ATE Impacts: Project Nomination Form

Please use the template below to tell us about your ATE project or a project you wish to nominate. If you are nominating a project that is not your own, you may need to work with them to gather information for the nomination. This form, along with the other items asked for below, should be emailed to *ATEimpacts@scout.wisc.edu* by **October 13, 2017**.

**1. Begin by saving this Word file with the name of the project that you are nominating appended to the file name.**(e.g.*ATE Impacts Project Nomination Form – PhotonicsRGreat.docx*)

**2. Provide PI and Project Info.**

Project Name:

NSF DUE Award #:

Principal Investigator’s Name:

PI’s Email:

PI's Phone Number:

Institution Name:

Institution Location (City & State):

Project End Date:

Project Website URL:

**NOTE:** *If you (or the project you are nominating) do not have a website, it does not rule out being included – ATE Central will help put some basic material about any project online for free, using the ATE microsite service.*

**3. Tell us the story of your project.**

**Impact Statement**

Provide us with text (400 words or fewer) about the impact of your project, such as how it has benefited students, faculty, industry partners, or your own institution.

Think about this as a way to tell someone you've just met about the best thing you have accomplished with your project and why it matters. In the past, *ATE Impact* publications have been shared with prospective students, their families, community college faculty, secondary school guidance counselors and teachers, Congressional representatives, and industry partners.

*(impact statement here)*

4. **Show us the impact with pictures.**

**Photo Guidelines**

Ideal photos offer an interesting, close-up perspective (within 3-5 feet) of students, faculty, or industry partners working together with technology in classroom or industry environments.

a. Provide us with at least three high-resolution photos that illustrate the impact of your project. High resolution photos are 2,100 pixels x 1,500 pixels (300 dpi when printed at 5 X 7). Rule of thumb, use at least a 5 megapixel camera (the iPhone 6 is an 8 megapixel camera) and save the image in the least compressed format (TIF, PNG, or maximum-quality JPEG/JPG).

b. Number and label each photo with your project's name (e.g. *PhotonicsRGreat-1.jpg*, *PhotonicsRGreat-2.jpg*, etc).

c. In addition to the Impact Statement, include a sentence below for each photo that describes what is happening and who is in the picture (e.g.“First-year students learn about installing solar panels by working with local industry experts”).

d. For each person photographed, you must have signed photo releases that grant permission for their image to be reprinted without remuneration in electronic and print formats. We expect you to keep these signed releases for your records and for verification if there is a question in the future.

**NOTE:** *Having photo releases is critical – images from previous* ATE Impact *publications have been reused by the HI-TEC conference organizers, the American Association of Community Colleges, and the National Science Foundation.*

*(photo captions here)*

**5. Share your evidence.**

**Support your impact statement with data**

We’ll create charts and/or tables to highlight your work, but we need the data for them from you.

a. Please provide a spreadsheet with data that might be interesting to others, and helps show how your project has grown or had an impact on key audiences. Examples might include how enrollment has grown in your program, how numbers of student internships have risen, how graduation rates in your program have gone up, or how many of your graduates are employed in a STEM career or pursuing additional education.

b. Include a sentence below that explains the point you would like to make with the data.

*(impact data explanation here)*

**6. Email your submission to** *ATEimpacts@scout.wisc.edu***, attaching this template (renamed for the project being nominated), at least three photos labeled with the project's name, and an Excel file with impact data by October 13, 2017.**