Congratulations on your Kansas NSF EPSCoR award!

As a condition of your award, you must complete interim and final project reports. When requested, you will also be expected to provide data about project outcomes and scholarly productivity of project personnel for five years following the end date of your award. This information is used to complete required reports to the National Science Foundation (NSF) and the Kansas Technology Enterprise Corporation (KTEC) and to demonstrate the effectiveness of the Kansas NSF EPSCoR (KNE) program to the state and federal elected officials who provide funds for the program. These reports are vitally important to the success of the EPSCoR program and future funding to the state.

KNE collects information for different purposes to be used in different ways:

I. Standard reporting data specific to each KNE project. Information is collected using the Kansas NSF EPSCoR secure, on-line database system (currently under construction). It is used for annual and final NSF reports.

II. Supplemental reporting information specific to each faculty member. This is included as a supplement to annual and final reports and is mandated by the NSF.

III. Evaluation data collected via surveys, interviews and/or focus groups. This is conducted by a team of internal and external evaluators and you will be contacted when your input is needed. This is used to determine the short and long-term effectiveness of KNE towards meeting its goals.

Each of these is discussed separately below.
I. The Kansas NSF EPSCoR On-line Reporting System

The reporting requirements for your project parallel those for the entire Kansas EPSCoR program and correspond to NSF’s Fastlane reporting system. If you are familiar with submitting a report in Fastlane you should have no trouble using the KNE on-line reporting system.

The lead project PI is responsible for the collection and entry of this information. Please try logging into the database and look over the information about your project.

Follow these steps to use the on-line reporting system:

1. Point your browser to: www.ittc.ku.edu/epscor2

2. You will see a screen asking for your User Name and Password. Your User Name is your email address. You should have already been provided your password. If you have not yet received your password or have lost it, please contact the Kansas NSF EPSCoR office to retrieve it.

3. You will then see a screen with your name and a link to your project(s). Click the link and you will see information about your project and links to add reporting information. This is the same information requested by NSF’s Fastlane Project Reporting System and includes people, research activities and findings as well as contributions and products (papers, proposals, etc).

4. Click on the links to input reporting information for the different categories.

5. Once reporting information has been entered, be sure to click the “Submit” button near the bottom of the page to save your work.

Notes and Tips

The information that you save into the database will be stored on a secure server. You can stop your work at any time. When you return, the information will still be there to be reviewed or edited.

Information can be typed directly into the field boxes. For the narrative field boxes, you can also copy and paste from a word processing program. Since the information is stored as text, please avoid using special formatting, special characters and images. There are no character limits in the narrative fields.

If this is your first visit to the reporting system these fields will be empty. If you are returning to report on a multi-year project, the previous year’s information will remain in the fields. Simply add information for the current year into the same fields.

When at all possible, please try to include demographic data for all people on your project.

If you know the outcome of pending proposals or publications since the last time you reported, simply update its status rather than re-entering the item.

When you are done with your reporting or have come to a stopping point in your reporting session, please close your browser to keep the database secure.

You may find it helpful to enter information about publications and proposals as these events occur. If you hire personnel on your project, it may be helpful to enter information about them when they are hired. This strategy saves you time later when you will be asked to provide narrative information about your project.
The following is an outline of what we are looking for in the on-line reporting system. This can be a helpful guide when gathering the reporting information from various sources.

**Reporting Categories**

1. **Activities and Findings**: What have you done? What have you learned?
   - What were your major research and education activities?
   - What are you major findings from these activities?
   - What opportunities for training and development has the project helped provide?
   - What outreach activities have you undertaken?

2. **Contributions**: How has the project contributed?
   - To the development of the principal discipline(s) of the project?
   - To other disciplines of science or engineering?
   - To the development of human resources?
   - To physical, institutional, and information resources that form the infrastructure for research and education?
   - To the public welfare beyond science and engineering?

3. **Project Participants and Collaborators**: Who has been involved?
   - What people have worked on the project?
     - List the complete name of each individual: First Name, MI, Last Name
     - Provide the role of each person:
       - Principal investigator
       - Co-principal investigator
       - Other senior personnel
       - Post-doc
       - Graduate student (fellow, assistant, etc.)
       - Undergraduate student
       - High school student
       - Technical school student
       - Technician, programmer, other professional staff
       - K-12 teacher
       - Community college faculty
       - Technical school faculty
       - Collaborator ¹

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¹ About collaborators: Have you had other collaborators or contacts? You might list any significant: collaborations with scientists, engineers, educators, or others within your own institution – especially interdepartmental or interdisciplinary collaborations; non-formal collaborations or contacts with scientists, engineers, educators, or others outside your institution; and non-formal collaborations or contacts with scientists, engineers, educators, or others outside the United States. Many will have no such other collaborators or contacts to report.
Other-specify:

- The following information is voluntary, will remain confidential, and will be reported in aggregate to help demonstrate Kansas NSF EPSCoR’s progress in achieving diversity. For each participant, please provide:
  - Gender
  - Ethnicity (one or more): Hispanic or Latino; Not Hispanic or Latino
  - Race (one or more): American Indian or Alaska Native, Asian, Black or African American, native Hawaiian or Other Pacific Islander; White
  - Disability Status (one or more): Hearing Impairment; Visual Impairment; Mobility/Orthopedic Impairment; Other, None
  - Citizenship: U.S. Citizen; Permanent Resident; Other non-U.S. Citizen

If the participant does not wish to report the data, please note this; otherwise, there will be a follow-up request for the information.

- 160 hours/year on this project? (Yes or No) - Select "Yes" if this person has worked on the project for at least 160 hours over any one year of the project. Otherwise select "No".

What other organizations have been involved as partners? A partner organization is one that is outside your own organization. Partner organizations could be academic institutions, nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations.

- Provide the complete name of the organization, i.e., Boeing Corporation, Oak Ridge National Laboratory)
- With some detail, please describe the role of the partner organization:
  - Financial support
  - In-kind support
  - Facilities
  - Collaborative research
  - Personnel exchanges
  - Consulting

4. Proposals and Awards: What proposals have been submitted and what awards have been received as a result of your Kansas NSF EPSCoR award?

- PI First Name, Mi, Last Name
- Co-PI First Name, Mi, Last name
- Title of Proposal
- Funding Agency or Organization where proposal was submitted
- Amount Requested
- Date submitted
- Status of Award: Awarded, Pending, Declines
- Amount of Award
- Begin Date of Award
- End Date of Award

5. Products: What has the project produced?

- What have you published as a result of this work?
  - Major Journal Publications - Report articles or papers appearing in scientific, technical, or professional journals. Report only the major publication(s) resulting from your work under this award. You are the judge of which publications are the major ones, and we do not restrict the number. However, we are not interested in a long list, but rather in the publication(s) that most reflect the work under this award.
    - Author(s)
II. Supplemental Reporting Information

The NSF requires supplemental reporting information not collected by the on-line reporting database. This information is solicited individually from all faculty and equivalent that are participating in EPSCoR activities. Each faculty member will be asked for the following information in an on-line survey and is only responsible for answering for himself/herself.
All information will remain confidential and will only be used to report to the NSF.

1. **Name, Institution, Department**

2. **Highlights:**
   
   Our report to NSF requires an executive summary that highlights exciting results from the last year. If you do not have anything out of the ordinary except solid research results, do not feel obliged to add anything here. Please supply two or three sentences highlighting what you think is/are really significant findings from this last year.

3. **Graduates:**
   
   As a measure of outputs, NSF would like to know the number of students your KNE research program has graduated this last year. Please only include students that were directly supported by your KNE research.
   
   a. How many PhD’s have graduated from your KNE funded research program?
      
      i. This last year only
      
      ii. How many of these were women?
      
      iii. How many of these were underrepresented minorities? Underrepresented minorities include Alaska Natives, Native Americans, Blacks or African American, Hispanics, Native Hawaiians and other Pacific Islanders, and Persons with Disabilities [nsf_frameworkforaction_0808.pdf].
   
   b. How many undergraduate students have graduated from your KNE funded research program?
      
      i. This last year only
      
      ii. How many of these were women?
      
      iii. How many of these were underrepresented minorities? Underrepresented minorities include Alaska Natives, Native Americans, Blacks or African American, Hispanics, Native Hawaiians and other Pacific Islanders, and Persons with Disabilities [nsf_frameworkforaction_0808.pdf].

4. **Faculty Support – Effort:**

   NSF requires the following information to assist in identifying the multi-institutional and multi-disciplinary nature of your EPSCoR funding as well as the breadth of financial support for EPSCoR participants. Please answer the following questions about your sponsored project activity for this last year.
   
   a. What was the amount of your annual effort (in person months) on all Kansas NSF EPSCoR projects? (This information can be found on your NSF C&P form.)
      
      i. in person months during ACADEMIC YEAR
      
      ii. in person months during SUMMER
   
   b. What was the amount of your annual effort (in person months) on all other NSF awards?
      
      i. in person months during ACADEMIC YEAR
      
      ii. in person months during SUMMER
   
   c. What was the amount of your annual effort (in person months) on all other NON-NSF awards?
      
      i. in person months during ACADEMIC YEAR
      
      ii. in person months during SUMMER
5. Faculty Support – Funding:

NSF is interested in the dollar support you received for Personnel only (This would be all salaries, fringe, and any included F&A). This information can be obtained from your departmental accountant or office of sponsored programs. Please answer the following questions about your sponsored project activity for this last year.

a. How much funding support (in whole dollars) did you receive this last year for personnel and included F&A from the following sources?
   
i. ALL KNE projects (NSF funds only, do not include KTEC or other matching)
   ii. All OTHER NSF grants
   iii. All federal NON-NSF grants
   iv. All other NON-UNIVERSITY awards

III. Evaluation Data

Evaluation data will collected via surveys, interviews and/or focus groups. This is conducted by a team of internal and external evaluators and you will be contacted when your input is needed.

If you have any questions please contact Doug Byers at (785) 864-3227 or dbyers@ku.edu.