Mentor-Connect

ATE Community Support – Addressing Questions on ATE Grants Management During Covid-19

June 10, 2020

1:00-2:00 p.m. Eastern













Welcome & Introductions

Dr. Celeste Carter, NSF Program Director Co-Lead, ATE Program Officer National Science Foundation







Agenda



- Changes in Project
- Annual Reports
- No-cost Extensions
- Budget Adjustments
- Supplemental Funding Requests
- Re-cap
- Q & A with Dr. Carter





- Communicating with your Program Officer
- Preserving original Goals, Intellectual Merit & Broader Impacts
- Revisiting Deliverables, Timeline, and Scope
- Changes as needed to move forward





Program officer

E-mail

- They approve changes
- They want you to succeed







- Integrity of Proposal
 - Goals
 - > Intellectual Merit
 - Broader Impacts







- Deliverables might include
 - Workshops
 - Presentations
 - Course Modifications

- Timeline Solutions
 - Virtual
 - No Cost Extension





- **>** COVID
 - Workshops
 - Travel

- > Non-COVID
 - Change of courses
 - > PI/Co-PI Change





- **>** Timeline
- Sections Information needed
- > How to address shortfalls & change in plans
- Report pitfalls
- > Evaluator's report





- E-mail 90 days
- > Timing for submission







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 (continued)

- 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?





COVID Challenges & Changes

- Activity completion
- Training & travel
- > Faculty teleworking
- Unexpected financial costs changes
- > Evaluator's site visit





Five Report Pitfalls

- 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.





Evaluator

- Communicate with evaluator
- Discuss changes
- Plan the timing for report submission
- Attach external evaluator report





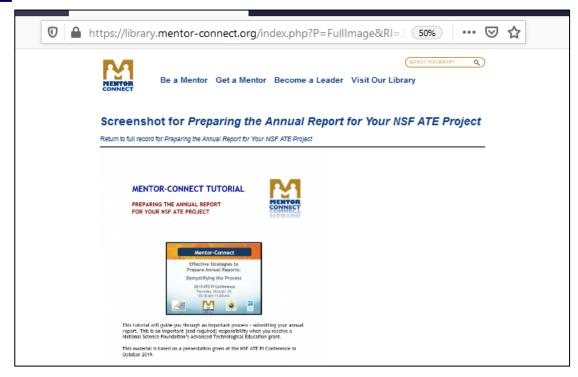


Full copy of presentation entitled:

Effective Strategies for

Preparing Annual Reports:

Demystifying the Process







> What?

- More time to complete your project
- Within same budget

> When?

- > In final months of last year of a grant award
- > Submit notification (or request) 1-2 months before award anniversary

> Restrictions?

- May not have \$0 remaining balance of grant funds at time of request
- May not be just for using unliquidated balances





- > Length?
 - > 12 months
 - Can close out grant sooner if money is gone/work is done
- > Justification?
 - > Work plan must adhere to previously approved objectives of project
- > Types?
 - ▶Grantee approved 1st no-cost extension
 - ➤NSF Program Officer approved subsequent no-cost extension(s)





When to Submit?

- 1st no-cost extension: at least 10 calendar days prior to anniversary date of award (sooner is advisable)
- 2nd no-cost extension: at least 45 days before scheduled grant end date

> What information to supply?

- ➤ Each request must be justified brief statement inserted in text box
- > Plan for work must adhere to previously approved objectives of project

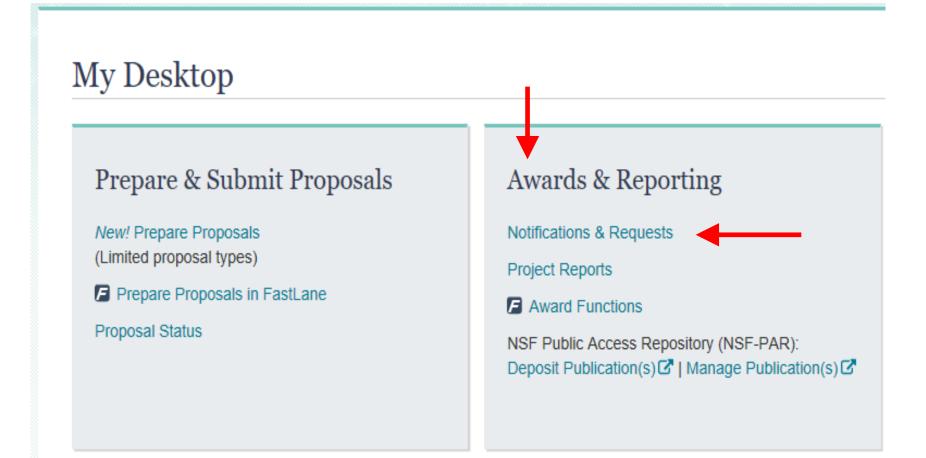
> How to submit?

- PI initiates in Research.gov
- AOR must approve & submit to NSF













Prepare New

Step 1: Select type of change

- \bigcirc All
- Budget Activities
- No-Cost Extensions
- O Changes in Objectives, Scope, or Methodology and other Significant Changes
- O Changes in PI/PD, co-PI/co-PD or Person-Months Devoted to the Project at the Initiation of the Grantee Organization
- Other

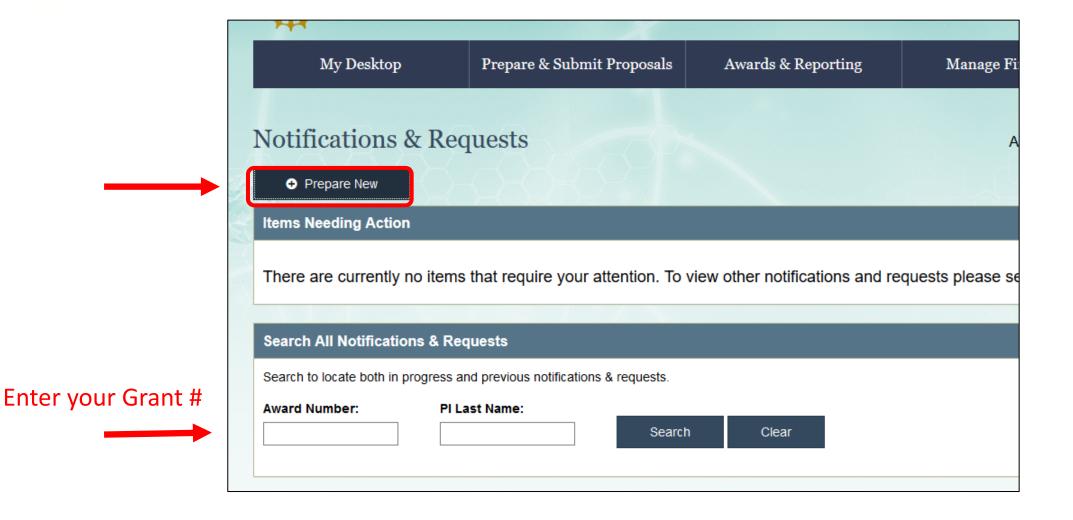
Step 2: Select notification / request

*The "Other Request" option must only be used to submit requests for prior approval specified in PAPPG Chapter X.A.3. that do not already have a specific request type. In addition, it may be used at the direction of NSF or when specified in the applicable terms and conditions. Any request submitted that does not meet these criteria will be rejected.

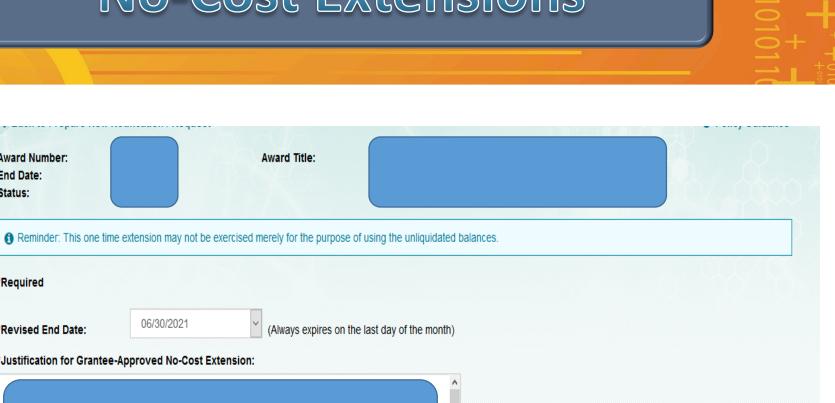
Select Type of Change First

Go









Select revised End Date from Drop Down



Award Number: End Date: Status:

Type in Justification



Revised End Date:	06/30/2021	(Always expires on th	e last day of the month)
Justification for Grantee	e-Approved No-Cost Ex	tension:	
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PAPPG 20-1, Part II -Award Administration and monitoring of Grants and Cooperative Agreements,

Chapter VI: NSF Awards,

Subpart D: NSF Grant Periods,

Subpart 3, Change in Grant Period,

Subpart c, No-cost extensions.



Budget Adjustments

- > PI has authority to move moneywith one exception: Participant Support
- > Restrictions on Participant Support

Program Officer must approve:

\$ moved <u>out of Participant Support</u>, or

\$ moved between categories within Participant Support

F. PARTICIPANT SUPPORT COSTS		
1.	STIPENDS	\$
2.	TRAVEL	\$
3.	SUBSISTENCE	\$
1	OTHED	Ċ

> However, PI has authority to move money into Participant Support



Budget Adjustments



➤ College Policies & Procedures for expenditures must be followed







PAPPG 20-1

"In unusual circumstances, small amounts of supplemental funding and up to six months of additional support may be requested to assure adequate completion of the original scope of work"

But, NSF Programs and Program Officers have additional flexibility





> What?

> Adds additional funding to an existing grant award

> Why?

Circumstances change or opportunities emerge that align with original project goals/objectives

>Types?

- ➤ Additional financial support for work within current goals/objectives
- > Financial support for an additional scope of work that responds to a Dear Colleague Letter opportunity





- Dear Colleague Letters- ATE Funding Opportunities for Grantees
 - NSF 16-007

Dear Colleague Letter: Advanced Technological Education (ATE) Program Support for Manufacturing Innovation Institutes (MIIs) and Investing in Manufacturing Communities Partnerships (IMCPs)

NSF 19-057

Dear Colleague Letter: International Training and Education in Advanced Technologies (ATE-I)

> NSF 20-054

Dear Colleague Letter: Undergraduate Research Experiences in Advanced Technological Education (ATE-URE)





> When to consider?

- Circumstances change or opportunities emerge that align with original project goals/objectives
- Any project year, including no-cost extension year
- ➤ After communicating with your Program Officer

> When to submit request?

- 2 months before money is needed
- Requests may be submitted within any project year





>Length?

> Work to be completed by end date of grant award

> Restrictions?

- Amount of request in a given year is restricted (PAPPG)
- >Limit applies to annual total if multiple requests are submitted

>Notification?

Award amendment is issued via email





How to Request?

- Outline your idea/concept for a supplemental funding request
- Send to your Program Officer and request feedback
- Formally submit a Supplemental Funding request only if Program Officer has informally indicated that it is OK to do so
- NOTE: This is not a new grant proposal





How to submit online request?

- Login to Research.gov
- Under "Awards and Reporting," select FastLane



Automatically transfers from Research.gov to FastLane





In FastLane, Select Award & Reporting Functions



Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- Proposal Functions
- Award And Reporting Functions
 - Change PI Demographic Information Disabled in FastLane. Go to My Profile in Research.gov.
 - Research.gov Functions





Select Supplemental Funding Request Next, select grant



Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- Notifications and Requests
- Continuation Funding Status
- **○** View/Print Award Documents
- Project Reports Disabled In FastLane, Log In to Research.gov



- Supplemental Funding Request
- Research.gov Functions





- Information required?
 - Summary of Proposed Work
 - Justification
 - Budget & Budget Justification
- ➤ If responding to **Dear Colleague Letter**, see the letter for additional specifications and funding limits.







PAPPG 20-1, Part II -Award Administration and monitoring of Grants and Cooperative Agreements,

Chapter VI: NSF Awards,

Subpart E: Additional Funding Support,

Subpart 4, Supplemental Support



Grant Management Strategies

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- Changes in Project
- Annual Reports
- No-cost Extensions
- Budget Adjustments
- Supplemental Funding Requests



Additional Resources

https://library.mentor-connect.org/





Be a Mentor Get a Mentor Become a Leader Visit Our Library

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The library contains print resources, webinars, and links to other helpful sites. Users will find the most current grant proposal guides and updates from the NSF, webinars conducted by Mentor-Connect for all aspects of grant writing, sample documents provided by former and current grantees, and a large supply of informational articles.

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New Resources



Contact Us

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Mentor-Connect: Leadership Development and Outreach for ATE

NSF DUE # 1501183 and #1840856

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