

IGERT Annual Reporting Guide

A Primer for PIs to use while completing the IGERT Annual Survey on www.igertweb.org

1a. Project Characteristics

Most of the questions have a yes/no or checkbox type answers except the last question, as shown below.

Indicate the amount of funds from the current year of IGERT support that will be carried over to the next year.

\$ Total funds carried over to the next year

- This is the bottom line number that you are carrying from your grant year to the next grant year. For example, if your IGERT was awarded in September 2012 you will estimate the funds carried over into September 2013. When completing the 2012-2013 Annual Report in May 2013 you will have to estimate the amount that will be spent by September 2013.

\$ Participant support costs carried over to the next year

- This is the total from Participant Support Costs (Section F of the budget pages) from the grant year being carried over to the next grant year. This number is a subset of the number above.

\$ Stipends carried over to the next year

- This is the total from Participant Support Costs (Section F of the budget pages) from the grant year being carried over to the next grant year, but only line F.1, stipends. This number is a subset of the number above.

Please secure these numbers from your SRO or your accounting office to be as accurate as possible and then project forward to the end of your grant year.

1b. Research Achievements

Please describe up to three interdisciplinary research achievements/discoveries/outcomes that demonstrate how your IGERT project has been particularly effective in attaining the interdisciplinary research goals set during this reporting period. These may include important research findings, extending knowledge in your interdisciplinary theme research area, or research advances made possible through the interdisciplinary teamwork in your IGERT project.

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- Please ensure that the write-up does not only list activities -- focus on *achievements*. What was the outcome, why was it important?

I approve making the First Research Achievement available for use on the IGERT Resource Center Web site, viewable by the general public, as it is written.

- Checking the above checkbox allows the NSF to post the achievement on the www.igert.org website.

1c. Education Achievements

Please describe up to three achievements/outcomes that illustrate exceptional added value to the trainees' educational experience during this reporting period. Please focus on overall programmatic achievements, rather than the achievements of individual trainees.

- These include results from creating interdisciplinary courses, laboratory rotations, and other educational activities that were proposed and implemented in your IGERT.

1d. Trainee Achievements

Please describe up to three research or education achievements/outcomes involving either a single trainee or a group of trainees made possible through the participation of trainees in your IGERT project during this reporting period.

- These are outcomes related to a specific trainee or group of trainees.

1e. Barriers to Implementation

Please identify and describe up to three key barriers you have encountered in the process of implementing your IGERT project during this reporting period. For each barrier identified, briefly describe how your project has responded. (Please use a separate text box for each barrier and response.)

- Sample barriers include curricular development and implementation, challenges to the trainees in meeting pre-requisites for courses, administration of the IGERT, or recruitment.

1f. Outreach Activities

Please report any outreach activities involving your IGERT project that occurred during this reporting period. Outreach activities include your IGERT project, IGERT faculty, and/or IGERT trainees being featured in the media (e.g., TV, radio, magazine articles) or talks, presentations, or workshops given to school groups, civic groups, non-scientific based professional groups, members of the government, or the general public.

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- In all outreach activities and documentation, please acknowledge IGERT grant (in interviews, and in written documents).

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1g. NSF Highlights

NSF Highlights may be related to one of the achievements reported in sections 1b, c, or d, but will include greater detail and images. When writing your Highlight, please clearly describe how the interdisciplinary theme of your IGERT project made this work possible, as distinct from what might have been possible through only a single-discipline research or education grant. Also, please write the Highlight such that a general audience can grasp the importance, value, and merit of the research, the educational outreach, or whatever results you are highlighting. For maximum effectiveness, consider opening with a statement of what the research team has achieved why it is important, then explaining what problem is being solved; what obstacle is being overcome; or what new discovery was made. **All IGERT projects are expected to submit at least one significant highlight by the end of their 3rd year.**

- Guidelines to writing highlights are provided in the instructions. (Available on the page.)

2. IGERT Project Personnel, Trainee, and Associate Details

Trainee

Any student who is receiving funding from the IGERT project during this reporting period is a **Funded Trainee**. A student who has received IGERT funding in the past and continues pursuing a graduate degree at your institution is a **Formerly Funded Trainee**. The status of a trainee may change from year to year. NOTE: Students who have participated in training activities associated with the IGERT project but have **never** received IGERT funding should not be reported as Trainees. They should be reported as Associates (see below).

- **All Trainees**, whether Funded Trainees or Formerly Funded Trainees, must be reported by the PI during each reporting period. This reporting is required until each trainee graduates or departs from the institution. **All trainees** are required to submit a Trainee Survey.

Associate

A graduate student participating in your IGERT project who has never been funded by IGERT is an **Associate**. No information on Associates is required by the IGERT survey, and the submission will not be affected by whether information on or provided by these Associates is included. However, *adding these students' names to the system and providing information on their histories in the project allows these students to complete a survey identical to the Trainee Survey so that their experience with the IGERT project will be included in the IGERT database.*

3a. Trainee Preparation in Multidisciplinary/Interdisciplinary Research

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Briefly describe up to three of the promising practices for preparing IGERT trainees to conduct collaborative research that transcends traditional disciplinary boundaries. For each, select the most appropriate measure used by your IGERT project during this reporting period to identify the practice as a promising practice.

- A promising practice is a technique or methodology that, through experience and research, has proven to reliably lead to a desired result. In IGERT, the desired result is to help Trainees conduct interdisciplinary research. Measure means a way of identifying the technique as a promising practice. What method can be used to measure the effectiveness of the practice in terms of the desired result? Promising practices are something that you believe that others should follow to accomplish the same objective (since it is a promising practice!).

3b. and 3c are yes/no questions or multiple choice checkboxes, but include text boxes for describing communication of science training (required under the America COMPETES Reauthorization Act of 2010)

3d. Tactics for Recruitment and Broadening Participation

One objective of IGERT is to create a program strategy and a plan for recruiting, mentoring, retaining, and graduating US graduate students. This includes efforts targeting members of groups under-represented in science and engineering. With these goals in mind, please respond to the following questions for this reporting period.

The first question asks if there is a plan in place. See below:

- Do you have an overall, active plan with a specific set of goals and timelines for the recruitment and retention of trainees, including specifics for broadening participation of groups underrepresented in science and engineering?
 - The expected answer is YES. If you say no, you have to explain why you don't have a plan.

Following the question are three boxes to fill in promising practices.

Regardless of your response to the previous question, please describe up to three of the promising practices for recruiting qualified trainees to your IGERT project during this reporting period.

- Following this are multiple choice or yes / no type questions related to recruiting.

3e. International Opportunities

Part 1

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Briefly identify up to three training experiences or components that provided exceptional "added-value" for preparing IGERT Trainees to be successful in international / global science and engineering. NOTE: This can include US-based experiences.

Part 2

Responding to the remaining questions is mandatory only for IGERT projects with explicit funding for the international component.

- These are yes/no or multiple choice questions followed by three text boxes for research or educational achievements related to the international component.
 - Briefly identify up to three research or educational achievements resulting from the international component. Each achievement may involve a single Trainee or a group of Trainees.

3f. Partnerships / Collaborations

Were there active partnerships / collaborations outside of your university through your IGERT project during this reporting period?

NOTE: Examples include other academic institutions (including IGERT partners), industrial or business partners, government agencies and laboratories, and nonprofit organizations. If you are in doubt about whether to include information on a specific relationship between your IGERT project and another organization, please **include** the information.

Please describe each partnership or collaboration by choosing the type of organization your IGERT project worked with below and entering the details on the form that follows. Repeat this step until all partnerships / collaborations are listed.

4a. Project Evaluation

Do you have an overall plan with milestones and timelines for measuring progress toward attaining key IGERT project goals?

- The expected answer is YES.

If your IGERT project paid for professional evaluation services external to the IGERT institution, or used expertise internal to your institution to aid in the evaluation process, please share the contact information.

- Please describe a key **insight** and your **response** (if any) that has been identified through assessment and evaluation during this reporting period.

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4b. Institutional Impacts

Please consider your responses to the following in light of changes/impacts that have occurred in your institution as a result of your IGERT project during this reporting period.

(Mark all that apply)

- Multiple response question with a list to check from.

Please describe a demonstrated institutional change (if any) that has occurred during this reporting period due to IGERT:

- Text box for response

5. Publications/Presentations

5a. Journal Articles in Refereed Publications

Please provide citations in American Psychological Association (APA) format for all the Journal Articles in Refereed Publications resulting from your IGERT project to which you (the PI) or any other personnel or trainees (Co-PI or Advisors, Funded Trainees, Formerly Funded Trainees, Associates) associated with your IGERT project contributed. It is recommended that you create one document listing the appropriate Journal Articles in Refereed Publications since the last annual report and upload it. Please press the Enter key after each entry in your .txt file so that each entry starts on a new line. Keep a copy of this document for your records in the event you need to edit it later.

Journal Articles in Refereed Publications During the Current Reporting Period

Only articles that have been published either electronically or in print should be included in this section. Please do not include articles that are in preparation, under review, submitted but not accepted, or accepted but not yet published either electronically or in print. For electronic publications, please include the date of publication and digital object identifier (DOI) number if available. **All entries in this section must include either issue/page numbers OR DOI number.**

Mark all author(s) who ever received funding from the IGERT project as IGERT Trainees with asterisks (*).

- Non-conformance in this section is the most common reason why an Annual Report is returned.

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- Only Trainees – Funded or Formerly Funded - should be marked with an asterisk (*) in the Publications, Presentations, and Patents section. Often there are names of Co-PIs with asterisks that are not found in the personnel section. Please check all publications to ensure that all Funded and Formerly Funded Trainees appearing in the personnel section are identified with an asterisk. Please be sure to list all publications from everyone associated with the project. The asterisk is for Trainees only.
- Only citable references should be listed. Please remove papers “in press,” “in review,” “submitted,” “in preparation,” “in planning,” etc., from the lists. Some journals provide a digital object identifier (DOI) before the paper is published. The DOI is acceptable. Papers “submitted,” “in press,” “in review,” etc., can be listed under non-refereed publications (see next section).

5b. Journal Articles in Non-Refereed Publications

Please provide citations in American Psychological Association (APA) format for all the Journal Articles in Non-Refereed Publications resulting from your IGERT project to which you (the PI) or any other personnel or Trainees (Co-PI or Advisors, Funded Trainees, Formerly Funded Trainees, Associates) associated with your IGERT project contributed. It is recommended that you create one document listing the appropriate Journal Articles in Non-Refereed Publications since the last annual report be created and upload it. *Please press the Enter key after each entry in your .txt or file so that each entry starts on a new line.*

- Mark the author(s) who are Funded or Formerly Funded Trainees with asterisks (*).
- In addition to papers that are “submitted” and in various stages of publication listed here, you may list articles in magazines and other forms of publications that are not peer reviewed in the journal sense.

5c. Books

Please provide citations in American Psychological Association (APA) format for all the Books resulting from your IGERT project to which you (the PI) or any other personnel or Trainees (Co-PI or Advisors, Funded Trainees, Formerly Funded Trainees, Associates) associated with your IGERT project contributed. It is recommended that one document listing the appropriate Books since the last annual report be created and uploaded. *Please press the Enter key after each entry in your .txt or file so that each entry starts on a new line.*

- Only books that have been published (in print) should be included in this section. Please do not include books that are in preparation, under review, submitted but not accepted, or accepted but not yet published.

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- Mark the author(s) who ever received funding from the IGERT project as IGERT Trainees with asterisks (*).

5d. Book Chapters

Please provide citations in American Psychological Association (APA) format for all the Book Chapters resulting from your IGERT project to which you (the PI) or any other personnel or Trainees (Co-PI or Advisors, Funded Trainees, Formerly Funded Trainees, Associates) associated with your IGERT project contributed. It is recommended that one document listing the appropriate Book Chapters since the last annual report be created and uploaded. *Please press the Enter key after each entry in your .txt or file so that each entry starts on a new line.*

Only Book Chapters that have been published (in print) should be included in this section. Please do not include books chapters that are in preparation, under review, submitted but not accepted, or accepted but not yet published.

- Mark the author(s) who ever received funding from the IGERT project as IGERT Trainees with asterisks (*).

The remaining sub sections in Section 5 follow the same pattern as above.

5e. Patent Applications

5f. Patents Awarded

5g. Conference Publications

5h. Conference Presentations

6. Trainee and Associate Survey Monitoring

Your Trainees must complete their surveys before you can submit your data to NSF. Use this screen to notify Trainees that the survey is open, check their progress, and reopen their surveys, if necessary. (There is a check box to notify)

- You do not need to send a survey notification to students who were Formerly Funded Trainees that have either graduated or left the institution.

Be sure that you have entered all of the Project Advisors for Question 2 before notifying your trainees. Students will need advisor data in order to complete their surveys.

You can also monitor Co-PI and Advisor survey status in this section.

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Finally, there are detailed instructions and help screens and explanations for icons available on the survey main page, on the left main menu section, starting with “instructions”, and “help with this screen”.

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Timing:

Ninety days before the end of your current project year, a FastLane automated notice will be sent to the PI indicating that an Annual Report is now due.

The PI has 90 days from the due date to complete and get their Annual Report approved by the NSF Program Officer in FastLane. If this deadline is missed, the Report becomes **overdue**, resulting in a FastLane block for all NSF activities for the PI and all Co-PIs. (No funding can be released and no requests can be fulfilled, i.e, PI/Co-PI change, cost extension, budget reallocation, etc.)

For IGERT, the process of submission is as follows:

1. Complete the annual survey by visiting www.igertweb.org.
2. The IGERT annual survey website - www.igertweb.org - will notify the NSF Program Officer via email that the Annual Report has been submitted. Once you submit the Annual Report, you cannot change it without directly contacting IGERTweb staff requesting the change and the reasons for it – email: support@igertweb.org.
3. The NSF Program Officer will review the survey and correspond with the PI to request the changes identified to be made. At that point, www.igertweb.org reopens your survey for changes to be made. Once complete you need to resubmit the survey to NSF.
4. Once the NSF Program Officer approves the survey, you will be notified and www.igertweb.org will generate an official PDF file to use as your Annual Report. This is the official PDF version of your approved Annual Report. Do not attempt to create a PDF file by printing the survey data to a PDF file. The www.igertweb.org-generated PDF file will have a unique NSF banner at the top in blue and the sections will not appear in boxes. If the Report is printed to PDF outside of this system, the sections will appear in boxes and the file will as well.
5. You will download the official PDF file from www.igertweb.org and go to FastLane and upload the official PDF file into FastLane. Do not complete the FastLane Annual Report manually (as is customary for all other research grants). Simply upload the PDF file as a single document Annual Report. FastLane forces you to provide some publications. Indicate no publications for FastLane purposes, since your PDF has the publications in it. FastLane sends a notice to the NSF Program Officer that an annual report has been submitted.
6. The NSF Program Officer opens the document submitted in FastLane and makes sure that it is the official annual report that she/he approved in www.igertweb.org. Once confirmed, the Report is approved in FastLane.

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Until the annual report is approved in FastLane, your annual reporting requirement has **not** been met. Getting approval from www.igertweb.org submission is only an intermediate step.

A similar survey instrument will be filled out for the Final Report. This will be discussed separately.

To go through a demo of the PI annual report:

1. Go to: <https://www.igertweb.org/>
2. Enter the grant number: arecord
3. Enter the password (12 a's in a row): aaaaaaaaaaaaa

To go through a demo of the Trainee/Associate annual report:

1. Go to: <https://www.igertweb.org/trnee.cfm>
2. Enter the user name: jbull
3. Enter the password (12 a's in a row): aaaaaaaaaaaaa