr>
<tr>
<td>PI/PD or co-PI/co-PD Transfer from one organization to another</td>
<td>Request</td>
<td>AAG (II.B.2.g)</td>
<td>FastLane</td>
</tr>
<tr>
<td>Substitute PI/PD or co-PI/co-PD</td>
<td>Request</td>
<td>AAG (II.B.2.f)</td>
<td>FastLane</td>
</tr>
<tr>
<td>Withdrawal of PI/PD or co-PI/co-PD</td>
<td>Request</td>
<td>AAG (II.B.2.e)</td>
<td>Research.go</td>
</tr>
</tbody>
</table>
NSF’s Fastlane

• Some Notifications and Requests
• Financial (Business Office) Transactions
• Proposal submission
• Reviewing – including procedures for Preliminary and Formal proposals

Research.gov

• Some Notifications and Requests
• Annual and Final Reports
• Project Outcomes Reports
Finding your Current Program Officer
Click on Awards Tab at www.nsf.gov
Enter Award Number and Click Search
Click The Award Number Link
# Award Abstract #0501626

**MATEC - National Resource Center**

<table>
<thead>
<tr>
<th>NSF Org:</th>
<th>DUE Division of Undergraduate Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Amendment Date:</td>
<td>June 8, 2005</td>
</tr>
<tr>
<td>Latest Amendment Date:</td>
<td>June 13, 2008</td>
</tr>
<tr>
<td>Award Number:</td>
<td>0501626</td>
</tr>
<tr>
<td>Award Instrument:</td>
<td>Continuing grant</td>
</tr>
</tbody>
</table>
| Program Manager: | Elizabeth Teles  
DUE Division of Undergraduate Education  
EHR Directorate for Education & Human Resources |
| Start Date: | July 1, 2005 |
| Expires: | June 30, 2009 (Estimated) |

Name of Your Program Officer Is Displayed
NSF Highlights

View the new website at:
http://www.research.gov/seeinnovation
A highlight shows…
• an exciting outcome of an NSF-supported project
• transformative results
• impacts of this outcome, including benefits to society, economy, industry, nation, region, science & engineering

Audiences include…
• Congress, other federal and state policymakers
• business & industry
• general public
• NSF (briefings, speeches, websites -- such as www.nsf.gov and "Science, Engineering, and Education Innovation" at www.research.gov/seeinnovation)

When writing a highlight…
• DO write short, straightforward sentences that articulate a single point. DON’T use long sentences with multiple clauses.
• DO use simple language. DON’T use complicated scientific terminology.
• DO write for a public audience. DON’T write the way you do when publishing in science journals. The public is interested in high-level impacts/benefits, not deep science.
Robotic Fish Uses Artificial Muscle

**Outcome:** Xiaobo Tan, of Michigan State University, modeled, designed, and constructed a ‘fish’ that uses electro-active, ionic polymer metal composites for locomotion.

**Impact/Benefits:** Dr. Tan foresees using the fish as a platform to collect environmental data by adding communication, navigation, and environmental monitoring senses.

**Background/Explanation:** Similar to muscle tissue, the composites change shape when a voltage is applied. The fish fins are integrated with a control system to provide the robotic fish with energy-efficient, fish-like maneuverability.
High-school students hunt for viruses

This summer program brought students from underrepresented minority populations to the university to learn firsthand how researchers are using virus-host interactions in model systems to study nematode viruses. The interns also learned about experimental methods, and learned how to give and interpret scientific presentations.

Recent Award Highlights

TacTive displays increase STEM access for the blind and visually impaired

Science through skateboards

SkiLab Houston delivers lessons in experimentation and data collection

Privacy Policy | FOIA | No Fear Act | Data USA | NSF.gov
Reviewing Proposals for NSF

- Good professional development
- Service to the education community
- Opportunity to forge new collaborations
- Send your Program Officer a 2-page CV
- Not just DR K-12; ITEST, ECR, AISL, programs in DUE, DGE, HRD
Questions?

“Pardon me, but could you tell us where the public trough is?”
Advanced Technological Education Centers

Featured ATE Center:
CyberWatch West

MT. San Antonio College (M. SAC) and five educational partners have established an ATE regional center for cybersecurity. CyberWatch West, serving California, Washington, and Oregon. The overarching goal of CyberWatch West is to strengthen the cybersecurity workforce in California and the Pacific Northwest. To accomplish this goal, CyberWatch West is concentrating on the following four major areas: (1) student activities, including meaningful internships and a cyber-defense league with weekly virtual exercises; (2) assistance in curriculum development based on recognized standards and creation of cybersecurity

... (more)
http://cyberwatchwest.org/

ATE Community Updates:
2014 ATE PI Conference App Available

ATE Central and AACC are pleased to announce the release of the 2014 ATE PI Conference mobile app! The app and companion website are designed to help you make the most of your conference experience. Use your phone, tablet, or Internet browser to create a personal schedule, stay up-to-date with the agenda and speaker lineup, search the attendees directory, and more! The app is available for iPhones and iPads on the App Store and for Android devices. To download the app, search your app store for "2014 ATE PI Conference" or simply follow the appropriate link from your mobile device.

For up-to-date information on the 2014 ATE PI Conference mobile app and more about the meeting, follow @ATECentral and @AACC_Connect on Twitter, or visit ATE Central staff at booth #502 [Oct 22-24].

Connect with ATE Central

Stay connected with the ATE community and ATE Central by signing up for our monthly email update ATE Central Connection, which provides up-to-date ATE news, events, reminders, and highlights new centers, projects, and resources. If you would like to see prior issues, please see the Publications tab at left. Click here to subscribe to ATE Central Connection.

ATE Student Success Stories

Su Cay
San Marcos, California

After struggling to get her life on back to school at Palomar College through an internship with the National Park Service Red Cross (facilitated by Palomar’s ATE project), she helped build a GIS-enhanced map during a wildfire – tracking the fire’s path and highlighting critical information. Su’s work helped protect the lives of both residents and emergency workers. Knowing the power of GIS and its potential to help others, she’s optimistic about her future and excited about a career in this rapidly growing field.

Upcoming Events
Oct 21 Recycled Materials
Oct 22 2014 Regional GIS Geospatial Summit
Oct 22 ATE Conference 2014
Oct 24 Spatial Analysis and Modeling Workshop
Oct 25 Nonlinear Dynamics Workshop
Oct 25 Wine Sensory Analysts Workshop

New ATE Resources
Modeling Metals with Marbles and Bobs
Making Ethanol
Memory Metals
ATE Student Success Stories: Anthony’s Story
ATE Student Success Stories: Wesley’s Story
Controlled Release Drug Delivery from Hydrogels
SCME Webinar Link - DNA Microarray Learning Module