

# COMPONENTS OF AN EFFECTIVE ANNUAL PROGRESS REPORT

These items should be tied to both the project goals and the NSF goals.

**Part I. Participants and Partners (“Participants” Section of FastLane project report)** Include in this section only those who have made major contributions to the project or spent significant time on the project. What people have worked on your project? What other organizations have been involved as partners? Have you had other collaborators or contacts?

**Part II. Executive Summary (Approximate Length: 1 page) (“Activities and Findings” section of FastLane project report)**

The Executive Summary includes:

- A brief overview of your project
- A short description of **MAJOR** accomplishments;
- The numbers of faculty and students you have impacted directly and also indirectly and how they were impacted. (faculty workshops, materials, etc.); and
- A measure of what was changed by your activities

**Part III. Narrative of Report: (Total for all parts below: approximately 8 to 12 pages) (“Activities and Findings” section of FastLane project report) (see next page for more details)**

- a) Major achievements and progress to date.
- b) Training and development opportunities for faculty and teachers.
- c) Processes used in materials development including alpha testing, field testing, and validation by industry.
- d) Dissemination activities such as presentations, outreach to schools, work with other institutions, work with industry.
- e) Dissemination activities such as publications, videos, software, Web site, and major articles or publications.
- f) Impact information on students, faculty, and institutions, including numbers (i.e., Include information on how faculty, students, and institutions have changed and how many of each where impacted.)
- g) Processes used for student recruitment and retention.
- h) Awards, special contributions, major innovations, etc.
- i) Evaluation activities.
- j) Cost Sharing sources and amounts (per award letter).
- k) Additional support from sources other than NSF (e.g., industry, academic, government).
- l) Aspects where the project is either on schedule or ahead of schedule.
- m) Small additions to or small changes to project.
- n) Difficulties in achieving milestones and potential solutions.
- o) Major changes in scope of project
- p) Significant carry-over of funds (> 20%).

**Part IV. Addenda: (Send by email to your program director, or by mail if only hardcopy documents are available. Do not normally submit via FastLane, although they can sometimes be attached as PDF files .)**

The additional items provide data supporting the narrative. They should include:

- a) A copy of the National Visiting Committee and other Advisory Board and Steering Committee reports.
- b) A copy of the evaluator’s report.
- c) Products such as commercial publications, software, CD-ROMs, videos.
- d) Copies of awards received and major news items.
- e) Pictures where available.
- f) Other relevant major information.

**Preferred Due Date for Reports:**

For continuation grants: by March 31 of each year.

For standard grants: by July 31 of each year.

## NSF FastLane

**Annual and Final Reports must be submitted via FastLane. It is recommended that projects include the components in the following places. You can use cut and paste into a FastLane screen and in some cases use a PDF file. FastLane is still being developed so if the FastLane screens have changed somewhat, follow as closely as you can.**

### ***Participants*** Section of FastLane

Include information here only about the major participants and partners (those who receive significant funds, work significant hours on the projects, make major contributions, etc.)

What people have worked on your project?

What other organizations have been involved as partners?

Have you had other collaborators or contacts?

### ***Activities and Findings*** Section of FastLane

1. Describe the major research and education activities of your project.

Insert **Part II Executive Summary** Here.

The Executive Summary includes:

- A brief overview of your project
- A short description of **MAJOR** accomplishments;
- The numbers of faculty and students you have impacted directly and also indirectly and how they were impacted. (faculty workshops, materials, etc.); and
- A measure of what was changed by your activities

2. Describe the major findings from these activities.

Use this as default section. Insert everything that does not fit nicely elsewhere. Include in this section.

(a) **Major achievements and progress to date.**

(c) **Processes** used in **materials development** including alpha testing, field testing, and validation by industry.

(f) **Impact information** on students, faculty, and institutions, including numbers (i.e., Include information on how faculty, students, and institutions have changed and how many of each were impacted.)

(g) **Processes** used for **student recruitment and retention.**

(i) **Evaluation activities.**

(j) **Cost Sharing** sources and amounts (per award letter).

(k) **Additional support** from sources other than NSF (e.g., industry, academic, government).

(l) **Aspects where the project is either on schedule** or ahead of schedule.

(m) **Small additions** or small changes to project.

(n) **Difficulties** in achieving milestones and potential solutions.

3. Describe the opportunities for training and development.

Include **Training and development opportunities for faculty and teachers.**

4. Describe the outreach activities your project has undertaken.

Include **Dissemination activities such as presentations, outreach to schools, work with other institutions, work with industry.**

### ***Publications and Products*** Section of FastLane

Include here **Dissemination activities such as publications, videos, software, Web site, and major articles or publications.**

### ***Contributions*** Section of FastLane

Include here **Awards, special contributions, major innovations, etc.**

### ***Special Requirements*** Section of FastLane

Include here **Major changes in scope of project and significant carry-over of funds.** These require program director approval. Request for these can be done by FastLane.