

# ADVANCED TECHNOLOGICAL EDUCATION

# GETTING STARTED



ATE Principal Investigators' Conference  
Washington, DC  
October 23, 2024



# ATE GETTING STARTED 2024

Pre-Conference Workshop — October 23, 2024 — Noon-3:00pm EDT

**Welcome (Celeste Carter)** Noon

**The ATE Program** 12:10pm

Celeste Carter (NSF, ATE Program)

**Grant Management Keys to Success** 12:30pm

Khoren Claiborne (NSF, Division of Grants and Agreements)

**Getting Started with ATE Central** 12:50pm

Edward Almasy (ATE Central)

**Question & Answer Break** 1:10pm

**Evaluation** 1:30pm

Erika Sturgis (EvaluATE)

**Grant Implementation / ATE Mentoring** 1:50pm

Elaine Craft (Mentor-Connect)

**Question & Answer Wrap-Up** 2:10pm

**NSF Program Officers Meet & Greet** 2:20pm

# ATE GETTING STARTED 2024

## P r e - W o r k s h o p   H o m e w o r k

Taking a few minutes to do these brief exercises before you come to the workshop may significantly improve your workshop experience.

### The ATE Program

1. Locate your award letter and bring either a printed or electronic version to the workshop.
2. Locate your award date and calculate when your annual report is due and when it will be overdue.  
Hint: check the PAPPG for information on the annual report.
3. Find your program officer's name and your grants officer's name.
4. What is your grant/proposal number? (Include it in all e-mails to NSF.)
5. Use the NSF awards database to find your award.

### NSF Office of the Inspector General (OIG)

1. Find the list of items in the ATE solicitation that specifies what NSF funds may not be used for, and bookmark it for future reference.

### NSF Division of Grants and Agreements (DGA)

1. Find your indirect rate and who you will be working with on your campus about financial/budgeting issues related to your award.
2. An institution gets an award in the area of cybersecurity. A Dean approaches the PI and wants to use ATE award funds to update the campus computer labs. Is this permissible? Who would you talk to at your institution and/or NSF about this issue?

### Getting Started with ATE Central

1. Visit ATE Central (<https://atecentral.net>) and use the project/center map to find information about your project.
2. Use the search feature to find ATE resources and other projects related to the goals of your project.
3. Visit the ATE Office Hours page on ATE Central and see if there is an upcoming session that might be relevant to your work.

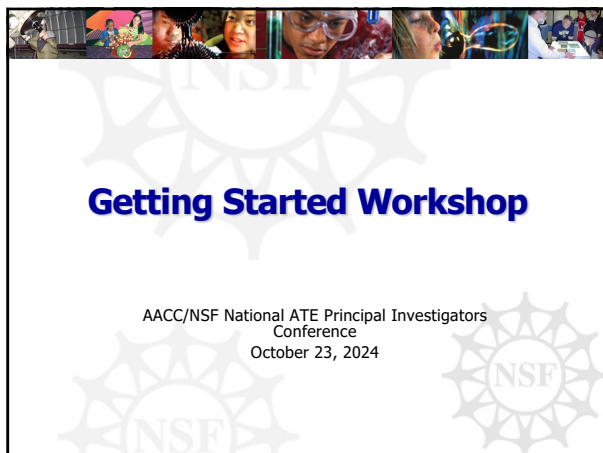
### Evaluation

1. What is the name of your evaluator?
2. What is one thing that you want to learn about your project's implementation or impact? How can your evaluation inform this?
3. All active ATE projects must fill out the ATE Survey every year, which will ask about your project's activities for that calendar year. Consider how your project will keep track of things like courses offered, students served, and educational materials created.

# PRESENTATIONS







1

## At a Glance


- NSF \$9.06B NSF's FY 2024 Enacted Budget
- 93% of budget committed to research, education and related activities
- **11,000 Average number of awards NSF funds each year**  
~1,900 institutions
- Funding rate 29%  
\* Data represents FY 2023 Actuals unless otherwise indicated

2

**Part I: Grant Proposal Guide (GPG) and Part II: Award & Administration Guide (AAG)**

**Award & Administration Guide (AAG)**

- Chapter I: NSF Awards
- Chapter II: Grant Administration
- Chapter III: Financial Requirements and Payments
- Chapter IV: Grantee Standards
- Chapter V: Allowability of Costs
- Chapter VI: Other Post Award Requirements
- Chapter VII: Grant Admin. Disputes and Misconduct



3

## Reporting = Accountability

### Reporting Requirements

- Annual and Final Annual report
  - Reports are not cumulative, and should be written specifically for the most recently completed budget period.
  - Fill out text boxes in template, don't just attach a pdf
- Your evaluator's report needs to be uploaded to your annual report (don't copy the evaluator's report into the annual report template)
- Project Outcomes Report for public
- **ATE specific:** ATE annual survey

4

## Reporting, con't.

**Special Requirements:**

- Notifications and Requests
  - Change of PI and/or Co-PI
  - Change scope of work
  - Reallocation of funds originally budgeted for participant support.
  - You can see the PAPPG for a complete list of notifications and requests. (**NOTE:** Notifications/requests are a separate action. Merely including this information in your annual report is not sufficient.)

**Returned Annual Report**


5

## Working with NSF ATE Program Officers


**Communicate with Program Officers and Keep them informed of Progress and or Issues**

- **Please** put your award/proposal number in the subject line of the email
- Emails are usually the best way
- 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

6



## Crediting NSF



**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>





7

7

## Reviewing Proposals for NSF

- Great professional development
- Service to the education community
- Opportunity to forge new collaborations
- Send your Program Officer a 2-page CV
- Not just ATE: DUE (IUSE, S-STEM, Noyce, ECR,...)




8

8

## Office of Inspector General (OIG) Mission

- Conduct **investigations** and review of NSF and its Programs
- Promote **efficiency, economy** and **effectiveness** of NSF internal operations and programs
- Detect** and **prevent** fraud, waste and abuse




9

9

## Typical Allegations

- Research Misconduct
- Embezzlement/Theft
- Fraud (including false statements, mail and wire fraud)
- Civil False Claims
- Criminal False Claims
- Violations of regulations and policies (conflict of interest, OMB Circulars, NSF policies)




10

10

## Possible Results of Investigation

- Nothing
- Special oversight or review
- Administrative sanctions
- Suspension/Debarment/Exclusion of individual
- Suspension/Termination of Award
- Civil/Criminal Remedies
- Compliance Plan

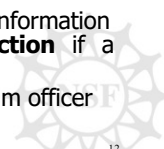


11

11

## Your Role

- Manage award effectively– **know rules**, keep documentation, have good accounting practices
- Notify** OIG of allegations of wrongdoing, and significant administrative or financial problems affecting the award
- Respond** to OIG's requests for information
- Take appropriate **remedial action** if a problem is identified
- Communicate** with your program officer



12

12

1

2

3

4

5

6

7

8

9

10

11

12



## KEY TAKEAWAYS

**Ask Early, Ask  
Often!**



- ☒ Know requirements (award letter, award terms and conditions, and Uniform Guidance).
- ☒ Remember critical project reports dates
- ☒ Utilize effective communication. Always provide proposal/award number
- ☒ For technical/scientific questions: Contact the Program Officer (PO)
- ☒ For award-specific questions: The Sponsored Research Office (SRO) should contact the Grants Management Specialist (GMS)

13

## Getting Started with ATECENTRAL

Getting Started Workshop  
ATE Principal Investigators' Conference  
October 23, 2024

**Edward Almasy**  
Director, Internet Scout Research Group  
Co-PI, ATE Central

1

## What is ATE Central?

- Information hub for ATE
- Archiving for ATE
- Supports and promotes ATE community work
- Provides tools, services, and publications



ATECENTRAL Scout

2

## Information Hub

Information about:

- ATE projects and centers
- ATE-created resources
- ATE events
- ATE program and community



ATECENTRAL Scout

3

What can ATE Central do for *me*?

ATECENTRAL Scout

4

## Tools, Services, and Publications

Tools and Services:

- Archiving service
- Evaluator directory
- Events calendar
- Microsite service
- Social media directory
- ATE Office Hours

Publications:

- ATE Central Connection
- ATE Activity Report
- ATE Outreach Kit
- ATE Fact Sheet
- ATE Impacts book+ebook
- ATE Impacts blog

ATECENTRAL Scout

5

What can ATE Central do for *me*?

## Get Your Project Online ASAP

### Microsite Service

- Set up for every new ATE project and center
- Custom URL  
<http://ate.is/myproject>  
<http://ate.community/myproject>
- Leverage community information and resources
- Not affected by institutional issues



<http://atecentral.net/microsites>

ATECENTRAL Scout

6



What can ATE Central do for me?

## Promote Your Events

**ATE Events Calendar**

- Get the word out about your events, or events of possible interest to other ATE grantees or partners
- Conferences, meetings, summits, workshops, webinars, student events
- Shared via website, social media, mailings (like ATE Central Connection – 6,000+ subscribers)



<http://atecentral.net/submitevent>

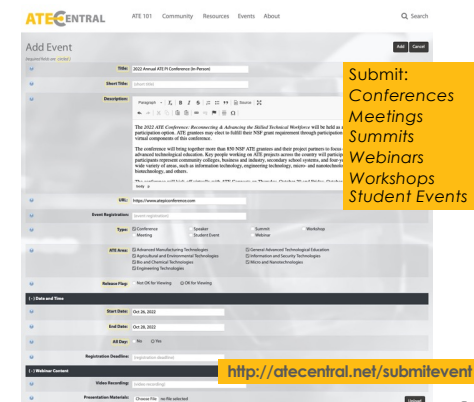
ATECENTRAL Scout

7

What can ATE Central do for me?

## Submit An Event

**Submit:**  
Conferences  
Meetings  
Summits  
Webinars  
Workshops  
Student Events



<http://atecentral.net/submitevent>

ATECENTRAL Scout

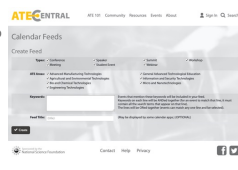
8

What can ATE Central do for me?

## Add Events to Your Calendar

**ATE Calendar Feeds**

- Have ATE-related events show up on your calendar **automatically**
- Select events by **keyword**, **subject**, and **event type**
- Add events to your **personal calendar** or to your project or center's **website** (if WordPress or other compatible CMS)



<http://atecentral.net/calendarevents>

ATECENTRAL Scout

9

What can ATE Central do for me?

## Jumpstart Your Social Media

**Social Media Directory**

- See what others are doing and what **works**
- Find relevant **news** and **content** to **share**
- Connect** with new organizations and stakeholders
- ATE projects, ATE centers, NSF, related organizations (AACC, AAAS), professional and trade associations



<http://atecentral.net/socialmedia>

ATECENTRAL Scout


10

What can ATE Central do for me?

## Social Media Directory

**ATE Social Media Directory**

Here is an index of all ATE centers and projects that are using social media, along with some ATE grantees and collaborators, so that you can easily find them for best practices, professional development, and staying on top with the latest technology.



<http://atecentral.net/socialmedia>

ATECENTRAL Scout


11

What can ATE Central do for me?

## Extend and Expand Your Impact

**Archiving Service**

- All digital **deliverables**
- Extend** and **expand** the **impact** of your work
- Preserves NSF's **investment**
- Required** for all ATE grantees



<http://atecentral.net/archiving>

ATECENTRAL Scout

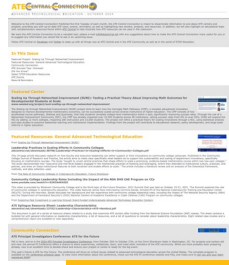
12

What can ATE Central do for me?

## Help You Stay Informed

**ATE Central Connection**

- Published **monthly**
- Featured ATE Project  
Featured ATE Resources  
Upcoming ATE Events
- Community Connection  
ATE Success Tips  
News & Reminders



<http://atecentral.net/connection>

ATECENTRAL Scout

13

What can ATE Central do for me?

## Help You Stay Informed

**ATE Central Connection**

- Published **monthly**
- Featured ATE Project  
Featured ATE Resources  
Upcoming ATE Events
- Community Connection  
ATE Success Tips  
News & Reminders



**Featured Projects**  
**Featured Resources**  
**Community Connection**  
**ATE Success Tips**  
**Did You Know?**  
**Select STEM Resources**  
**Upcoming ATE Events**  
**News & Reminders**

<http://atecentral.net/connection>

ATECENTRAL Scout


14

What can ATE Central do for me?

## Help You Stay Informed

**Activity Reports**

- Published **quarterly and annually**
- Shared information about **your project**
- Easy **archiving** links for your resources
- Activity data about your **ATE subject area** and **all of ATE**



<http://atecentral.net/arguide>

ATECENTRAL Scout

15

What can ATE Central do for me?

## Help You Stay Informed

**Activity Reports**

- Published **quarterly and annually**
- Shared information about **your project**
- Easy **archiving** links for your resources
- Activity data about your **ATE subject area** and **all of ATE**



**Is my information correct?**  
**What's going on in my area?**  
**Resources I should be archiving?**

<http://atecentral.net/arguide>

ATECENTRAL Scout

16

What can ATE Central do for me?


## Help You Find Support

**Community Support**

- Cross-cutting projects
- Mentoring projects

**Proposal Preparation**

- NSF resources
- Tools and organizations



<http://atecentral.net/support>  
<http://atecentral.net/proposalprep>

ATECENTRAL Scout

17

What can ATE Central do for me?

## Help You Connect and Learn

**ATE Office Hours**

- ATE **community** discussion sessions
- Usually featuring **experts** or **topic veterans**
- Held via **Zoom**
- Not recorded** (to encourage questions and open discussion)
- Open to current ATE grantees
- Registration is **limited**



<http://atecentral.net/officehours>

ATECENTRAL Scout

18

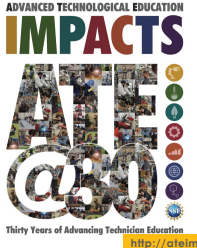


What can ATE Central do for me?

## Help You Inform

**ATE Impacts**

- Comprehensive and thorough overview of ATE
- Book + eBook + blog
- New edition published every two years
- Free printed copies available upon request



ADVANCED TECHNOLOGICAL EDUCATION  
**IMPACTS**  
**ATE @30**  
Thirty Years of Advancing Technician Education  
<http://ateimpacts.net>  
ATECENTRAL Scout

19

ADVANCED TECHNOLOGICAL EDUCATION  
**IMPACTS**  
**ATE @30**  
Thirty Years of Advancing Technician Education

Internet Scout  
AMERICAN ASSOCIATION OF COMMUNITY COLLEGES  
NSF

<http://ateimpacts.net/book>  
<http://ateimpacts.net/flipbook>

ATECENTRAL Scout

ATE Impacts Book

20

**ATE-IMPACTS** Book Blog Podcast Twitter

ATE Impacts

Dallas College GIS Project Blossoms in Extraordinary Ways

2024 ATE PI Conference: ATE for the Future

ATE Central Centers and Projects Map

ATE Community Resources

Managing the DEC Area

CCSN Offers Workshop to Help Faculty & Staff Prepare S-STEM Proposals

<http://ateimpacts.net>

ATECENTRAL Scout

ATE Impacts Blog

21

**ATE Impacts**

South Central College  
North Mankato, MN  
When Assistant Professor of South Central College, was approached by the...  
...to develop a new program, she was immediately supportive. After and...  
...to develop a new program, she was immediately supportive. After and...  
...to develop a new program, she was immediately supportive. After and...

**ATE Impacts**

Columbus State Community College  
Columbus, OH  
Our manufacturing trends project a shortage of electromechanical technicians...  
...to develop a new program, she was immediately supportive. After and...  
...to develop a new program, she was immediately supportive. After and...

**ATE Impacts**

Pellissippi State Community College  
Knox County, TN  
With over 400 employees and over 100,000 sq ft, the City of Knoxville was...  
...to develop a new program, she was immediately supportive. After and...  
...to develop a new program, she was immediately supportive. After and...

**ATE Impacts**

Ansonia Community College  
Ansonia, CT  
Manufacturing manufacturing workforce issues in their home state of Connecticut...  
...to develop a new program, she was immediately supportive. After and...  
...to develop a new program, she was immediately supportive. After and...

<http://ateimpacts.net/videos>


ATECENTRAL Scout

ATE Impacts Videos

22

## Quick Links

- Latest ATE solicitation:  
<http://atecentral.net/rfp>
- Latest ATE PAPPG:  
<http://atecentral.net/pappg>
- ATE projects:  
<http://atecentral.net/projects>
- ATE centers:  
<http://atecentral.net/centers>
- ATE evaluators:  
<http://atecentral.net/evaluators>



<http://atecentral.net/links>

ATECENTRAL Scout

23

## Questions? Find ATECENTRAL Here

Upcoming ATE Office Hours

Getting Started Follow-Up  
Tue, Nov 12th at 1:00pm EST

Immersive Ed Design with EARTH  
Wed, Nov 13th at 1:00pm EST

Introducing STEMLink  
Tue, Dec 3rd at 1:00pm EST

ATE Year In Review  
Tue, Dec 10th at 2:00pm EST

<http://atecentral.net>


<http://ateimpacts.net>

[info@atecentral.net](mailto:info@atecentral.net)  
[microsites@atecentral.net](mailto:microsites@atecentral.net)  
[archiving@atecentral.net](mailto:archiving@atecentral.net)

[eamasy@scout.wisc.edu](mailto:eamasy@scout.wisc.edu)

ATECENTRAL Scout

24



## Evaluation & the ATE Survey



**EvaluATE**  
evaluate.ate.org

**Getting Started  
Workshop**  
ATE Principal Investigators  
Conference  
October 23, 2024


**Erika Sturgis**  
Project Manager, EvaluATE  
erika.sturgis@wmich.edu

1

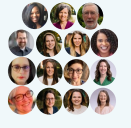
All resources mentioned in this presentation are available from  
**[bit.ly/Getting-Started-Booklet](https://bit.ly/Getting-Started-Booklet)**


2




### Getting Started with ATE Evaluation



### Getting to Know EvaluATE

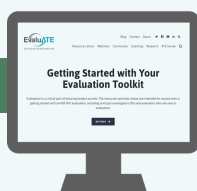


### Preparing for the ATE Survey




3

### Getting Started with ATE Evaluation






- ✓ What's the point of evaluation?
- ✓ Who is your evaluator?
- ✓ How do you launch your evaluation?




4

### 1. Getting Started with ATE Evaluation

#### What's the point of evaluation?

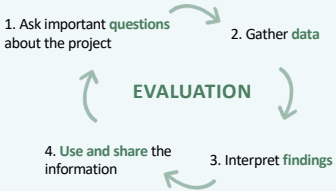

-  **Improvement**  
Use data to improve your project during implementation
-  **Accountability**  
Demonstrate appropriate use of your NSF funding
-  **Evidence**  
Demonstrate project impact



5

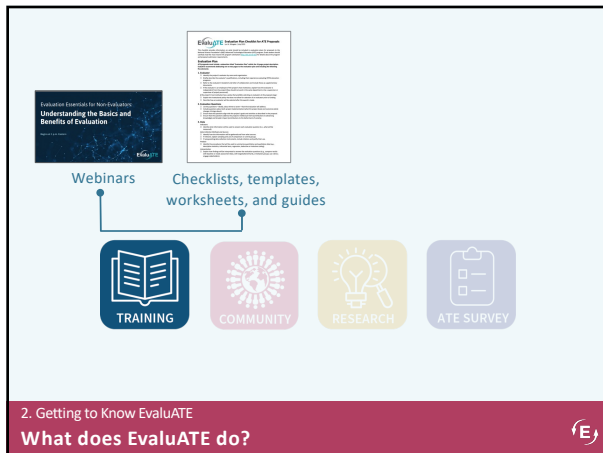
### 1. Getting Started with ATE Evaluation

#### What's the point of evaluation?

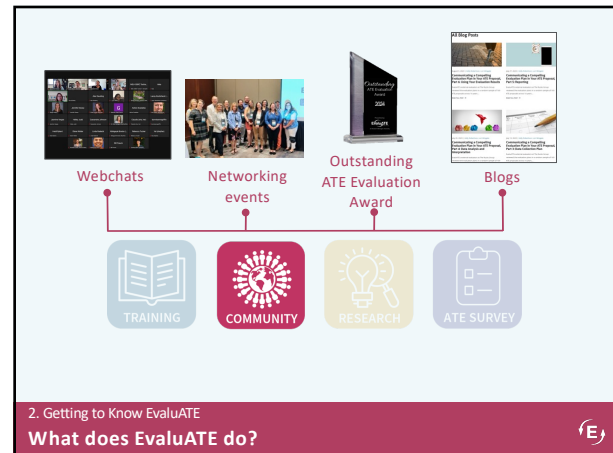



6

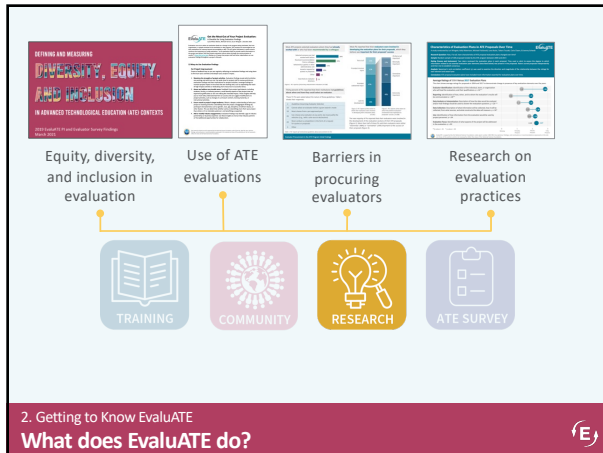
12



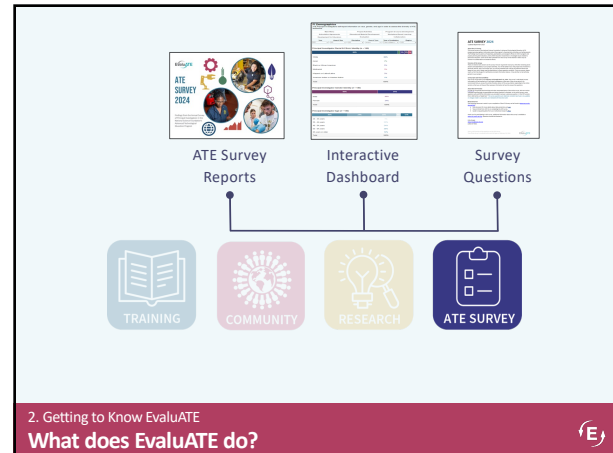
13



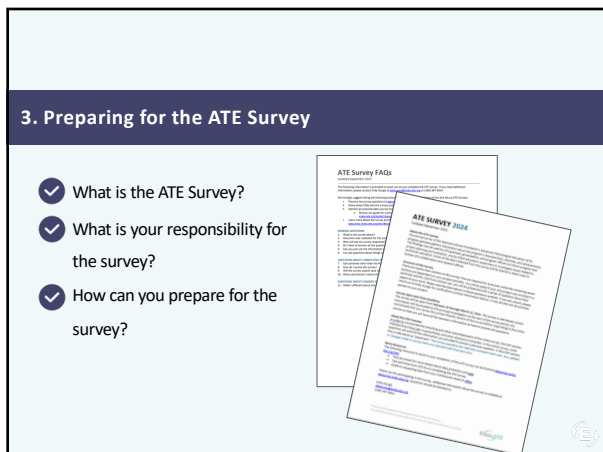
14



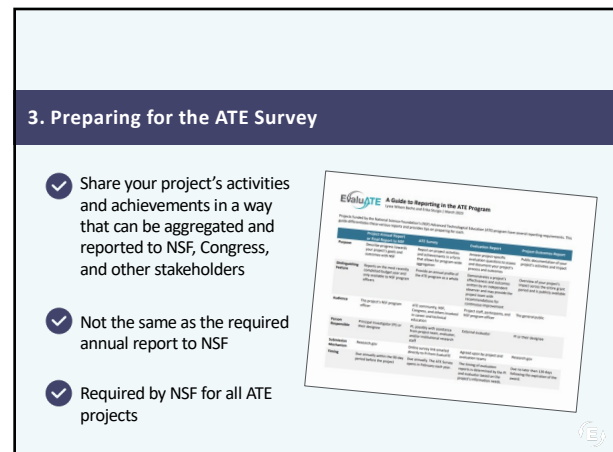
15



16



17



18

## 3. Preparing for the ATE Survey

## What is your responsibility for the survey?

More than **90%** of ATE grantees complete the survey each year!



19

## 3. Preparing for the ATE Survey

## How can you prepare for the survey?

- ✓ Mark your calendar:  
The ATE Survey opens on February 18, 2025
- ✓ Review the 2025 ATE Survey questions  
Download the survey questions and FAQs
- ✓ Get to know your institutional data person now  
Sometimes called Institutional Research Office
- ✓ Decide who will collect and report the data  
Ultimately, the PI is responsible for ensuring the survey is submitted
- ✓ Read past ATE Survey Reports  
All past reports available here <http://bit.ly/ate-survey-reports>



20

## 3 Main Takeaways



Evaluation is key to a successful ATE project



EvaluATE is here to help!



Prepare for the ATE Survey



21

All resources mentioned in this presentation are available from

[bit.ly/Getting-Started-Booklet](http://bit.ly/Getting-Started-Booklet)



22



## Getting Started Pre-Conference Workshop

ATE PI Conference  
Wednesday, October 23, 2024





Elaine Craft  
PI


Emery DeWitt  
Co-PI

Pamela Silvers  
Co-PI






1




## Mentoring & Technical Assistance . . .

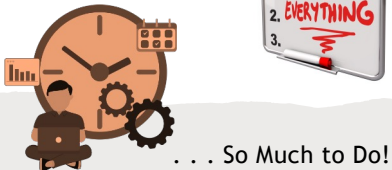
<i>Before funding</i>	Solicitation, PAPPG, and proposal development guidance
<i>Post Submission</i>	Funding processes and requirements
<i>After funding</i>	Project start-up and management (PI 101, see Appendix -Getting Started Pre-Conference Session Workbook)



2



## Timeline . . .



... So Much to Do!

### What, How, & When to do What?

3





## HOT TOPICS!

- Financial - Budget, Accessing Funds, Contracts
- Time & Effort Reporting
- Communications
- Work Plan
- Data




4

## Financial


- Cross-walk grant budget with college accounting codes
- "Draw Down" grant funds from NSF
- Get contracts and personnel in place

5




## Time & Effort Reporting

- Required when personnel time is paid by the grant
- Full- or part-time
- Typically collected by project personnel
- Kept by college business office




6





### Communications

- External
- Internal
- NSF
- Acronyms (Appendix -Getting Started Pre-Conference Session Workbook)



7

7





### Work Plan

- Expand from proposal
- Revisit regularly & adjust
- Be accountable


8

8





### Data

- Set up data-capture systems ASAP and be diligent with follow-through
- Be clear about contributions and expectations for partners and evaluator
- Future funding success depends on this!



9

9

### Golden Rule

"The person with the gold rules!"

- PI has responsibility for project & money
- If an entity or individual budgeted for grant funds fails to do the job, the PI can/should change project personnel or replace a partner as needed to help ensure project success

\*\*\*Always consult with your Program Officer about changes in Senior Personnel or partners\*\*\*

10

10




### HOT TOPICS!

- ATE Annual Survey
- NSF Reporting
- Dissemination



11

11



### NSF Grant Management Checklist: Getting Started

- See Appendix (Getting Started Pre-Conference Session Workbook)

+

### From the Mentor-Connect Resource Library:

- Budget- drawing down funds, reallocation of funds
- Annual reports
- Project Management Tools
- No-cost extensions
- Supplemental funding

12

12



**Connect with Mentor-Connect**

HELP!

[www.Mentor-Connect.org](http://www.Mentor-Connect.org)

843.676.8541


mentor-connect@fdtc.edu

ATEMentorConnect

@Mentor\_Connect

LinkedIn.com/MentorConnect

Help Desk



13

13

**MENTOR CONNECT**




**Leadership Development and Outreach for ATE**

NSF DUE #2227301

Elaine Craft, Principal Investigator

SC ATE Center of Excellence

Florence-Darlington Technical College - Florence, SC 29501-0548

This material is based upon work supported by the National Science Foundation Grant No. 2227301. 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.

14

14



# SUPPLEMENTARY





## ATE PI Checklist for Getting Started with Your Evaluation Post-Award

Kelly Robertson & Elaine Craft | September 2022

All ATE-funded projects (except planning grants for centers) require evaluation. This checklist contains key tasks to help PIs and co-PIs get their ATE evaluation off to a strong start. Evaluation of your ATE project should begin as soon as you get notification of your grant award. In most cases, these tasks should be completed within the first six months of the project.

A strong evaluation involves collaboration across several groups of people. The main groups include:

- An **external evaluator** is independent of your project, although they can be internal to your organization. An external evaluator leads the evaluation design and implementation. A project may also have an internal evaluator, a member of the project team who helps implement evaluation activities to support the work of the external evaluator.
- The **project team** consists of the principal investigator (PI), co-PIs, and others specified in the proposal who help manage, plan, and implement the project activities.
- **Partners** are organizations or individuals external to your institution or organization who help you to implement the project or provide you with information to aid the project.
- **Institutional research (IR) offices** at colleges gather and maintain data on student retention, demographics, and academic performance. (The relevant office at your institution may also be known as the institutional research and effectiveness, institutional effectiveness, or institutional research and assessment office.)

The checkmarks indicate the groups of people who should be involved in each task, in addition to the PI or co-PI carrying out the task.

	Evaluator	Project Team	Partners	IR Office
<input type="checkbox"/> <b>If an evaluator was identified in your proposal: Notify your evaluator of the project award.</b> As soon as possible, let the evaluator know the project start date and confirm their participation.	✓			
<input type="checkbox"/> <b>If an evaluator was not identified in your proposal: Select an evaluator.</b> Work with your institutional purchasing office to complete the necessary steps to find and select an evaluator through your college's bid process.		✓		
<input type="checkbox"/> <b>Get an evaluation contract in place.</b> Request that your college initiate a contract or memorandum of agreement for evaluation services. This will likely necessitate a purchase request. Ask your evaluator for a scope of work with a timeline to append to the contractual document. As part of this process, identify when your evaluator will send invoices. You are responsible for ensuring your institution pays your evaluator.	✓			

	Evaluator	Project Team	Partners	IR Office
<input type="checkbox"/> <b>Work with your evaluator to create a detailed evaluation plan.</b> The evaluation plan included in your ATE proposal may need to be expanded to serve as an effective action plan. The more detailed plan may also serve as the scope of work in the contract. Meet with the evaluator to review the plan (e.g., expectations, process, activities, timeline, intended use of the results) and refine and clarify as needed.	✓	✓		✓
<input type="checkbox"/> <b>Create an evaluation communication plan.</b> The plan should identify primary contact people for the project and evaluation teams; set out a schedule for evaluation meetings; and outline processes for reviewing materials and disseminating reports.	✓	✓		
<input type="checkbox"/> <b>Review and refine goals for project success.</b> Review the project goals and objectives specified in the proposal. Set interim benchmarks to help gauge progress towards the end-of-project goals/objectives. Note: If the goals/objectives you identified in the proposal need to be changed, approval from your NSF program officer is required.	✓	✓	✓	
<input type="checkbox"/> <b>Identify data you need to report for your project.</b> Work with the evaluator to determine what data needs to be collected, how data will be collected, who will collect the data, and when the data should be collected. Also, note the data you will need for preparing your NSF annual report <sup>i</sup> and the annual <a href="#">ATE Survey</a> . <sup>ii</sup>	✓	✓	✓	✓
<input type="checkbox"/> <b>Determine which data team members need to collect.</b> Evaluators and project teams often collect different types of data. Project teams typically focus on data related to the implementation of project activities (e.g., activities that occurred, number and characteristics of participants) and the dissemination of project results (e.g., materials downloaded, curricula implemented).	✓	✓	✓	
<input type="checkbox"/> <b>Discuss with the evaluator what data collection instruments will be used.</b> Your evaluator can identify or develop project survey instruments. Use uniform surveys or other tools across project activities and partners to ensure that data can be aggregated. Make sure to capture participants' demographics and other information needed for the <a href="#">ATE Survey</a> .	✓	✓	✓	
<input type="checkbox"/> <b>Discuss evaluation reporting expectations.</b> Tell your evaluator in what format you want information about the evaluation process and findings communicated (e.g., technical reports, verbal presentations, slides, executive summaries, infographics). Specify when you want to receive draft and final reports. Make sure these dates align with deadlines for your reporting needs (e.g., NSF annual reports, <a href="#">ATE Survey</a> , project meetings, advisory meetings, etc.).	✓	✓		

	Evaluator	Project Team	Partners	IR Office
<input type="checkbox"/> <b>Meet with staff from the institutional research office.</b> Explain your project goals and the need for specific data for NSF reporting and to support external evaluation. Make sure to clearly define the data variables, time frames (use specific dates), and due dates for your request. If not previously used in your proposal, don't forget to obtain baseline data (i.e., data on the current status or recent history). Involve your evaluator in these meetings to help define variables and specify populations and parameters. This will provide the evaluator with a clear understanding of the available institutional data.	✓			✓
<input type="checkbox"/> <b>Communicate data needs to your project partners.</b> Be clear about what data you need, how data variables are defined, your timeline for data analysis, and your reporting deadlines. Responsible parties might include partner institutions, collaborating organizations, or business and industry partners.	✓		✓	
<input type="checkbox"/> <b>Review institutional review board (IRB) requirements.</b> Review the IRB determination letter for your project. This letter will indicate if or when you need to contact the IRB as surveys or other evaluation activities are being planned or before using the project results for peer-reviewed publications. Partnering institutions might have additional IRB requirements that were determined during proposal development.	✓		✓	
<input type="checkbox"/> <b>Review and adhere to the data management plan.</b> Verify that project staff and partners are familiar with the project's data management plan. If needed, put in place measures to secure and share project data and materials in accordance with your data management plan.	✓	✓	✓	

## Acknowledgments

We want to thank the individuals who provided detailed feedback on prior versions of this checklist: Jared Ashcroft, Terryll Bailey, Lyssa Wilson Becho, Diane Dostie, David Hata, Greg Kepner, Khalid Tantawi, Pamela Silvers, Diego Tibaquirá, and Lori Wingate. Thank you Carolyn Williams-Noren for copyediting.

<sup>i</sup> Project [annual reports](#) are due to NSF within the 90-day period prior to your project anniversary. The anniversary date is set by the grant award (see Award Period of Performance in your grant award notification from NSF) and is typically the start date that was requested in the proposal. Reports become past due on the anniversary of your grant start date. Since your NSF program officer needs to review your annual report before it is submitted, it is recommended that you submit the report three to five weeks prior to the anniversary.

<sup>ii</sup> Pls are required to complete the ATE Survey annually in February/March. The survey asks about ATE project and center activities and achievements. You can view the survey questions on the [ATE Survey website](#).





# A Guide to Reporting in the ATE Program

Lyssa Wilson Becho and Erika Sturgis | March 2023

Projects funded by the National Science Foundation's (NSF) Advanced Technological Education (ATE) program have several reporting requirements. This guide differentiates these various reports and provides tips on preparing for each.

	Project Annual Report or Final Report to NSF	ATE Survey	Evaluation Report	Project Outcomes Report
<b>Purpose</b>	Describe progress towards your project's goals and outcomes with NSF	Report on project activities and achievements in a form that allows for program-wide aggregation	Answer project-specific evaluation questions to assess and document your project's process and outcomes	Public documentation of your project's activities and impact
<b>Distinguishing Feature</b>	Reports on the most recently completed budget year and only available to NSF program officers	Provide an annual profile of the ATE program as a whole	Demonstrates a project's effectiveness and outcomes written by an independent observer and may provide the project team with recommendations for continuous improvement	Overview of your project's impact across the entire grant period and is publicly available
<b>Audience</b>	The project's NSF program officer	ATE community, NSF, Congress, and others involved in career and technical education	Project staff, participants, and NSF program officer	The general public
<b>Person Responsible</b>	Principal Investigator (PI) or their designee	PI, possibly with assistance from project team, evaluator, and/or institutional research staff	External evaluator	PI or their designee
<b>Submission Mechanism</b>	Research.gov	Online survey link emailed directly to PI from EvaluATE	Agreed upon by project and evaluation teams	Research.gov
<b>Timing</b>	Due annually within the 90-day period before the project	Due annually. The ATE Survey opens in February each year.	The timing of evaluation reports is determined by the PI and evaluator based on the project's information needs.	Due no later than 120 days following the expiration of the award.

Project Annual Report or Final Report to NSF		ATE Survey	Evaluation Report	Project Outcomes Report
<p>anniversary.<sup>1</sup> We recommend that you submit three to five weeks before to allow time for your program officer to review.</p> <p>In the last year of your grant, you'll be asked to complete a <i>Final Report</i>. This is the same as an annual report but only for the last year. The final project report is due no later than 120 days after the expiration of the award.</p>			Project teams should receive evaluation reports in time to include pertinent information in their annual reports.	
<b>Additional Tips</b> In addition to your successes and challenges of the past year, your program officer is looking for you to respond to your evaluation findings. Don't shy away from negative findings. Instead, explain what you're going to do to address any challenge areas of your project.		The ATE Survey asks about activities based on the calendar year (January – December). This might differ from your project annual report or your evaluation report. Make sure to track your project data by months or quarters to allow for reporting in different timeframes.	Upload your evaluation report with your project annual report. While it is not an official requirement, your program officer will be looking for your evaluation report.	The Project Outcomes Report is short (only 200-800 words). This is your only chance to publicly report your project's accomplishments. Include a brief overview of the project's goals for context, but focus on project outcomes.
<b>Additional Resources</b> <a href="#">NSF project annual report template</a>		<a href="#">Preview of questions for ATE Survey</a>	<a href="#">Checklist for Program Evaluation Report Content</a>	<a href="#">Project Outcomes Reporting Requirements from NSF</a>

We would like to acknowledge and thank those who contributed to the review of this document: Rachael Bower, Maureen Green, Samantha Hooker, Preethi Mony, Kelly Robertson, Pam Silvers, and Lori Wingate.

<sup>1</sup> The anniversary date is set by the grant award (see Award Period of Performance in your grant award notification from NSF) and is typically the start date that was requested in the proposal.





## ATE Getting Started Workshop

Mentor-Connect provides mentoring, instruction, technical support, and resources to help two-year college personnel prepare competitive NSF ATE grant proposals, navigate the NSF funding process, and then implement funded projects to advance technician education and support the development of STEM faculty leaders in advanced technological education.

### Key Workshop Points

- College-assigned accounting codes for a project budget are essential to getting started. To manage your budget effectively, you need to crosswalk assigned accounting codes to your grant budget line items.
- Contracts and/or personnel agreements are essential for those who will be compensated from grant funds. As PI, you need to request the contracts and agreements that are planned in the grant.
- Clear and regular communication with project team members, partners, and college administrators is essential to foster buy-in, minimize barriers, and help ensure project success. Program Officers want to hear from you, about both good and not-so-good news.
- Accountability rests with the PI: follow the work plan, adjust your timeline as needed, be diligent about time & effort reporting, monitor grant budget expenditures, consistently collect data to facilitate project evaluation, and communicate results to participants and stakeholders.
- Keep your eye on your project goals. Know that your project has the potential for making a significant impact on students, your department, your institution, employers, and partners.
- Make changes as needed to maximize project outcomes. Always consult with your Program Officer about significant changes including changes in PI or Co-PI.
- Make use of the Mentor-Connect Resource Library. PI 101 provides support and resources for PIs during their first year of funding.
- The Mentor-Connect team provides help as you navigate the requirements and challenges of ATE Project implementation.

HELP DESK: [Mentor-Connect@fdtc.edu](mailto:Mentor-Connect@fdtc.edu) or (843) 676-854







# Listing of Acronyms

Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 24-1) | Effective Date May 20, 2024

ABR - Accomplishment-Based Renewal	IHE - Institution of Higher Education
ACH - Automated Clearing House (U.S. Treasury)	IPA - Intergovernmental Personnel Act
ACM\$ - Award Cash Management Service	IRB - Institutional Review Board
AD - Assistant Director	IRS - Internal Revenue Service
ADPE - Automatic Data Processing Equipment	ISE - International Science & Engineering
APHIS - Animal and Plant Health Inspection Service	LEP - Limited English Proficiency
AOR - Authorized Organizational Representative	LFO - Large Facilities Office
BFA - Budget, Finance & Award Management	LOI - Letters of Intent
CA - Cooperative Agreement	MREFC - Major Research Equipment and Facilities
CAFATC - Cooperative Agreement Financial/Administrative Terms and Conditions	NASEM - National Academies of Science, Engineering and Medicine
CAP - Cost Analysis and Pre-award Branch	NDAA - National Defense Authorization Act
CAPTC - Cooperative Agreement Programmatic Terms and Conditions	NEPA - National Environmental Policy Act
CEQ - Council on Environmental Quality	NIH - National Institutes of Health
CFR - Code of Federal Regulations	NSB - National Science Board
CGI - Continuing Grant Increment	NSF - National Science Foundation
CLB - Career-Life Balance	OECR - Office of Equity and Civil Rights
CMIA - Cash Management Improvement Act	OGC - Office of the General Counsel
COA - Collaborators and Other Affiliations	OHRP - Office for Human Research Protections
COI - Conflict of Interest	OIA - Office of Integrative Activities
Co-PI - Co-Principal Investigator	OIG - Office of Inspector General
CSA - Cooperative Support Agreement	OLAW - Office for Laboratory Animal Welfare
CSB - CSB Cooperative Support Branch	OMB - Office of Management and Budget
DACS - Division of Acquisition and Cooperative Support	ONR - Office of Naval Research
DAS - Division of Administrative Services	PAPPG - Proposal & Award Policies & Procedures Guide
DCL - Dear Colleague Letter	PAR - Public Access Repository
DD - Division Director	PHS - Public Health Service
DFM - Division of Financial Management	PI - Principal Investigator
DGA - Division of Grants and Agreements	PNAG - Prospective New Awardee Guide
DHHS - Department of Health and Human Services	PO - Program Officer
DIAS - Division of Institution and Award Support	POR - Project Outcomes Report for the General Public
DOC - Department of Commerce	PPOP - Primary Place of Performance
DoED - Department of Education	ProSPCT - Program Suitability and Proposal Concept Tool
DUNS - Data Universal Numbering System	R&D - Research & Development
DURC - Dual Use Research of Concern	RAISE - Research Advanced by Interdisciplinary Science and Engineering
EAGER - EARly-Concept Grants for Exploratory Research	RAM - Resolution and Advanced Monitoring Branch
EFT - Electronic Funds Transfer	RAPID - Rapid Response Research
EEO - Equal Employment Opportunity	RECR - Responsible and Ethical Conduct of Research
E.O. - Executive Order	REU - Research Experiences for Undergraduates
F&A - Financial & Administrative Costs	RIG - Research Infrastructure Guide
FAPIS - Federal Awardee Performance and Integrity Information System	ROA - Research Opportunity Awards
FAQs - Frequently Asked Questions	RTC - Research Terms and Conditions
FAR - Federal Acquisition Regulation	RUI - Research in Undergraduate Institutions
FASED - Facilitation Awards for Scientists and Engineers with Disabilities	SAM - System for Award Management
FDP - Federal Demonstration Partnership	SBA - Small Business Administration
FEMA - Federal Emergency Management Agency	SBIR - Small Business Innovation Research Program
FFRDC - Federally Funded Research and Development Centers	SF - Standard Form
FIRS - Federal Information Relay Service	SPO - Sponsored Projects Office
FOIA - Freedom of Information Act	SSN - Social Security Number
FOP - Federally-Owned Property	STEM - Science, Technology, Engineering and Mathematics
FWA - Federal-wide Assurance	STTR - Small Business Technology Transfer
GC-1 - Grant General Conditions	TDD - Telephonic Device for the Deaf
GOALI - Grant Opportunities for Academic Liaison with Industry	TTY - Text Telephone
GPO - Government Printing Office	TIP - Directorate for Technology, Innovation and Partnerships
GSA - General Services Administration	UEI - Unique Entity Identifier
IACUC - Institutional Animal Care and Use Committee	URL - Universal Resource Locator
IBC - Institutional Biosafety Committee	USC - United States Code
	U.S.D.A. - U.S. Department of Agriculture
	VSEE - Visiting Scientist, Engineer or Educator







## Grant Management Checklist Getting Started


### Communication

- ☐ **Press Release:** It is a good practice to issue a press release and otherwise announce receipt of your NSF grant. Your institution is relatively unique among community or technical colleges in receiving funding from the National Science Foundation. It is a notable accomplishment! Press releases should include attribution to the National Science Foundation Advanced Technological Education Program. When a news item appears in print or online, the PI should capture and send it to the project's Program Officer. NSF logos are available for your project's use: <https://www.nsf.gov/policies/logos.jsp>
- ☐ **Partners/Contractors:** Notify all partner organizations and individuals who assisted with or contributed to your grant proposal that your proposal resulted in a grant award. This includes those who provided commitment letters, your external evaluator (if named in the proposal), your Mentor (if you were in a mentoring program like Mentor-Connect), and your team, colleagues, and administrators within your institution. In subsequent grants you will often call upon and work with some of the same people/organizations. You want to reinforce at every opportunity that you value their support and assistance, and that their involvement is critical to the success of the project.

### Financial

- ☐ **Receiving Award Funds:** Identify the person in your business office who will have responsibility for accounting for grant funds. NSF does not send grant award funds to the grantee but rather distributes grant funds by enabling the college to "draw down" funds as expenses are incurred. If your college business office and /or person responsible for grant accounting is new to financial management of NSF grant awards, you may want to share the following information about how to draw down funds. Transactions with NSF are all electronic. To access the Mentor-Connect tutorial demonstrating how to draw down funds, go to [www.Mentor-Connect.org](http://www.Mentor-Connect.org), Find a Resource, Library, and then use the search term "NSF Funds," resource title: ***Steps to Draw Down NSF Funding***. Alternately, use this link: <https://library.mentor-connect.org/index.php?P=SearchResults&FK=nsf+funds>
- ☐ **Tracking/Managing Grant Funds:** The PI needs to make sure they know the specific budget codes the college has assigned to the grant budget line items. Codes will be assigned when the grant budget is loaded into the college's accounting system. There will likely be far more college codes assigned than there are grant line items in the NSF budget. The PI and others who will have budget authority for the grant need to thoroughly understand the crosswalk between the two.

*BEST PRACTICE TIP #1: Include the college-assigned budget codes on payment and reimbursement requests and on personnel and other contracts prior to submitting or forwarding from your project for payment. Only project personnel understand each expense and where it fits into the overall project budget. The risk of error is greater if this coding is done by someone less familiar with the*



grant budget. If participant support costs are involved, it is especially important that mistakes in payment coding be avoided.

*BEST PRACTICE TIP #2: Once Purchase Order numbers have been assigned for grant purchases or contracts, add the PO # to all documents being forwarded for payment associated with the PO. This will be of great help to those who process invoices for payment and build good will for you and your project at the college!*


- ☐ **Reports:** The PI should confirm with the business office how and when grant accounting reports will be provided to the PI and appropriate administrators. There is always a lag time between when these reports become available and when an expense was approved for the grant. It is important to keep up with grant expenditures throughout the life of the project.

*BEST PRACTICE TIP: Keep a separate spreadsheet accounting system for PI/project team use that lists expenditures as they are incurred or requested so that remaining budget amounts by category are readily available to guide future spending decisions. In-project accounting can then be compared to college reports when they become available to make sure that there are no discrepancies. If expenses are incorrectly coded, an expense will be charged to the wrong line item; or worse, expenses incurred elsewhere at the college may inadvertently be charged to the grant. Someone working with the project outside the business office who thoroughly understands the grant budget needs to keep an eye on the money!*

- ☐ **Time & Effort Reporting:** This is a requirement for anyone receiving grant-funded compensation (including an adjunct faculty member who is teaching to provide release time for another person) and/or anyone receiving grant-funded release time. Forms that meet NSF expectations and instructions are available from the Mentor-Connect Resource Library. Click on Find a Resource, Library, and use search term “Time and Effort,” or access via this link:  
<https://library.mentor-connect.org/index.php?P=SearchResults&FK=time+and+effort>

## Data

- ☐ **Within Project/Institution:** As quickly as possible, determine what data you need to collect for your project and where the data are located. If requests for data will need to be made to your college institutional research person/office (IR), be very specific about what you need and when you will need it. Work with IR to make sure you understand the specific information that you will need to provide for data to be pulled from college databases. Data queries require details you may not have considered. Consult with your evaluator about data requirements and be sensitive to requirements for protecting student data. Adhere to IRB requirements and your Data Management Plan.
- ☐ **Partners:** Timely collection of data from partners is perhaps one of the most challenging tasks for any PI. As partnership agreements are put in place for your project (e.g., contract, memorandum of agreement, subaward), always make delivery of essential data integral to the agreement. Make expectations clear from the start. On occasion, it may be essential to withhold grant-funded financial support from an external entity to stimulate or ensure cooperation. When having this data is essential to evaluation of project outcomes and



impact, partners who can't or won't provide data about their students or other project work will detract from your overall project outcomes. Allowing this to happen may negatively impact your ability to accurately report results of prior support which is essential for future grant proposal success. Be tough about this. It is important. Also, be diligent about adhering to IRB requirements and your Data Management Plan.

## Human Resources

- ❑ **Project Personnel:** Reread the project proposal carefully, noting all personnel who are named. Individuals receiving compensation or release time should appear in the project description and in the budget/budget justification. Make sure that all named individuals understand the time commitment made to the project, or release time that is to be provided. Work with appropriate administrators to get faculty and personnel schedules set up for grant implementation. Be sensitive to the fact that relieving faculty from teaching responsibilities to work on a grant-funded project can be very challenging for those who manage class scheduling and faculty loading. Whether grant-supported time is within a normal work schedule or an individual is being compensated via overload or stipend, reinforce the importance of individuals having dedicated time for grant work as has been planned and/or is necessary to achieve project goals.
- ❑ **Grant Funds Allocation:** The PI should make sure that the college human resources (HR) department knows if a portion of any employee's salary is to be charged to a grant. If there are part-time contracts or overload pay amounts to be charged to the grant, HR should know this in advance of the work being done. It may be the PI's supervisor or someone else needs to have this conversation with HR, but the PI can alert the appropriate person and provide information for this communication.


***BEST PRACTICE TIP:** Code each personnel request with the appropriate budget code that aligns with the budgeted funds for payment.*

## Evaluation

- ❑ **Getting Started:** The PI needs to jump-start this activity. The grant proposal includes an evaluation plan, but the initial plan should be revisited and perhaps expanded as this activity begins. The PI needs to make sure that the evaluator has a contract (or that the bid process has been initiated if the college will hire an evaluator this way). These things do not happen automatically! Someone must request that action be taken to get an evaluation contract in place.

***BEST PRACTICE TIP:** If there were adjustments to the project made during pre-funded negotiations with NSF, this may impact the evaluation plan. Any changes should be discussed with the evaluator and/or may need to be incorporated in an RFP during the bid process.*

- ❑ **Resources:** Evaluation should be integral to your project. For information, tools, and resources to enhance this component of your NSF ATE grant, seek out the services of EvaluATE, an NSF ATE-funded resource for ATE grantees. [www.Evalu-ATE.org](http://www.Evalu-ATE.org)
- ❑ **ATE Survey:** In addition to the specific data and information needed by your evaluator for your project, other data and information are likely to be needed for the project to respond to the annual ATE Program Survey. This survey is administered by EvaluATE, an NSF ATE-



funded initiative based at the Evaluation Center at Western Michigan University. All PIs are expected to respond to this survey and provide requested information. The survey is administered in the February-March timeframe each year. A new survey is developed each year. To get an idea of what to expect, the previous year's survey may be accessed and reviewed on the EvaluATE website.


[https://www.evalu-ate.org/annual\\_survey/survey-info/](https://www.evalu-ate.org/annual_survey/survey-info/)

## Project Work

- ☐ **Managing Timeline:** It has likely been many months since your proposal was finalized and submitted. Once an award letter is received, encourage project team members to re-read the project proposal. Very often, work plans and timelines included in the proposal will need far more specificity than could be included in the proposal to adequately guide project implementation. Begin by expanding the work plan for the first year, confirming activities, deadlines, and responsibilities. For example, preparing for the next ATE PI Conference which is held in October will need to begin in the summer each year when conference information is distributed by the American Association of Community Colleges (AACC) who produces this conference for ATE grantees.
- ☐ **As ATE Grantee:** Are you having fun yet? As you launch your project and reflect on the scope of work you have committed to do, take time to enjoy what you are doing and to appreciate the privilege that it is to have an ATE grant that empowers you to make a difference. The toughest part may be start up as new activities and procedures are being initiated. In the beginning, you don't yet know what impact your work will have. Keep the faith! You may be amazed at all you accomplish by following your plan and implementing your project. Also remember that help is just an email or phone call away. The Mentor-Connect Help Desk ([Mentor-Connect@fdtc.edu](mailto:Mentor-Connect@fdtc.edu) or ph. 843-676-8547), ATE Program colleagues, and Program Officers are available and want to help you overcome the challenges that are inevitable with any project that is designed to bring about change.
- ☐ **Annual Report to NSF:** Annual reports become due 90 days before the anniversary date of your grant award and must be submitted prior to the anniversary of your grant award date. Submit your report about a month prior to this deadline or sooner. Your Program Officer must review and approve your report before it can be accepted by NSF. Mentor-Connect Resource Library resources are available to help: Program Officer tips for preparing your annual report, Guidance in submitting annual reports via Research.gov, and helpful hints from experienced PIs about how to organize and collaborate on report writing and submission. [www.Mentor-Connect.org](http://www.Mentor-Connect.org), Find a Resource.

## Dissemination

- ☐ **Sharing Project Information:** It will be a while before you have significant outcomes or products to share with others, but keep in mind that proposals to present at conferences must be submitted far in advance of the actual event. In the meantime, focus on 1) developing clear communications about what your project will accomplish when successfully completed, 2) who can benefit from what you have done; and, 3) what you expect to learn about technician education in the process. Take an “elevator speech” approach to quickly and succinctly explain your project work (don't expect others to read a description excerpted from your grant). Use pictures and graphics to tell your story and as few words as possible. Check out the “ATE Outreach Toolkit” among resources available from ATE Central, <https://ATECentral.net>.

- 
- ☐ **Website(s):** Having your project information accessible via Internet is often an important component of a dissemination plan. However, don't expect to "build it and they will come." If you have a web presence, you need to proactively work to give people a reason to seek out information about your project. Make it easy for them to look you up and contact you.

*BEST PRACTICE TIP: Quickly set up a web presence for your project by working with ATE Central to establish a "microsite," which they provide for ATE grantees at no cost. You can quickly upload basic information about your project, and you will have a URL to distribute for your project. This will be much faster and more cost effective than creating web pages for your project within your college's website or creating a stand-alone, external website for your project. Should your project evolve into a larger initiative later, microsite content can be transferred to a more robust project website. Go to <https://ATECentral.net> and then find microsite service under the Resources tab. This is the direct link: <https://atecentral.net/microsites>.*

This material is based upon work supported by the National Science Foundation Grant No. 227301. 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. This Mentor-Connect advice was prepared by Elaine L. Craft, longtime ATE PI and PI for Mentor-Connect projects. Updated 8/9/24 [www.Mentor-Connect.org](http://www.Mentor-Connect.org) Email: [Mentor-Connect@fdtc.edu](mailto:Mentor-Connect@fdtc.edu) Phone (843)676-8547

**Still have QUESTIONS?**



**Follow-Up ATE Office Hours:  
Tuesday, November 12th  
at 1:00pm EST**

