

# 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



Elaine Craft

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

# Changes in Project



Pamela Silvers

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



# Changes in Project



Program officer

- E-mail
- They approve changes
- They want you to succeed



# Changes in Project



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



# Changes in Project



- Deliverables might include
  - Workshops
  - Presentations
  - Course Modifications
  
- Timeline Solutions
  - Virtual
  - No Cost Extension

# Changes in Project



- COVID
  - Workshops
  - Travel
  
- Non-COVID
  - Change of courses
  - PI/Co-PI Change



# Annual Reports



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



# Annual Reports



- E-mail - 90 days
- Timing for submission



# Annual Reports



## 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



# Annual Reports



## 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?



# Annual Reports



## COVID Challenges & Changes

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



# Annual Reports



## 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.



# Annual Reports



## Evaluator

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





# Annual Reports



Full copy of presentation entitled:

Effective Strategies for  
Preparing Annual Reports:  
Demystifying the Process

https://library.mentor-connect.org/index.php?P=FullImage&RI=3 50%

MENTOR CONNECT

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

SEARCH THE LIBRARY

**Screenshot for *Preparing the Annual Report for Your NSF ATE Project***

Return to full record for *Preparing the Annual Report for Your NSF ATE Project*

MENTOR-CONNECT TUTORIAL

PREPARING THE ANNUAL REPORT FOR YOUR NSF ATE PROJECT

**Mentor-Connect**

Effective Strategies to Prepare Annual Reports: Demystifying the Process

2019 ATE PI Conference  
Thursday, October 24  
10:30 AM - 11:00 AM

This tutorial will guide you through an important process - submitting your annual report. This is an important (and required) responsibility when you receive a National Science Foundation's Advanced Technological Education grant.

This material is based on a presentation given at the NSF ATE PI Conference in October 2019.

# No-Cost Extensions



## ➤ 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

# No-Cost Extensions



## ➤ 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 - 1<sup>st</sup> no-cost extension
- NSF Program Officer approved - subsequent no-cost extension(s)

# No-Cost Extensions



## ➤ 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








# No-Cost Extensions

Log-in to [Research.gov](#) (same NSF # and password as FastLane)  
Select “[Notifications & Requests](#)” under [Awards & Reporting](#)

## My Desktop

### Prepare & Submit Proposals

*New!* Prepare Proposals  
(Limited proposal types)

 Prepare Proposals in FastLane

Proposal Status

### Awards & Reporting

Notifications & Requests

Project Reports

 Award Functions

NSF Public Access Repository (NSF-PAR):

Deposit Publication(s)  | Manage Publication(s) 

# No-Cost Extensions



## Prepare New

### Step 1: Select type of change

- All
- Budget Activities
- No-Cost Extensions
- Changes in Objectives, Scope, or Methodology and other Significant Changes
- 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

# No-Cost Extensions



My Desktop   Prepare & Submit Proposals   Awards & Reporting   Manage Fi

## Notifications & Requests

[+ Prepare New](#)

### Items Needing Action

There are currently no items that require your attention. To view other notifications and requests please se

### Search All Notifications & Requests

Search to locate both in progress and previous notifications & requests.

**Award Number:**    **PI Last Name:**      

Enter your Grant #







# No-Cost Extensions



Select revised End Date from Drop Down



Type in Justification



Award Number:  Award Title:   
End Date:   
Status:

**Reminder:** This one time extension may not be exercised merely for the purpose of using the unliquidated balances.

**\*Required**

**\*Revised End Date:**  (Always expires on the last day of the month)

**\*Justification for Grantee-Approved No-Cost Extension:**

Characters remaining: **463** (out of 1200 max)

# No-Cost Extensions



More information about no-cost extensions:

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



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+  
+010  
+  
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+

➤ PI has authority to move money ...with one exception: Participant Support

➤ Restrictions on Participant Support

Program Officer must approve:

\$ moved out of Participant Support, or

\$ moved between categories within Participant Support

## F. PARTICIPANT SUPPORT COSTS

- |                |          |
|----------------|----------|
| 1. STIPENDS    | \$ _____ |
| 2. TRAVEL      | \$ _____ |
| 3. SUBSISTENCE | \$ _____ |
| 4. OTHER       | \$ _____ |

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

# Budget Adjustments



- Budget reallocation impact on indirect costs? A business office concern
- College Policies & Procedures for expenditures must be followed



# Supplemental Funding



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 .....

# Supplemental Funding



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+ + +010  
+ +010  
+

## ➤ 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



# Supplemental Funding



- 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)



# Supplemental Funding



## ➤ 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



# Supplemental Funding



## ➤ 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



# Supplemental Funding



## 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

# Supplemental Funding



## How to submit online request?

➤ Login to Research.gov

➤ Under “Awards and Reporting,” select FastLane



**F**

Award Functions

➤ Automatically transfers from Research.gov to FastLane

# Supplemental Funding



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](#)



# Supplemental Funding



Select Supplemental Funding Request  
Next, select grant #



FastLane

[Home](#)

[News](#)


[Comments](#)

[Change Password](#)

[nsf.gov](#)

## 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](#)

# Supplemental Funding



- **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.





# Supplemental Funding



More information about **Supplemental Funding:**

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





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



# Additional Resources

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

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SEARCH THE LIBRARY 

Welcome to Mentor-Connect's Resource Library. The purpose of this library is to provide a comprehensive, interactive collection of resources that can be utilized by STEM faculty, administrators, grant writers, mentors, mentees, etc. to further serve the goal of Mentor-Connect to advance technician education and leadership development by supporting potential, current, and former grantees of the NSF ATE program.

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

Celeste Carter – [vccarter@nsf.gov](mailto:vccarter@nsf.gov)

Elaine Craft – [Elaine.Craft@fdtc.edu](mailto:Elaine.Craft@fdtc.edu)

Pamela Silvers – [pamelajsilvers@abtech.edu](mailto:pamelajsilvers@abtech.edu)

# Q & A



**Dr. Celeste Carter, NSF Program Director  
Co-Lead, ATE Program Officer**

[Mentor-Connect@fdtc.edu](mailto:Mentor-Connect@fdtc.edu)

## **Mentor-Connect: Leadership Development and Outreach for ATE**

NSF DUE # 1501183 and #1840856

**Elaine Craft, Principal Investigator**

SC ATE Center of Excellence

Florence-Darlington Technical College - Florence, SC 29501

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

