

TO: BIO REU Site Awardees
RE: Annual Report Guidance
Date: June 10, 2013, updated on August 24, 2017

Annual reports should be submitted via Research.gov (www.research.gov). The report template provides several text boxes requesting specific information, but it is also possible to upload additional information in PDF format. For each section of the report, up to 4 PDF files with a maximum size of 5MB each can be uploaded (if needed).

PLEASE do not say “see PDF” in the template text boxes. Please provide some summary information in each of the relevant text boxes, as that will allow NSF to search the annual reports for key information when compiling NSF-wide reports. Additional details should be included in attached documents.

A detailed 35-page guide on using the report template is available at: http://www.research.gov/common/attachment/Desktop/NSF_RGov_RPPR_ScreenshotsandInstructions_102412.pdf. A shorter document that shows the major sections of the report and all of the questions is appended (beginning on page 3). You are encouraged to read through these documents to better understand what information is being sought by NSF.

The following briefly summarizes the key elements specific to REU Site programs. Pay particular attention to the text highlighted in yellow. The report has 6 major sections.

ACCOMPLISHMENTS SECTION

Major Goals – this is primarily the list of what was proposed and should remain the same from year to year.

What was accomplished? This section allows NSF to assess whether satisfactory progress is being made. There are 4 text boxes under this section, which are:

Major Activities – provide a list of activities with brief summary information. This list should include all important key elements of the REU Site program, for example, any workshops, seminars, orientation, ethics/RCR training, etc.

Specific Objectives – state what your specific goal was in terms of number of participants, including your self-declared goal for diversity (if any), and whether the goal was achieved

Significant Results – include results of your recruitment efforts, any presentations or talks, and the results of the assessment effort (including the common assessment tool). Include summary data on the overall demographic characteristics of both the applicant and participant groups, to the extent known.

Key Outcomes or other achievements - include a list of student presentations with titles of their abstracts (actual abstracts may be attached as a PDF file but this is not required)

Training/Professional Development Opportunities –elaborate on training/professional activities provided to students

Dissemination Activities – report any outreach activities that were done

Planned Activities – If you are tweaking your program, please describe the proposed changes and why

PRODUCTS SECTION

This is where you report any publications (including submitted manuscripts), book chapters, web sites (provide URL), etc.

PARTICIPANTS SECTION

List all participants who worked on the project for at least 1 month or 160 hrs, whether supported on the grant or other sources. Group all REU participants together when entering their names. **IMPORTANT:** Select “Research Experience for Undergraduates (REU)” in the drop down under “Most Senior Project Role.” This will trigger other REU fields to show up that need to be completed. Your report will be returned if this section is not complete!

As soon as your report is submitted, the system will send an email to each REU participant listed in the report. The email will request the participant to provide demographic information using a provided url and temporary PIN. Please encourage your students to do this – remind your students when this is likely to happen. Alternatively, you may want to email your students to alert them about the email request, and do this just before you submit the report.

The remaining 3 sections have self-explanatory questions. These sections are:

IMPACTS SECTION

CHANGES/PROBLEMS SECTION

SPECIAL REQUIREMENTS SECTION



NSF Project Reporting Format

This document has been developed to provide Principal Investigators (PIs), co-PIs, and research organizations with:

- a listing of the questions that will be asked in the new NSF project reporting format;
- assistance in planning for the submission of the report; and
- a tool to help PIs collaborate with other contributors in answering these questions, if needed.

The project reporting service on Research.gov and the associated [help documentation](#) provides more detailed instructions and contextual assistance.

Note: NSF project reports are not cumulative and should always be prepared for the specific project reporting period only.

PIs should NOT complete and upload this document to Research.gov in order to meet your reporting requirement. You are required to enter text in the text boxes available

Accomplishments

You have the option of selecting “nothing to report” in this section.

What are the major goals of the project?

What was accomplished under these goals (you must provide information for at least one of the 4 categories below)?

Major Activities:

Specific Objectives:

Significant Results:

Key outcomes or other achievements:

What opportunities for training and professional development has the project provided?

How have the results been disseminated to communities of interest?

What do you plan to do during the next reporting period to accomplish the goals?

NOTE: You may upload PDF files with images, tables, charts, or other graphics in support of the Accomplishments section. You may upload up to 4 PDF files with a maximum file size of 5 MB each.

Products

You have the option of selecting “nothing to report” in this section. There are no limitations to the number of entries you submit and you can also pull information directly from Thomson Search when using the online tool on Research.gov.

Within the Products section, you can list any products resulting from your project during the specified reporting period, such as:

Journals:

Books:

Book Chapters:

Thesis/Dissertations:

Conference Papers and Presentations:

Other Publications:

Technologies or Techniques:

Patents:

Inventions:

Licenses:

Websites:

Other Products:

NOTE: You may upload PDF files with images, tables, charts, or other graphics in support of the Products section. You may upload up to 4 PDF files with a maximum file size of 5 MB each.

Participants

There are no limits on the number of participants you list for this section; however, you must list participants who have worked one person month or more for the project reporting period. You have the option of selecting “nothing to report” in this section. For Research Experience for Undergraduates (REU) sites and supplements, specific questions will be listed in this section. The online service will also ask for additional information on participants such as:

- What individuals have worked on the project?
- What organizations have been involved as partners?
- Have other collaborators or contacts been involved?

What individuals have worked on the project?

Name	Most Senior Project Role	Nearest Person Month Worked

What other organizations have been involved as partners?

The online service will also ask you for additional information such as:

- Type of Partner Organization
- Name
- Location
- Partner’s contribution to the project

Have other collaborators or contacts been involved? Yes No

Impacts

You have the option of selecting "nothing to report" in this section.

What is the impact on the development of the principal discipline(s) of the project?

What is the impact on other disciplines?

What is the impact on the development of human resources?

What is the impact on physical resources that form infrastructure?

What is the impact on institutional resources that form infrastructure?

What is the impact on information resources that form infrastructure?

What is the impact on technology transfer?

What is the impact on society beyond science and technology?

Changes / Problems

If not previously reported in writing to the agency through other mechanisms, provide the following additional information or state, "Nothing to Report", if applicable.

Changes in approach and reason for change:

Actual or Anticipated problems or delays and actions or plans to resolve them:

Changes that have a significant impact on expenditures:

Significant changes in use or care of human subjects:

Significant changes in use or care of vertebrate animals:

Significant changes in use or care of biohazards:

Special Requirements

This report section is only available when Special Requirements are specifically noted in the solicitation and approved by the Office of Management and Budget.

NOTE: You may upload PDF files in support of the Special Requirements section. You may upload PDF files with a maximum file size of 10 MB each. There is no limit to the number of files uploaded.