To enter the Informal Science Education (ISE) Project Monitoring System, please type your User Login and Password in the boxes below, then click on **Login**.

User Login:			
	User Login:	annual	
	Password:	••••	
	Login	Reset	

OMB # 3145-0158 Expiration Date: 7/31/2009 Informal Science Education (ISE) Project Monitoring System

Sponsored by the
National Science Foundation
Conducted by
Westat
1650 Research Boulevard
Rockville, Maryland 20850

Privacy Notice

Information from this monitoring system will be retained by the National Science Foundation, a federal agency, and will be an integral part of its Privacy Act System of Records in accordance with the Privacy Act of 1974 and maintained in the Education and Training System of Records 63 Fed. Reg. 264, 272 (January 5, 1998). These are confidential files accessible only to appropriate National Science Foundation (NSF) officials, their staffs, and their contractors responsible for monitoring, assessing, and evaluating NSF programs. Only data in highly aggregated form, or data explicitly requested as "for general use," will be made available to anyone outside of the National Science Foundation for research purposes. Data submitted will be used in accordance with criteria established by NSF for monitoring research and education grants, and in response to Public Law 99-383 and 42 USC 1885c.

Public Burden

Submission of the requested information is voluntary. Failure to provide full and complete information, however, may reduce the possibility for continuing support through the award/project subject to this survey. The public reporting burden for this collection of information is estimated to average 24.0 person hours for the baseline survey, 8.0 person hours for each annual update, and 16.0 person hours for the final update, including the time for reviewing instructions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Suzanne Plimpton, Reports Clearance Officer for OMB Collection 3145-0158, National Science Foundation, 4201 Wilson Blvd., Suite 295, Arlington, VA 22230.

If you have any questions, contact: John Wells, 1-800-937-8281, ext. 2663 Fax: 800-254-0984, isehelp@westat.com

This update has been authorized by the National Science Foundation. While you are not required to respond, your cooperation will ensure that the results of this monitoring system are comprehensive, accurate, and timely.

INSTRUCTIONS FOR COMPLETING THE ISE ANNUAL UPDATE

The National Science Foundation (NSF) is collecting annual information from all of its Informal Science Education (ISE) projects. The purpose is to obtain data that can be used to evaluate the collective impact of the ISE portfolio of funded projects, to monitor participants' activities and accomplishments, and to obtain information that can inform the design of future ISE efforts.

Some of this information can be taken directly from your original ISE proposal. You should contact John Wells at Westat at 1-800-937-8281, ext. 2663 if you have any questions about how to respond to a particular item.

For guidance in using this system, click the Help button at the top of the screen. This will take you to a description of how to navigate the system, as well as a printable version of the Primer which contains additional information about how to address specific items.

Please complete each of the following sections of the annual update as they pertain to your ISE project. A check mark to the left of a section indicates that the section is complete.

☑ Information about the	☑ Information about Individual	☑ Information about Organizational
Lead Organization	Members of the Project Team	Partners and Contractors
☑ <u>Information about</u> Project Deliverables	☑ Information about Project Impacts	☑ Information about ISE Program Improvement

Annual Update Status: Complete

Submit



You have now completed all six sections of the Annual Update. All information for your project has been recorded. Click on the Submit button above to submit your report to NSF.



Information about the Lead Organization

-Question 1			
Please review and update the following contact information for this organization. If there are no changes, click on Save & Continue.			
* Denotes required field.			
* PI/PD Name:	John Doe		
* Street Address:	1001 Museum Drive		
* City:	Rockville		
* State:	Maryland 🔻		
* ZIP Code:	12345		
* Telephone: (###-###-###)	301-123-4567		
Fax: (###-###-###)	301-765-4321		
Email:	johndoe@moonmuseum.org		
Web Address:	www.moonmuseum.org		
Save & Continue			

Information about the Individual Members of the Project Team

This collects information about each individual Co-PI, advisors, key team member and consultant that will be making substantial contributions to your ISE project. For the purposes of this collection, only include individuals that will be committing at least one day per year or at least five days over the life of the project.

To add a Co-PI, advisor, key team member or consultant, click on the Add An Individual button below.

To provide or update information on a Co-PI, advisor, key team member or consultant listed below, click on the link in the matrix (in the column titled *Name of Individual*).

Provide the following information about the individual Co-PIs, advisors, key team members or consultants that will be involved in the design and implementation of your project:

Name of Individual	Information Complete?	
Josh Walls	Ø	

Add An Individual

If you have completed adding and updating the individual members of your project team, please click the Submit button to the right.

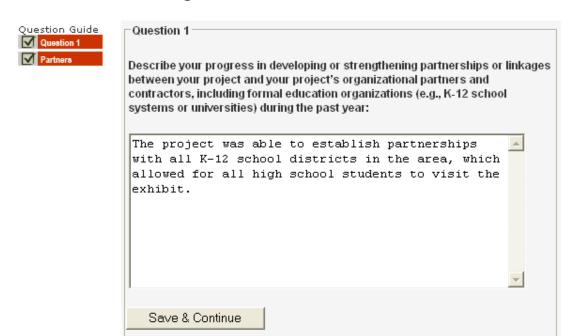
Submit Section



Information about the Individual Members of the Project Team

Ouestions 1-5				
Questions 1-5				
Please review and update the following contact information for this project team member. If there are no changes, click on Save & Continue. If this individual is no longer a member of the project team, please indicate 0 hours in Question 5.				
* Denotes required field.				
* 1. Names Josh Walls				
* 1. _{Name:} Josh Walls				
* 2. What organization is this individual affiliated with?				
Museum of the Moon				
* 3. What role will this individual assume on your project?				
Assistant Director				
,				
4. Miller A. St. Aleks St. Aleks Bernard and Assess A.				
4. What is this individual's email address?				
joshwalls@moonmuseum.org				
,				
* 5. What is the anticipated level of effort for this individual?				
180 days				
Save & Continue				







The remainder of this section provides your project the opportunity to update information on each of your organizational partners and contractors. In completing this section, please be sure to provide information about any organizations that have been added to your project during the past year. These include subawardees, dissemination sites, co-funders who have provide at least 10% of the total project budget, and contractors that play a key role (e.g., evaluation firm, exhibit design firm).

To provide or update information on an organization listed below, click on the link in the matrix (in the column titled *Organizational Partner/Contractor Name*).

To add an organization, click on the Add A Partner/Contractor below.

Organizational Partner/Contractor Name	Information Complete?
Research Enterprises, Inc.	Ø
Exhibit Designers, Inc.	Ø

Add A Partner/Contractor

If you have completed adding and updating your organization's partners and contractors, or if you have no partners or contractors, please click the Submit button to the right.

Submit



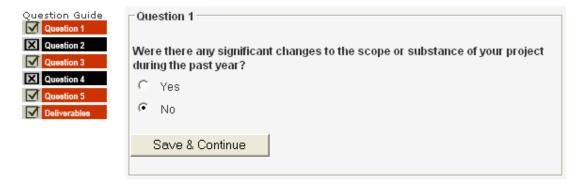


Please review and update the following contact information for this organization. If there are no changes, click on Save & Continue.		
* Denotes required field.		
* Primary contact:	Larry Silverstone	
* Street address:	1234 Main St.	
* City:	Washington	
* State:	District of Columbia 💌	
* ZIP code:	12345	
* Telephone: (###-###-###)	202-123-4567	
Fax: (###-###-###)	202-765-4321	
Email:	larrysilverstone@research.com	
Web address:	www.research.com	
Save & Continue		



Please review and update the following contact information for this organization. If there are no changes, click on Save & Continue.		
* Denotes required field.		
* Primary contact:	Kevin Harold	
* Street address:	123 1st St.	
* City:	San Diego	
* State:	California	
* ZIP code:	12345	
* Telephone: (###-###-###)	619-765-4321	
Fax: (###-###-###)	619-123-4567	
Email:	kevinharold@exhibitdesigners.com	
Web address:	www.exhibitdesigners.com	
Save & Continue		

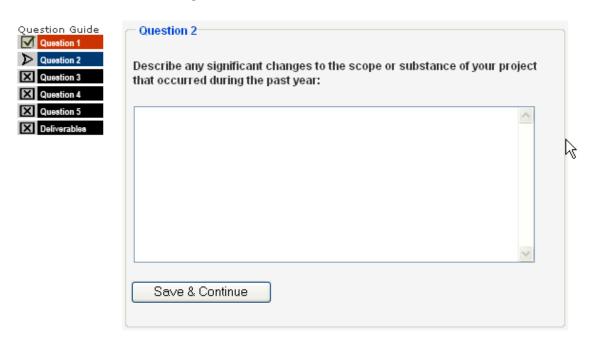




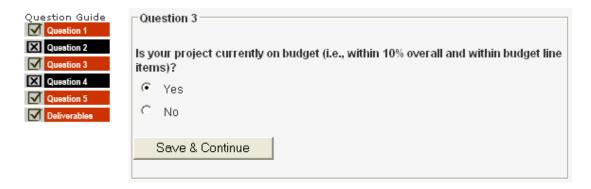
Home | Print | Glossary | Help | Downloads | Sign Out



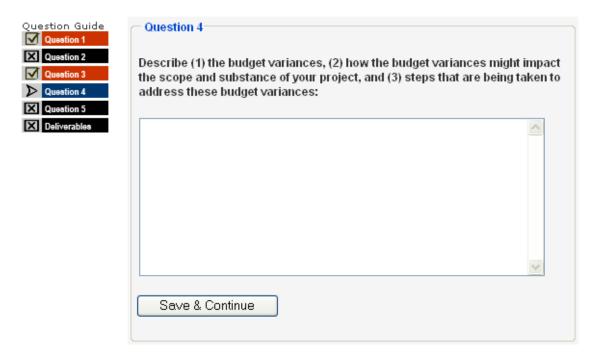
Information about Project Deliverables



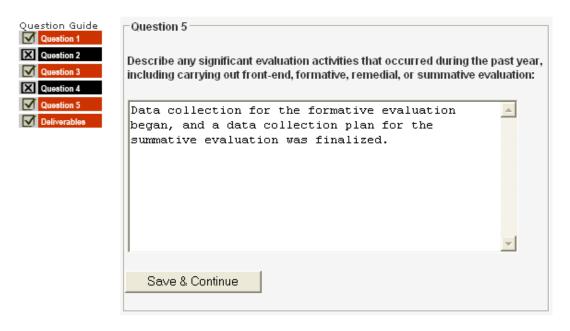












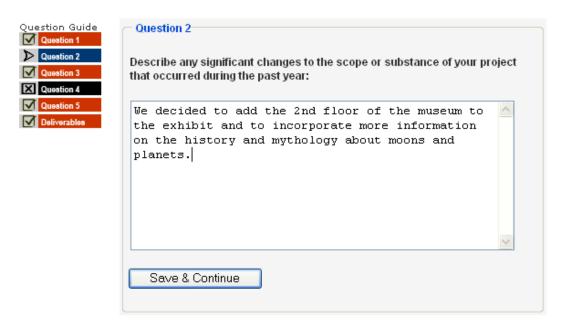




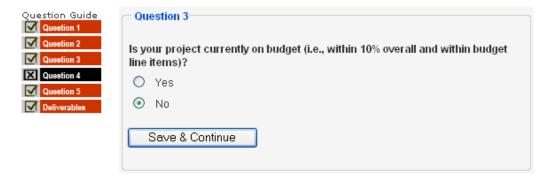
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Information about Project Deliverables



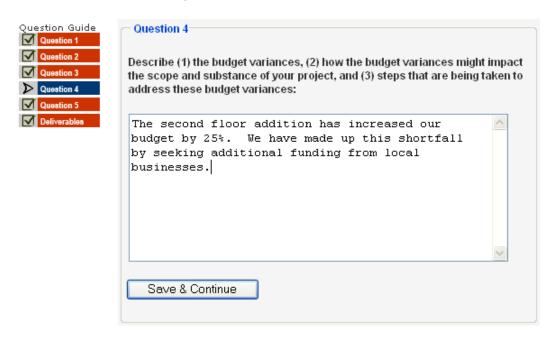




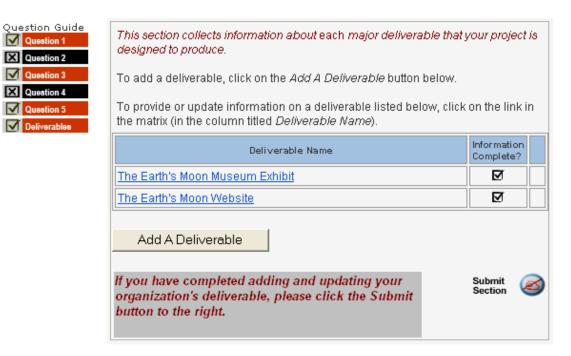
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Information about Project Deliverables











In prior annual reports, you projected the status of The Earth's Moon Museum Exhibit as follows:

End of Year 1: Complete

End of Year 2: Complete

End of Year 3: Complete

End of Year 4: Complete

End of Year 5: Complete

Question 1

What is the status of this deliverable?

- Completed
- On or ahead of schedule (i.e., by one month or more)
- C Behind schedule (i.e., by one month or more)
- No longer part of the ISE project

Save & Continue



In prior annual reports, you projected the status of The Earth's Moon Website as follows:

End of Year 1: Website content determined, initial programming completed

End of Year 2: Programming completed, website available to public

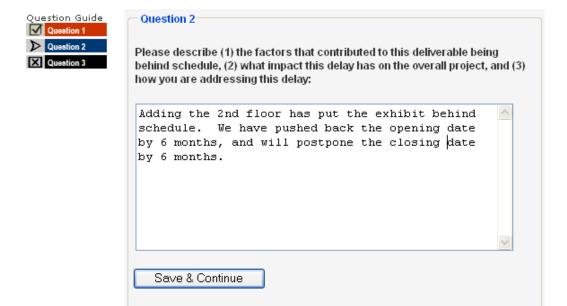
Question 1

What is the status of this deliverable?

- Completed
- On or ahead of schedule (i.e., by one month or more)
- Behind schedule (i.e., by one month or more)
- No longer part of the ISE project

Save & Continue

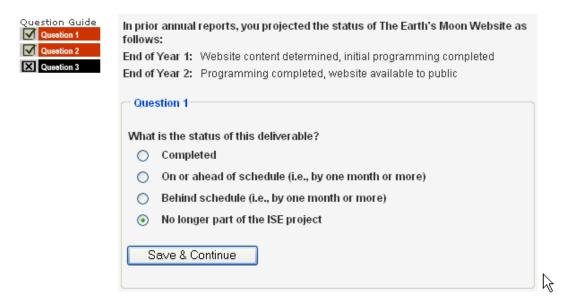




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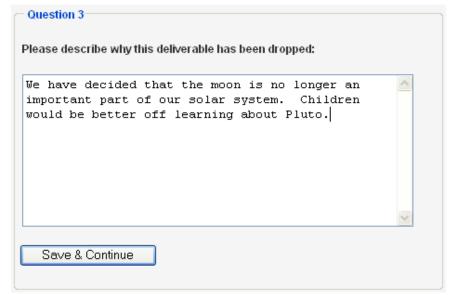
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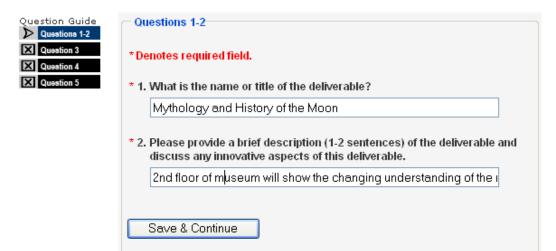








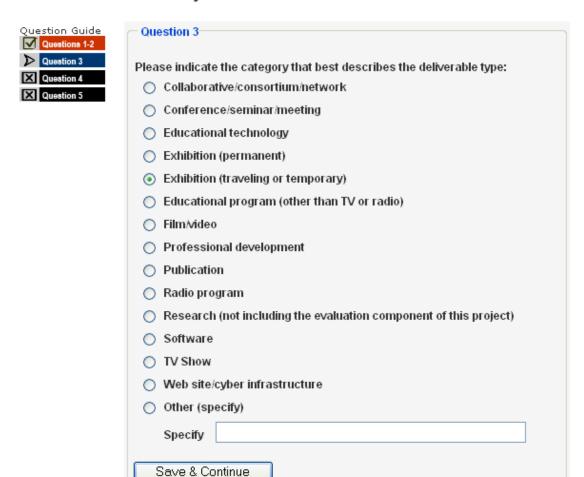




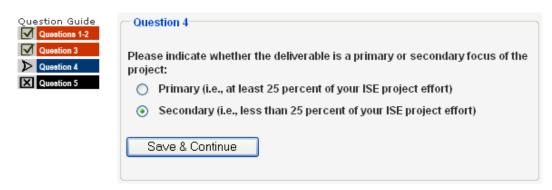
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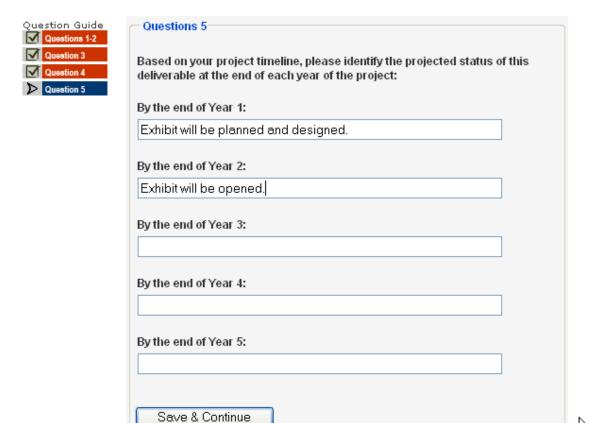




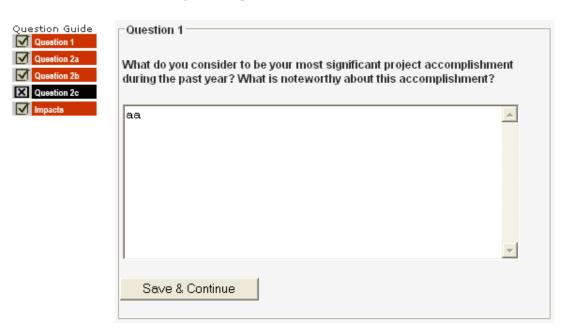


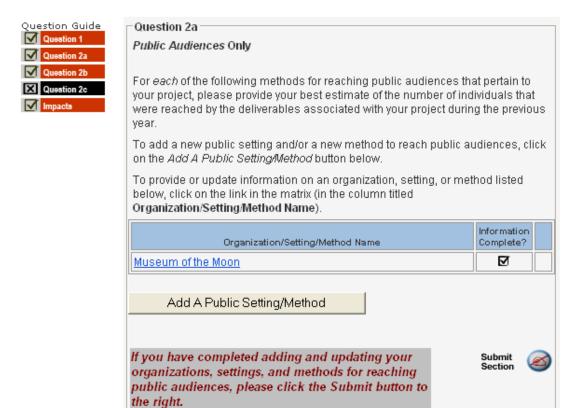












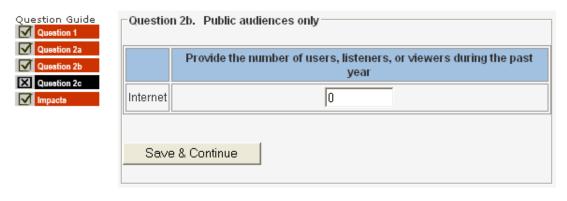


Please review and update the following information for this public audience:		
* Denotes required field.		
♣ Organization/Setting/Method Name:	Museum of the Moon	
* Zip code:	12345	
Organization/Setting/Method Type:	Natural history museum	
* Status of deliverable:	Deliverable is operational	
Number of ISE participants during the previous year:	10000	
Source of count:	Actual Count 💌	
Save & Continue		

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Information about Project Impacts







This section collects information about each impact that your project is designed to produce.

- 1. PUBLIC AUDIENCE IMPACTS
- 2. PROFESSIONAL AUDIENCE IMPACTS
- 3. STRATEGIC IMPACTS

Impact Menu

1. PUBLIC AUDIENCE IMPACTS

Public audience impacts refer to the outcomes that you expect to emerge as a result of an informal learner's participation in your project's deliverables. These impacts should be specific, realistic, measurable, and achievable through your project's deliverables and strategies. When determining impacts, it should be noted that these do <u>not</u> include such factors as the number of participants; rather, an impact is defined as what occurs as a result of their participation. Examples of impacts include (1) gains in knowledge or acquisition of new skills (e.g., viewers have increased comprehension of specific scientific concepts when compared with non-viewers), (2) changes in behavior (e.g., access website following museum visit), and (3) changes in attitudes (e.g., survey results indicating greater interest in science).

To add a public audience impact, click on the Add A Public Audience Impact button below.

To provide or update information on an impact listed below, click on the link in the matrix (in the column titled *Public Audience Impact*).

Public Audience Impact

Children will know more about a variety of plant life.

Add A Public Audience Impact



Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact during the period of the ISE grant
- On track to achieve this impact after the period of the ISE grant
- No longer considered to be an impact for this ISE project

Save & Continue

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Information about Project Impacts



Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact during the period of the ISE grant.
- On track to achieve this impact after the period of the ISE grant
- No longer considered to be an impact for this ISE project

Save & Continue



Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact during the period of the ISE grant
- On track to achieve this impact after the period of the ISE grant
- No longer considered to be an impact for this ISE project

Save & Continue

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Information about Project Impacts

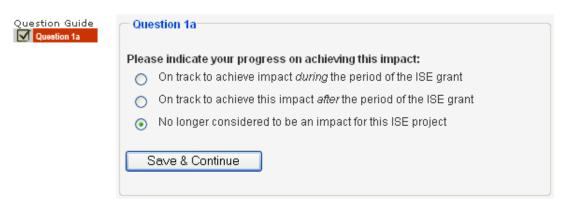


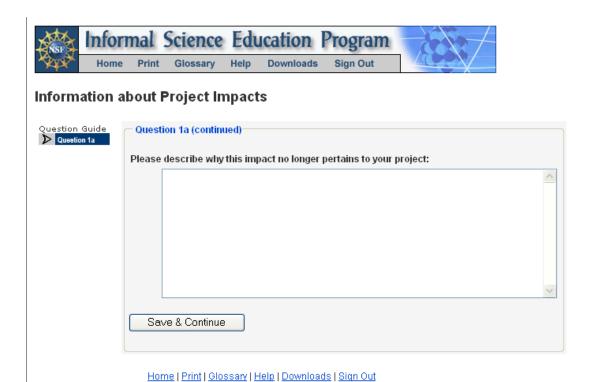
Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact during the period of the ISE grant
- On track to achieve this impact after the period of the ISE grant
- No longer considered to be an impact for this ISE project

Save & Continue





Impact Menu

1. STRAGEGIC AUDIENCE IMPACTS

Strategic impacts refer to a long-term outcome affecting the field of informal STEM education in addition to the public or professional impacts on target audiences. Strategic impacts may be achieved through new approaches, strategies, models, findings, or other means designed to advance the systems or institutions that promote informal learning. These outcomes may not be measurable within your project's time frame.

To add a Strategic audience impact, click on the Add A Strategic Audience Impact button below.

To provide or update information on an impact listed below, click on the link in the matrix (in the column titled Strategic Audience Impact).

Strategic Audience Impact

The ISE field will learn about how to incorporate nature education into urban communities.

Add A Strategic Audience Impact

Information about ISE Program Improvement

Question 1

Describe any lessons that you learned as a result of this project that may be of use to other ISE Principal Investigators. Please address each of the following categories:

- · Designing and managing project activities
- · Collaborating with partners
- · Identifying and measuring project impacts
- · Other aspects of your project

One important lesson learned is that there should have been more direct communication between the project team and our partners. The lack of enough direct communication between the project and the contractor hired to develop the website led to a misunderstanding in both the extent of work to be performed and the timeline on which it was to be completed.

Save & Continue



Return to Annual Survey

Annual Update Print Menu

Information about the Lead Organization	<u>HTML</u>	PDF	
Information about Individual Members of the Project Team	HTML	PDF	
Information about Organizational Partners and Contractors	<u>HTML</u>	PDF	
Information about Deliverables	HTML	PDF	
Information about Project Impacts	HTML	PDF	
Information about ISE Program Improvement	HTML	PDF	



Glossary of Terms and Phrases

Anticipated level of effort: The number of hours spent per year on project-related activities by a project team member.

Deliverable: A material produced by the project that is designed to lead to the project's intended impacts. A project may have numerous deliverables. Examples of deliverables for public audiences include an exhibition (permanent or traveling); film or video; educational program, kit, or materials; radio program or series; software; television program or series; web sites. Examples of deliverables for professional audiences include collaborative, consortium, or network; conference, seminar, or workshop; media programs; professional development; publication; research study; web site.

Formative evaluation: This type of evaluation begins during program development and continues throughout the life of the program. Its intent is to provide information to monitor and improve the deliverables by assessing whether they are being developed and implemented as planned as well as to assess progress in meeting goals. Formative evaluation is done at several points in the developmental life of a program and its activities.

Impact: See Measurable impact.

Indicator: For the purpose of this collection, an indicator is defined as a series of statements that break down the sub-componets of a public or professional audience impact.

Individual member of project team: Any individual (e.g., Co-PI, named advisor or consultant) who will making substantial contributions to your project and that has an ongoing relationship in the development of project deliverables.

Lead organization: The lead fiscal agent for an ISE-funded project.

Measurable impact: The ultimate result of improvement that a project is designed to achieve. An example would be to enhance target audience knowledge of a specific content area.

Organizational partner/contractor: An organizational partner or contractor includes (1) subawardees, (2) contractors that play a key role (e.g., evaluation firm, exhibit design firm), (3) dissemination sites, and (4) co-funders (who provide at least 10% of the total project budget).

Professional audience impact: A benefit expected to emerge as a result of participation by ISE professionals in your project. These impacts should be specific, realistic, measurable, and achievable through your project's deliverables and strategies. Examples of professional audience impacts include acquisition of new knowledge or skills, and the development or implementation of specific practices that are designed to improve an institution's ability to engage informal learners.

Project focus: The specific subject area in which the project is seeking to increase knowledge within the target audience.

Public audience impact: A benefit expected to emerge as a result of an informal learner's participation in your project. These impacts should be specific, realistic, measurable, and achievable through your project's deliverables and strategies. When determining impacts, it should be noted that these do not include such factors as the number of participants; rather, an impact is defined as what occurs as a result of their participation. Examples of impacts include (1) gains in knowledge or acquisition of new skills (e.g., viewers have increased comprehension of specific scientific concepts when compared with non-viewers), (2) changes in behavior (e.g., access website following museum visit), and (3) changes in attitudes (e.g., survey results indicating greater interest in science).

Quasi-experimental design: This type of evaluation design involves the comparisons of outcomes for intervention participants with outcomes for a comparison group chosen through methods other than randomization.

Randomized controlled trial: Also referred to a an "experimental" study design, this type of evaluation design measures an intervention's effect by randomly assigning individuals (or groups of individuals) to an intervention group or a control group and subsequently comparing the outcomes of those two groups.

Strategic impact: A long-term outcome affecting the field of informal science education in addition to the public or professional impacts on target audiences. Strategic impacts may be achieved through new approaches, strategies, models, findings, or other means designed to advance the systems or institutions that promote informal learning. It may not be measurable during the grant period.

Summative evaluation: This type of evaluation assesses the project's success in reaching its intended impacts. It takes place after the deliverables have been implemented and the time frame posited for change has occurred. Summative evaluation collects information about outcomes and related processes, strategies, and activities that have led to them and is an appraisal of worth, value, or merit. This type of evaluation is often used for decision-making purposes (e.g., whether to continue funding, whether to disseminate the program to other settings) and is usually conducted by an external or otherwise objective and unbiased evaluator.

Target audience: A target audience is defined as the specific segment of the population that is intended to receive exposure to or otherwise benefit from the project. There may be more than one target audience in a single project.



Return to Survey

NSF Informal Science Education (ISE) Program Primer [PDF] [Word]

Help

General Navigation

After logging in, you should begin by clicking on a section name, all of which are listed in blue, in the initial screen. The system allows you to complete the sections in the initial annual, annual update, and final annual forms either in sequential order or in whichever order you prefer. After a section has been completed, a checkmark will appear next to that section name listed at the top of every screen. In addition, each screen shows the report status, listed in red immediately below the section names. Unless you have completed all questions in all sections of a report, the status will be listed as Not Complete.

For each individual question in the system, you are asked to provide information either through the use of text fields, drop-down menus, or by checking boxes, or a combination of these. After entering and/or selecting the appropriate information for a question, you should click on Save & Continue at the bottom of the screen. This will automatically save the information entered for the current question and will automatically go to the next question.

On each screen and in each form in the system, a Question Guide appears on the left side of the screen. It provides a list of all questions in that particular section of that form. A red bar with a checkmark to the left indicates that the particular question has been completed. A blue bar with an arrow indicates that you have entered the screen for that particular question but have not yet completed it. A black bar in the Question Guide indicates that question either 1) cannot be accessed because prior questions in that section have not been completed or 2) is not applicable based on your responses to a prior question.

You should answer questions within a particular section in sequential order; however, you may skip to any question you have already answered within a particular section by clicking on the appropriate bar in the Question Guide. You may also access sections you have already completed by clicking on that section's link in the menu at the top of each screen.

At any time while completing the system, you may return to a previous screen or question by clicking on the Back button on your Web browser.

In addition to the section links, there are several additional links at the top of every screen in the system. The following links will allow you to navigate through the system:

Home: This links back to a main menu, which appeared when you first entered the system. If you click this link while answering a question, you will be taken out of that question. To return to that question, click the Back button on your browser.

Print: This links to a screen that presents a variety of options for printing, Printing functions are described in detail under Printing below.

Glossary: An alphabetized listing of key terms and their definitions is provided here.

Help: If you have questions about the system, try this link.

Downloads: You may use this link to download paper versions of screens contained in the system. Examining the system on paper prior to completing it will likely make it easier for you to gather all documents or other information you will need to answer the questions contained within.

Sign Out: This will automatically log you out of the system and link you back to the login page.

Final Submittal

Once you have successfully completed all questions in all sections, the data must be submitted to the system. A final submission of data is your last step in completing a report. After the final submission of a report, access to the system will be denied. For example, if you successfully complete the initial annual report and click the final submittal button, you will be automatically logged out of the system. If you attempt to log in again, you will be taken to the annual update form. In the event that you need to reopen the system after a final submission, you must contact the webmaster to make a request. (isehelp@westat.com)

Text Entry

Many screens have text boxes, as indicated above, in which you should supply information in narrative form. Please provide complete answers to open-ended questions. Since there are no text formatting or editing tools (e.g., spell check) built into the system, it may be easier for you to type your answer in a word processing program, format and edit it, and then copy and paste it into the appropriate text box. Most word processing software should work for these purposes.

Printing

If you would like to print the information entered into the system, you should click on the Print link, listed in blue, at the top of any screen. This will provide you with a variety of options for printing. You will find a list of all sections in the form you are currently in the process of completing (i.e., initial annual, annual update, or final annual). The status (i.e., whether or not the section has been completed) is listed to the immediate left of each section name. A checkmark indicates that that section has been completed and an x indicates it is incomplete. You cannot view or print a section until you have completed it.

For sections that have been completed, a print report and a view report icon both appear to the immediate right of the section name. Clicking on the print report will begin printing a list of all questions and their respective responses for that section. Clicking on the view report will provide you with a preview of what the printed document will look like.

Otherwise, for each completed or uncompleted section, you may return to that section by clicking on the link containing the section name in the column labeled, for example, View Initial Annual Form.

Logging Out/Saving Information

If you unable to complete an entire section or form at one time, you may complete part of the section or form by clicking on Save at the bottom of any question and then log out by clicking on the Sign Out link, in white, at the top of any screen. This will return you to the main log in screen, which asks for the user name and password. All information entered up to that point will be saved.

As stated above, you may only partially complete the system, log out, and enter the system later to complete any remaining information. When you reenter the system, you will be taken to the introductory screen, which lists the section names for that form. When clicking on a section, you will be taken directly to the first question not answered in that section. For example, if you complete only Items 1 and 2 of the Information about the Lead Organization section, you will be automatically taken to Item 3 of that section.

Contact

If you have any questions, contact: John Wells, 1-800-937-8281, ext. 2663 Fax: 800-254-0984, isehelp@westat.com

Return to Survey

Downloads

Download a printable version of the primer for the Informal Science Education (ISE) project management system.

(To save a Word or PDF file, right click the link and choose "Save Target As")

NSF Informal Science Education (ISE) Program Primer [PDF] [Word]

Don't have MS Word or Adobe® Acrobat® Reader®? Download them free!

MS Word Viewer or Adobe® Acrobat® Reader®