

# ADVANCED TECHNOLOGICAL EDUCATION

# GETTING STARTED



ATE Principal Investigators' Conference  
Washington, DC  
October 25, 2023



# ATE GETTING STARTED 2023

Pre-Conference Workshop – October 25, 2023 – 9:00am-Noon EDT

<b>Welcome (Celeste Carter)</b>	<b>9:00am</b>
<b>The ATE Program</b> Celeste Carter (NSF, ATE Program)	<b>9:10am</b>
<b>Grant Management Keys to Success</b> Angela Turner (NSF, Division of Grants and Agreements)	<b>9:35am</b>
<b>Getting Started with ATE Central</b> Edward Almasy (ATE Central)	<b>10:00am</b>
<b>Question &amp; Answer Break</b>	<b>10:25am</b>
<b>Evaluation</b> Erika Sturgis (EvaluATE)	<b>10:35am</b>
<b>Grant Implementation / ATE Mentoring</b> Elaine Craft (Mentor-Connect)	<b>11:00am</b>
<b>Question &amp; Answer Wrap-Up</b>	<b>11:25am</b>
<b>NSF Program Officers Meet &amp; Greet</b>	<b>11:30am</b>

# PRESENTATIONS





## Getting Started Workshop

V. Celeste Carter

ATE Lead Program Director  
Division of Undergraduate Education  
National Science Foundation

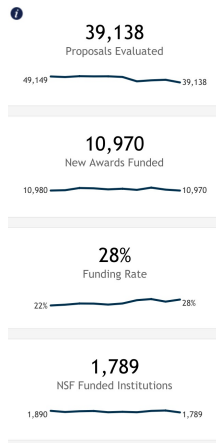
AACC/NSF National ATE Principal Investigators  
Conference  
October 25, 2023

## NSF Agenda

- Award Management
  - General Information on ATE and reporting
  - Office of the Inspector General
  - Office of Budget, Finance, and Award Management, Division of Grants and Agreements (DGA)

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At a  
Glance

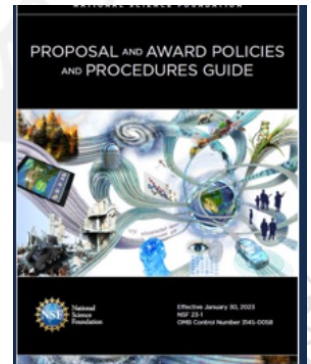


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## Part I: Grant Proposal Guide (GPG) and Part II: Award & Administration Guide (AAG)

### 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



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## Accountability

**Where does the money come from that is supporting your project?**

- You need to report and document the impact and effectiveness of your project to NSF (Annual Reports\*)
- NSF uses all your information to document the impact and effectiveness of the ATE program to Congress and to other stakeholders (ATE Annual Survey\*)

\* Required of all awardees

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## Reporting

### Annual reports

- Due 90 days before the anniversary of your award
  - Find the annual report template and save it. [Where would you look for the template?](#)
  - These 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)

When is your annual report due?  
(check your letter or check the awards database)

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## Reporting, con't.

Research.gov: single sign in and template for reports

See appendix for report sections

You can attach .pdf files

- External evaluator's report; photographs, etc.
- Be concise and 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!!!!

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## 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

**Final Report:** only covers final year of project, follows same template

**Project Outcomes Report:** due same time as final, a brief summary, prepared specifically for the public, posted on the NSF website exactly as it is submitted and will be accompanied by a disclaimer

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## Advisory Boards



### Advisory boards

Often a good idea for a project to have one  
If you have one, USE IT!!!  
Program vs project advisory board  
They are NOT evaluators for your project



### National Visiting Committee (only for Centers)

Only 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

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## 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 language presents the requirements clearly and emphasizes the need for someone other than the Principal Investigator to declare the relevant exemptions.



IRB approvals need to be updated yearly (approvals not exemptions)

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## Working with NSF ATE Program Officers

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

- **Please** put your award 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

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## 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>



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## How to find information about NSF awards www.nsf.gov

award search

Recommended by National Science Foundation

[NSF Award Search](#)  
https://www.nsf.gov/awardsearch/  
Search through a database of NSF-funded projects, including both in-process and completed awards. Information includes abstracts that describe the research and names of principal investigators and their institutions.

[NSF Award Search: Simple Search](#) - NSF - National Science Foundation  
www.nsf.gov/awardsearch/  
Awards Simple Search Overview of Award Search Features. Search award for: Use double quotes for exact search. For example "water vapor". Active Awards ...

[NSF Award Search: Advanced Search](#) - NSF - National Science Foundation  
www.nsf.gov/awardsearch/advancedSearch.jsp  
Simple Search Advanced Search Popular Searches Download Awards Send Comments Award Search Help Awards Advanced Search Overview of Award Search ...

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Award Abstract # 2300188  
National Information Technology Innovation Center (NITIC)

NSF Org: DUE  
Division Of Undergraduate Education

Recipient: COLUMBUS STATE COMMUNITY COLLEGE

Initial Amendment Date: August 30, 2023

Latest Amendment Date: August 30, 2023

Award Number: 2300188

Award Instrument: Standard Grant

Program Manager: Paul Tymann  
pymann@nsf.gov (703)292-2832  
DUE Division Of Undergraduate Education  
EDU Directorate for STEM Education

Start Date: September 1, 2023

End Date: August 31, 2028 (Estimated)

Total Intended Award Amount: \$7,475,000.00

Total Awarded Amount to Date: \$7,475,000.00

Funds Obligated to Date: FY 2023 = \$7,475,000.00

History of Investigator: Lawrence McWhorter (Principal Investigator)  
lmcwhorte@csc.edu  
Diane Hess (Co-Principal Investigator)  
Kyle Jones (Co-Principal Investigator)  
Rajiv Malkan (Co-Principal Investigator)

Recipient Sponsored Research Office: Columbus State Community College  
550 E SPRING ST  
COLUMBUS  
OH US 43215-1722  
(614)287-2639

Sponsor Congressional District: 03

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## Reviewing Proposals for NSF

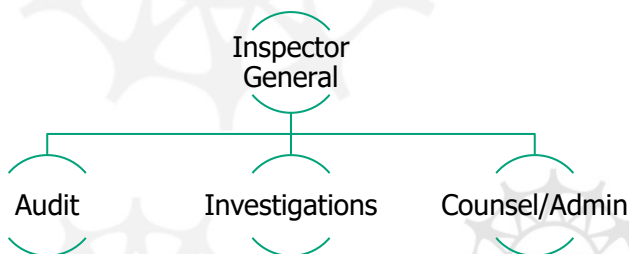
- Great professional development
- Service to the education community
- Opportunity to forge new collaborations
- Send your Program Officer a 2-page CV
- Not just ATE: DUE (IUSE, S-STEM, Noyce), DRL, DGE, HRD programs

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## Questions?



## Office of the Inspector General OIG Organizational Chart



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## 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

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## Typical Allegations

- Research Misconduct (FFP)
  - NOTE: We review FFP for possible civil/criminal violations
- 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)

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## 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

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## Knowing the Rules

- The Solicitation lists items NSF funds **may not** be used for, including:
  - replacement equipment or instrumentation that does not significantly improve instructional capability;
  - teaching aids (e.g., films, slides, projectors, "drill and practice" software);
  - vehicles, trailers, laboratory furnishings, or general utility items such as office equipment (including word-processing equipment), benches, tables, desks, chairs, storage cases, and routine supplies;
  - maintenance equipment and maintenance or service contracts;
  - the modification, construction, or furnishing of laboratories or other buildings;
  - the installation of equipment or instrumentation (as distinct from the on-site assembly of multi-component instruments--which is an allowable charge).
- You will be held accountable for what is in the Solicitation and award letter, grant conditions, etc.
- OIG may investigate you if you break the rules.

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## 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

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## Whistleblower Protection

- **NSF Federal employees** are protected if they make a whistleblower disclosure to the U.S. Office of Special Counsel, OIG, or a supervisor.
- **Employees of NSF contractors and grantees (subcontractors and subgrantees)** are protected if they make a whistleblower disclosure to their management, and OIG, or an official responsible for investigating misconduct.
- **All of the above** are also protected for communication to Congress or the media.
- Info on whistleblower protection is available on our website and the OSC website.

<https://www.nsf.gov/oig/whistleblower.jsp>  
<http://www.osc.gov>

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## Reporting

Anonymous Hotline  
1-800-428-2189

2415 Eisenhower Avenue  
Alexandria, VA 22314  
ATTN: OIG HOTLINE

E-mail  
[oig@nsf.gov](mailto:oig@nsf.gov)

Web  
<https://www.nsf.gov/oig/>

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National Science Foundation  
Office of Budget, Finance and Award Management  
Division of Grants and Agreements

2023 ATE PI Conference

**GRANT MANAGEMENT KEYS TO SUCCESS**

Angela Turner, Acting Team Leader  
[aturner@nsf.gov](mailto:aturner@nsf.gov); 703-292-7524

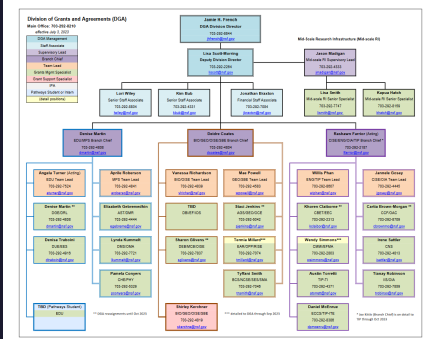
Khoren Claiborne, Grants Officer  
[kclaibor@nsf.gov](mailto:kclaibor@nsf.gov) ; 703-292-2313

October 2023

### DGA MISSION STATEMENT

"Support the issuance of NSF assistance awards and other agreements by providing business, financial, and award administration assistance from pre-award through closeout."

DGA organization chart with contact info for award-specific questions:  
<http://www.nsf.gov/bfa/dga/docs/liaison.pdf>



## KEY TOPICS

WHAT IS MY ROLE?

QUESTION FOR FUN

NOTIFICATIONS & REQUESTS

PROCESSING DELAYS

KEY TAKAWAYS

Q&A SESSION

### PRINCIPAL INVESTIGATOR (PI)

is the individual(s) designated by the proposer, and approved by NSF, who will be responsible for the scientific or technical direction of the project.

### SPONSORED RESEARCH OFFICE (SRO)

Full responsibility for the conduct of project activity and for adhering to the award conditions. Must ensure that the institution is in compliance to all applicable Federal requirements and to manage all expenditures and actions prudently.

### PROGRAM OFFICER (PO)

Program Divisions/Offices are responsible for the scientific, technical and programmatic review and evaluation of proposals for recommending that proposals be declined or awarded.

### GRANTS MANAGEMENT SPECIALIST (GMS)

is responsible for the award and administration of the majority of NSF's assistance awards – i.e., grants, cooperative agreements, and fellowship awards, recommended for support by NSF program offices.

## QUESTION

HOW MANY ACTIONS DO YOU THINK DGA PROCESSED LAST FISCAL YEAR?

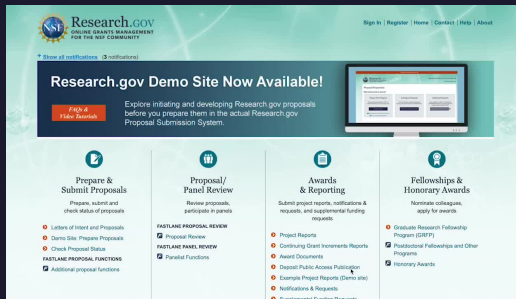
## ANSWER

IN FY2022, DGA PROCESSED:

**16,873** FUNDED ACTIONS INCLUDING  
OVER **5,000** POST AWARD AMENDMENTS  
OVER **500** PI TRANSFERS

## NOTIFICATION & REQUESTS

www.Research.gov



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## TOP 3 REASONS FOR DELAYS IN AWARD PROCESSING



### OVERDUE PROJECT REPORTS

Annual Project Reports (APR), Interim Reports, Final Annual Project Reports (FPR), and Project Outcomes Report for the General Public (POR).



### NOT FOLLOWING SOLICITATION REQUIREMENTS

DGA reviews the proposal to ensure budgetary and administrative conditions are in accordance with the solicitation.



### UNALLOWABLE OR UNJUSTIFIED BUDGET ITEMS

PAPPG II.D.2.f(xiii) & 2 CFR 200, Subpart E provides comprehensive information regarding costs allowable under Federal awards.



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## 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 administrative questions: Contact the Sponsored Research Office (SRO)
- ▶ For award-specific questions: The Sponsored Research Office (SRO) should contact the Grants Management Specialist (GMS)

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THANK YOU!  
QUESTIONS?

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## ADDITIONAL RESOURCES


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## UNIFORM GUIDANCE COST PRINCIPLES (2 CFR 200)



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**UNALLOWABLE COSTS**  
IN EVERY CIRCUMSTANCE

**ALCOHOLIC BEVERAGES**  
Costs of alcoholic beverages are unallowable.  
**2 CFR 200.423**

**COSTS OF ENTERTAINMENT**  
Including amusement, diversion and social activities, and any costs directly associated with such activities (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities) are unallowable.  
**2 CFR 200.438**

**MEALS & COFFEE BREAKS**  
No funds may be requested for meals or coffee breaks for intramural meetings of an organization or any of its components, including, but not limited to laboratories, departments, and centers.  
**2 CFR 200.432**



2023 NSPAA of HBCUS, Inc.

**NEW PAPPG (NSF 23-1) EFFECTIVE JANUARY 30, 2023**

"The Proposal & Award Policies & Procedures Guide (PAPPG) is comprised of documents relating to the Foundation's proposal and award process for the assistance programs of NSF."

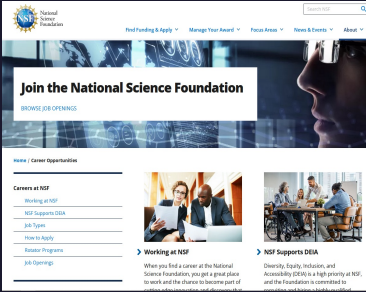



**SCAN ME**



<https://www.nsf.gov/bfa/dias/policy/>

Career Opportunities | NSF  
<https://beta.nsf.gov/careers>





2023 ATE PI Conference



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 – 5,000+ subscribers)



<http://atecentral.net/submitevent>

ATECENTRAL Scout

ATECENTRAL

ATE 101 Community Resources Events About

Q Search

### Add Event

Submit Event

Title: 2022 Annual ATE R Conference In Person

Event Title: 2022 ATE R Conference In Person

Description: The 2022 ATE Conference - Documenting & Advancing the Skilled Technical Workforce will be held as a participant option. ATE grantees may also fulfill their NSF grant requirement through participation in the virtual component of the conference. The conference will bring together more than 400 NSF ATE grantees and their project partners to focus on advanced technological education. Key people working on ATE projects across the country will provide participants represent community colleges, business and industry, secondary school centers, and first-year college centers of area, such as information technology, engineering technology, science, and nanotechnology, and others.

URL: https://www.atecentral.net

Event Registration: none registered

Type: ☐ Conference Meeting ☐ Speaker Student Event ☐ Summit Webinar ☐ Workshop

ATE Area: ☐ Advanced Manufacturing Technology ☐ General Advanced Technological Education ☐ Agricultural and Environmental Technology ☐ Information and Security Technology ☐ Bio and Chemical Technology ☐ Micro and Nanotechnology ☐ Engineering Technology

Release Page: ☐ Not OK for Viewing ☐ OK for Viewing

Date and Time: Start Date: Oct 26, 2022 End Date: Oct 26, 2022 ATE Day: No Yes

Registration Overview: ☐ Registration Available

Video Recording: ☐ Video Recording

Presentation Materials: ☐ Choose File ☐ No File Selected

Submit:  
Conferences  
Meetings  
Summits  
Webinars  
Workshops  
Student Events

<http://atecentral.net/submitevent>

Submit An Event

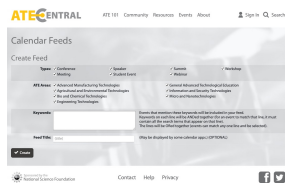
ATECENTRAL Scout

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/calendarfeeds>

ATECENTRAL Scout

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

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 (AACCC, AAAS), professional and trade associations



<http://atecentral.net/socialmedia>

ATECENTRAL Scout

ATECENTRAL

ATE 101 Community Resources Events About

Q Search

### ATE Social Media Directory

Here is an online directory of ATE centers and projects that are using social media, along with some ATE partners and collaborators, so that you can easily find them for best practices, professional development, and staying in touch with the ATE community.

ATE Centers	
Advanced Technology Environmental and Energy Center (ATEEC)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Building Efficiency for a Sustainable Tomorrow (BEST) Center	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Center for Advanced Automation Technology (CAAT)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Center for Renewable Energy Advanced Technological Education (CREATE)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
EastTEC: Technological Education Center for Deep and Hard-of-Hearing Students	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
EastATE Evaluation Resource Center for Advanced Technological Education	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Florida Advanced Technology Education Center for Manufacturing (FLATE)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
GoFish Center	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Laser and Fiber Optics Regional Center	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Marine Advanced Technology Education Support Center	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Nanotechnology Applications and Career Knowledge Resource Center (NACK Center)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
National Center for Automotive Technology Education (NATE)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
National Center for Supply Chain Automation	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
National Convergence Technology Center (CTC)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
National Community Training and Education (NCTE) Center	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
National CyberWatch Resource Center	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Northeast Advanced Technological Education Center (NEATEC)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Northeast Biomanufacturing Center and Collaborative (NBCC)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Regional Center for Next Generation Manufacturing (RNGM)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Regional Center for Nuclear Education & Training (RCNET)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Support Center for Microsystems Education (SCME)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>
Weather and Ecology Science and Technology Alliance (WESTA)	<a href="#">f</a> <a href="#">t</a> <a href="#">y</a> <a href="#">in</a>

<http://atecentral.net/socialmedia>

ATECENTRAL Scout

Social Media Directory





What can ATE Central do for me?

## Help You Connect and Learn

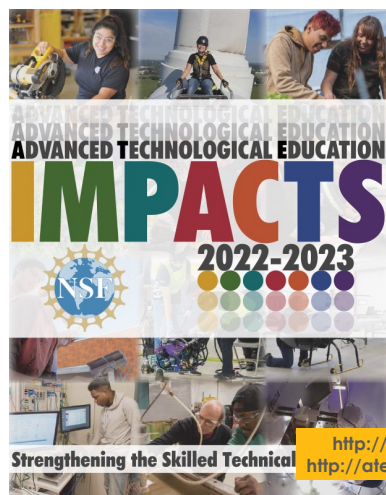
### ATE Office Hours

- 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



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

ATECENTRAL Scout

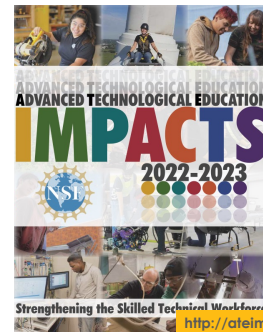
ATE Impacts Book

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** (2022-2023 includes a Foreword by President Joe Biden)
- **Free** printed copies available upon request



<http://ateimpacts.net>

ATECENTRAL Scout

### ATE IMPACTS

2022 ATE #1 Conference: Celebrating 30 Years of Advancing Technological Education

#### IMPACTS AT A Glance

IMPACTS AT A Glance is a comprehensive overview of the ATE community, providing a snapshot of the current state of the field. It includes information on the ATE community, the ATE community's goals, and the ATE community's achievements. It is a valuable resource for anyone interested in the ATE community.

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<http://ateimpacts.net>

ATECENTRAL Scout

ATE Impacts Blog

### ATE Impacts

South Central College

When Amanda Parker, president of South Central College, was approached by instructor Doug Laven to start a mechatronics program, she was immediately supportive. Parker and Laven received an ATE grant to develop portable training technology which enabled them to easily improve the mechatronics education available at the college. These trainer panels do not require expensive and hard-to-find equipment, and thanks to industry partnerships, are kept up-to-date with real industry needs and technology. South Central College also connected with high schools in Minnesota and Nebraska to bring mechatronics into those high schools, creating a clear path from high school to college to a career.



### ATE Impacts

Columbus State Community College

Columbus, OH  
Car manufacturers Honda projected a shortage of electromechanical technicians in the near future, so they partnered Columbus State Community College in the hopes of developing an "intentional collaborative model" to train students in new manufacturing technologies. Jessica Scott, McLenore noted that they would "have to be creative and collaborative... because [technology] is changing so rapidly." ATE funding allowed the college to adjust their curriculum, which enables students to study at the college while also working three days per week, such that students would have more advanced technical skills upon graduation. Additionally, Honda can fit the college what they need, and the college can fine-tune their program at real time, making Honda, as a manufacturer and employer, part of the solution to the workforce-education gap.



### ATE Impacts

Pellissippi State Community College

Knox County, TN  
With over 400 water and sewer utilities across the state, Tennessee was experiencing a serious worker shortage in wastewater and drinking water treatment plant operators. Part of the issue was that the exams to be certified as an operator are very difficult to pass, and the education programs were no longer up to speed. To resolve this, industry partnered with Pellissippi Community College to develop an interdisciplinary program that trains new operators to pass the exams successfully, utilizing ATE funding to gain up-to-date equipment and software. One of the first students of the program, Nicholas Galloway, received such a thorough education that he passed his certification exam and received full-time employment before he even graduated.



### ATE Impacts

Asnuntuck Community College

Enfield, CT  
Accounting manufacturing workforce issues in their home state of Connecticut, Karen Woszyński-Birch and Asnuntuck Community College sought to revamp their curriculum and change the perception of manufacturing careers. By partnering with local industry, the college successfully developed three programs that enable graduates to hit the ground running thanks to hands-on experience, internships, and even international experience. All of this was made possible with funding through ATE grants, which have made the manufacturing program at Asnuntuck the largest of its kind in the state and a new gold standard for manufacturing education.



<http://ateimpacts.net/videos>

ATECENTRAL Scout

ATE Impacts Videos

## 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

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## Questions? Find **ATECENTRAL** Here

### Upcoming ATE Office Hours

**Getting Started Follow-Up**  
Tue, Nov 7th at 1:00pm EST

**ATE Year In Review**  
Tue, Dec 12th (tentative)



<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)

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

# Evaluation & the ATE Survey



## Getting Started Workshop

ATE Principal Investigators  
Conference  
October 11, 2023

**Erika Sturgis**  
Data Analyst, EvaluATE  
erika.sturgis@wmich.edu



All resources mentioned in this  
presentation are available from

[bit.ly/start-eval](https://bit.ly/start-eval)



## Getting Started with ATE Evaluation



## Getting to Know EvaluATE

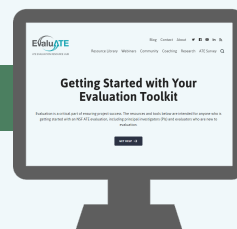


## Preparing for the ATE Survey



## Getting Started with ATE Evaluation

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



### 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



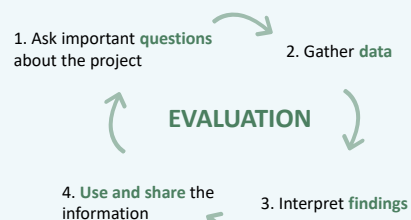
##### Evidence

Demonstrate project impact



### 1. Getting Started with ATE Evaluation

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

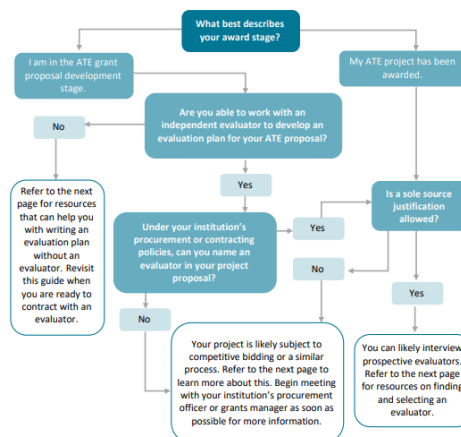


## 1. Getting Started with ATE Evaluation

### Who is your evaluator?



## Mapping Out the Evaluator Procurement Process



## 1. Getting Started with ATE Evaluation

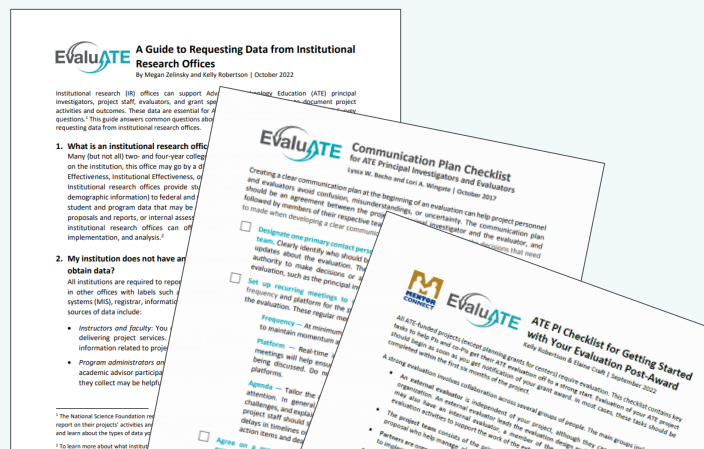
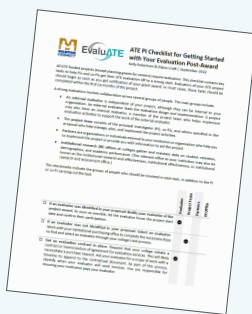
### Who is your evaluator?



## 1. Getting Started with ATE Evaluation

### How do you launch your evaluation?

1. Establish a formal agreement with your evaluator
2. Create a detailed evaluation plan
3. Set up regular meetings with your evaluator
4. Identify data you will need for the evaluation and other reporting purposes
5. Contact your institutional research office



## 1. Getting Started with Your ATE Evaluation

### How do you launch your evaluation?



## 2. Getting to Know EvaluATE

- ✓ What and who is EvaluATE?
- ✓ What does EvaluATE do?



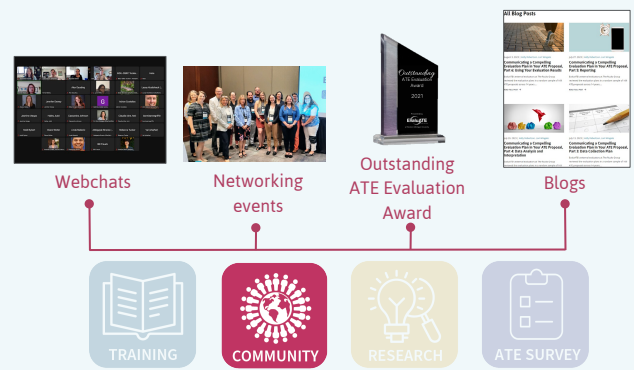
[www.evalu-ate.org](http://www.evalu-ate.org)





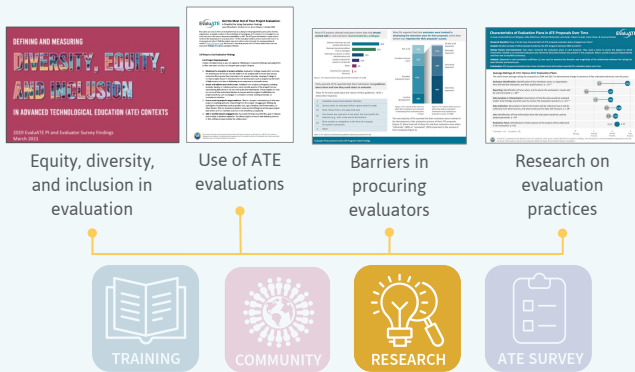
## 2. Getting to Know EvaluATE

### What does EvaluATE do?



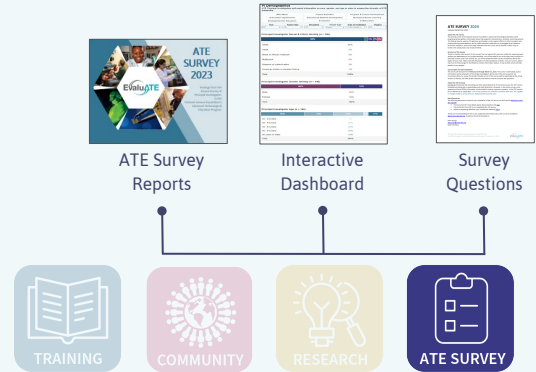
## 2. Getting to Know EvaluATE

### What does EvaluATE do?



## 2. Getting to Know EvaluATE

### What does EvaluATE do?



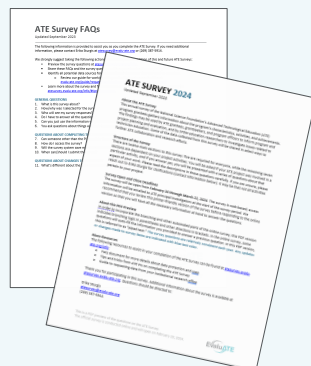
## 2. Getting to Know EvaluATE

### What does EvaluATE do?



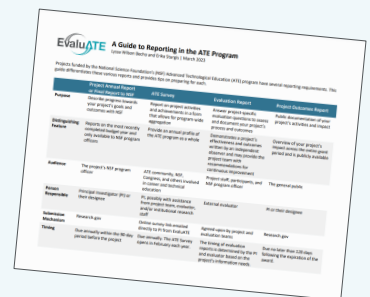
## 3. Preparing for the ATE Survey

- ✓ What is the ATE Survey?
- ✓ What is your responsibility for the survey?
- ✓ How can you prepare for the survey?



## 3. Preparing for the ATE Survey

- ✓ Share your project's activities and achievements in a way that can be aggregated and reported to NSF, Congress, and other stakeholders
- ✓ Not the same as the required annual report to NSF
- ✓ Required by NSF for all ATE projects





### 3. Preparing for the ATE Survey

#### What is your responsibility for the survey?

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



### 3. Preparing for the ATE Survey

#### How can you prepare for the survey?

- ✓ Mark your calendar:  
The ATE Survey opens on February 20, 2024
- ✓ Review the 2024 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 [bit.ly/ate-survey-reports](https://bit.ly/ate-survey-reports)



## 3 Main Takeaways



Evaluation is key to a successful ATE project



EvaluATE is here to help!



Prepare for the ATE Survey



All resources mentioned in this presentation are available from

[bit.ly/start-eval](https://bit.ly/start-eval)





## Mentor-Connect



Elaine Craft  
PI



Emery DeWitt  
Co-PI



Rick Roberts  
Co-PI



Pamela Silvers  
Co-PI



### Getting Started Pre-Conference Workshop

ATE PI Conference  
Tuesday, October 24, 2023



### Mentoring & Technical Assistance . . .

#### *Before funding*

- Proposal development & funding processes

#### *After funding*

- Project start-up and management (PI 101)



### Timeline . . .



. . . So Much to Do!

What, How, & When to do What?

3



### HOT TOPICS! NOW

- Financial - budget, accessing funds, contracts
- Time & Effort Reporting
- Communications
- Work Plan
- Data & Evaluation

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

6





## Communications

- External
- Internal
- NSF

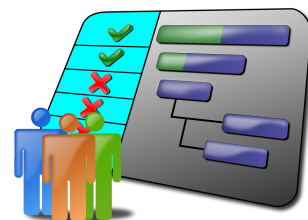


7



## Work Plan

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



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!

11



## 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\*\*\**

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## HOT TOPICS! LATER

- ATE Annual Survey
- NSF Reporting
- Dissemination



11



## NSF Grant Management Checklist: Getting Started


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


## Plus, more from the Mentor-Connect Resource Library:


- No-cost extensions
- Budget reallocations
- Supplemental funding


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Connect with Mentor-Connect





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

 [843.676.8541](tel:843.676.8541)

 [mentor-connect@fdtc.edu](mailto:mentor-connect@fdtc.edu)

 [ATEMentorConnect](https://www.facebook.com/ATEMentorConnect)

 [@Mentor\\_Connect](https://twitter.com/Mentor_Connect)

 [LinkedIn.com/MentorConnect](https://www.linkedin.com/company/MentorConnect)

Help Desk



### Leadership Development and Outreach for ATE

NSF DUE #1840856 & 2227301

Elaine Craft, Principal Investigator

SC ATE Center of Excellence

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



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# SUPPLEMENTARY





# 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.	
<p><b>Additional Tips</b></p> <p>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.</p>		<p>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.</p>	<p>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.</p>	<p>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.</p>
<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 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](#).





# ATE Getting Started Workshop



## Mentor-Connect

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 cross-walk assigned accounting codes to your grant budget line items.
- Contracts and personnel agreements are essential for people to do the work that is planned. These need to be requested.
- 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.
- 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.
- The Mentor-Connect team provides help for PIs as they navigate the requirements and challenges of ATE Project implementation:

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



☐ **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>

☐ **COMMUNICATION-PARTNERS/CONTRACTORS:** Be certain to 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. Very often with subsequent grants you will 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 person in 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>

☐ **FINANCIAL-TRACKING/MANAGING GRANT FUNDS:** The PI needs to make sure he or she knows the specific budget codes the college has assigned to your 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 cross-walk 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!

☐ **FINANCIAL-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!

☐ **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.

☐ **DATA - 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.

☐ **HUMAN RESOURCES-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.

☐ **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>

☐ **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.

☐ **EVALUATION-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)

☐ **EVALUATION-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.

☐ **PROJECT WORK-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.

☐ **PROJECT WORK-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 awhile 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>.

☐ **DISSEMINATION-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>.

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Updated 09/16/2023 [www.Mentor-Connect.org](http://www.Mentor-Connect.org)

Email: [Mentor-Connect@fdtc.edu](mailto:Mentor-Connect@fdtc.edu) Ph. (843)676-8547

**Still have QUESTIONS?**



**Follow-Up ATE Office Hours:  
Tuesday, November 7th at 1:00pm**