

NSF Graduate Teaching Fellows in K-12 Education Program

Guidelines for Preparing Annual Report

The purpose of the **Annual Report** is to inform NSF about project activities and how the project is achieving its goals in a timely manner. Annual Report data may also be used to determine the effectiveness of the project in meeting its objectives. All projects should have an external evaluator. Annual Reports should be submitted to the NSF GK-12 Program Director via FastLane at least 90 days prior to the expiration date of the grant as per NSF guidelines. The essence of the Annual Report is that the Principal Investigator, External Evaluator, Fellows, and Teachers interact to produce a quality picture of project activities based on their positions in the GK-12 project.

The Annual Report can consist of three parts as described below: Part I. *Principal Investigator Report*, Part II. *External Evaluator Report*, and Part III. *Collaborative Response Report*. The total report should be about 15 pages (see suggested length for each section).

Part I: Principal Investigator Report (5 Pages)

Use the NSF FastLane Reporting Structure and attach relevant documents as portable document files (PDF).

A. Participants

- (1) Senior Personnel - Include each PI, Co-PI, Post Doc, Evaluator, Project Manager or other personnel associated with the project activities over the last year of funding. List all senior personnel in a data table and provide the following information for each one: (1) description of the position, (2) length of time on project, (3) Institutional affiliation and position, and (4) statement of contribution.
- (2) Graduate Students – List all graduate fellows funded over the last year of the project. Also provide a separate list of prior graduate fellows funded and their progress towards career goals. List graduate students in a data table and provide the following information for each one: (a) year in graduate program (Masters or PhD), (b) major, (c) research topic, (d) statement of graduate location and nature of graduate work, and (e) race/ethnicity and gender.
Fellows Tracking – Include past Fellows, graduation status, degree obtained, current position, e-mail and phone.
- (3) Organizational Partners – Include each partner (K-12 schools, zoos, museums, industry, other). List the partners in a data table and provide the following information: (a) characteristics of partner school (urban, suburban, rural, socioeconomic data, academic standing), (b) description of activities, (c) number of fellows and teachers at each location, (d) name of fellow and teacher teams at each location if applicable, and (e) subject areas and grade level fellow and teacher teams teaching.
- (4) Other Collaborators – Include each collaborator or institution and contributing dollars, goods or services. List the collaborators in a data table that also includes a statement of contribution.

B. Project Summary

- (1) Goals and Activities - List short and long-term project goals and objectives for fellows, faculty, and institutions. Summarize how activities have helped project meet these goals and objectives. Provide a general description of the project activities and the involvement of fellows, teachers and institutions. Activities should fit into one or more of the categories listed below. (PI may add others, if necessary, to give a more accurate formative picture of their project.)
 - (a) Training, workshops, seminars and/or professional development for fellows and teachers,
 - (b) Curriculum materials adopted or developed,
 - (c) Communication (presentations, publications and other modes of communication associated with project activities),
 - (d) Published articles in journals or chapters in books (authors, titles of works, names of journals or books, volume number, page numbers)
 - (e) Books published (as a result of GK-12 activities, include the title, authors, publisher)
 - (f) Website developed (as result of GK-12 activities—include complete URL)

Part II: External Evaluator's Report (5-7 Pages)

Please note: Only for projects that started after 2005. Attach documentation as portable document files (PDF).

A. Project Goals and Methods

- (1) Provide a description of the project's short-term and long-term goals and objectives
- (2) Provide evaluation methods based on goals
 - (a) Describe the general design and methods of the evaluation based on the formative and summative measures of the project for all participants
 - (b) Summarize data collection, analysis, instruments, protocols, or other procedures and tools used in the evaluation

B. Evaluation Findings Executive Summary

- (1) Present findings for the evaluation questions, highlighting most important or interesting
- (2) Include tables and figures, representative quotations, and other forms of relevant data
- (3) Focus on presenting evidence that each project goal is being achieved and the extent, confidence or validation to which data may triangulate findings

C. Recommendations for Principal Investigator and Project

- (1) Generate a specific list of recommendations for the PI and project leadership team based on the formative evaluation findings and project goals
- (2) Include recommended actions and timeframes as appropriate

Part III: Collaborative Response Report (3 pages)

Please note: Only for projects that started after 2005. It is recommended that Principal Investigator and External Evaluator collaborate on the Annual Report. Please attach documentation as portable document files (PDF).

- A. Respond to recommendations focusing on how to incorporate them into practice
- B. Develop timeframe for the appropriate actions
- C. Discuss project goals and measured outcomes and the potential impact on the issues surrounding sustainability.

For 2006, Principal Investigators and Project Managers will continue to report to Quantum Research Corporation (QRC). Beginning in 2007, Fellows and Teachers (lead teachers in some cases) will be paired by the project staff to report their data to the QRC database, based on project goals, activities, and experiences. It is the responsibility of the Principal Investigator to ensure that Fellows and Teachers collaborate in reporting the data, accomplishing it as a team. The information should be provided to QRC no later than one week prior to the closing date for data collection.