

Center Director Structural Information Report

Data Collection Process & Materials

Overview

- Data are collected in the Fall on an annual basis from each center with and active I/UCRC grant during the most recently completed fiscal year
- The 8-tab Excel workbook detailed in the following slides is sent to the Center Director of each eligible I/UCRC
- The Center Director is responsible for getting data from their partner sites (we provide a Partner Site Information Sheet to facilitate that process) and compiling the report for the center as a whole
- Data that does not typically change from one year to the next is pre-populated into the Excel workbook for Centers who have completed the report in the previous data collection year
- Centers are given 1 month to complete the report, with extensions available to those with a scheduling conflict
- When data are submitted, the NCSU Evaluation team checks the data for completeness, accuracy, and consistency
- Data are aggregated at the Center level and used to create an annual report for the I/UCRC program nation-wide
- The emailed letter accompanying the Excel workbook is available on slide 3 and screen captures from each tab of the Excel workbook are available on slides 4-13.

Dear Director,

NSF has asked the IUCRC Evaluation Project to continue its efforts to collect data that summarizes basic operational information like funding, faculty, students supported, etc for one more data collection period (<http://ncsu.edu/iucrc/NatReports.htm>). If you have provided these data in the past, the tools we use to collect this data should be very familiar to you.

In order to generate this report, each center (including centers that have just completed their last year of funding) is required to submit information on its previous year's activities. **Submitting this quantitative information is part of your agreement for receiving NSF/IUCRC funding.** The data that you will provide should represent the most recently completed fiscal year (2012-2013). As a note, we've added a couple of new variables this year. We are asking you to report the number of currently funded Center projects, the name of any spinoff companies resulting from Center activity, and whether specific members participate on an in-kind or hard money basis.

We collect this information by providing you with a multi-tab MS Excel workbook file that you will complete and return to us. Here are the basic instructions for completing your center's report.

- 1.) Save a copy of this file to your hard drive or server
- 2.) Follow the instructions in the Excel file (see the Instructions tab) and enter the data. (If you submitted data last year, information on issues that rarely change from year-to-year (e.g., universities, fee structure) has already been entered for you.
 - a. If you are a multi-site center, as the managing site it is your responsibility to provide information for all sites. In order to facilitate this process you can collect data from your partner site using the optional Partner Site Information Sheet (See attached Word document). Enter this information into the Excel document under the "Partner Site" columns we have provided (along with your site). Your multi-site center totals will automatically be calculated.
- 3.) Once you have entered all required information in the Excel file, simply email it back to the IUCRC Evaluation Team at NC State University at iucrc@ncsu.edu no later than **October 1st, 2013**. If you need an extension beyond this date just get in touch and we will work something out.

As always, if you have any questions concerning your center's data or with data entry, please do not hesitate to contact us either by email at iucrc@ncsu.edu or by phone at (919) 515-3237.

Thank you for you cooperation and we look forward to your response.

Denis O. Gray, Ph.D.
Project Director

INSTRUCTIONS FOR COMPLETING THIS WORKBOOK

This survey is part of the NSF/IUCRC program evaluation effort. Data you submit here is combined with data from other Centers in the IUCRC program and reported in the annual Structural Information Report. Please visit the NCSU Program Evaluation website to view past reports (<http://www.ncsu.edu/iucrc/NatReports.htm>).

The 7 worksheets in this file ask for structural information regarding your Center. Each worksheet contains instructions and footnotes for clarity. Instructions for each sheet appear at the top of the sheet or to the left of specific data tables. These worksheets can be accessed by clicking on the Tabs at the bottom of this Excel screen. The following worksheets are included in this file.

You'll find the following worksheets in this workbook:

Director: asks for general information about the center director

Univ: asks for the names of partner universities and the respective co-directors

Members: asks for a listing of contributing members, the organization classification, and the membership level

Income: asks for dollar amounts associated with different income and other support sources

Outcomes: asks for statistics on center outcomes

Personnel1: asks for profile information regarding Center personnel, required by NSF

Personnel2: asks for additional profile information, also required by NSF

If your Center participated in this evaluation last year, the first 3 worksheets will contain last year's information. Simply update these worksheets to reflect the current state of your Center, then complete the remaining 4 worksheets. For New Centers, please complete all worksheets.

Attention Multi-Site Centers: A separate Microsoft Word document (Partner Site Information Sheet.doc) has been developed to help you collect information from your partner sites. The Word document is an optional tool that may help you aggregate information across the different sites. The document asks each site for site-specific Members, Income, Outcomes, and Personnel 1 & 2 information. You can either fill in information you have aggregated across sites under 'Primary Site' in the Excel sheets, or if you decide to use the Word document, follow these steps:

- 1- Send the document to each of your partner sites, have them complete and return it to you
- 2- Enter each site's information into this Excel file. The Income, Outcomes, Personnel1 and Personnel2 worksheets include space to separately enter each partner site's information. Information is aggregated automatically in each worksheet to produce total Center statistics.

If you have difficulty completing this form, please contact the IUCRC Evaluation Team at NC State University at:
email: iucrc@ncsu.edu
phone: 919-515-3237

Thank you,

IUCRC Evaluation Team

PART 1: CENTER DIRECTOR INFORMATION

Please enter Center Director information in the areas highlighted in green.

Please select your center from the list:

Center Director (Last Name):

Primary University:

Academic Rank:

Tenure Status:

Title of person to whom Director reports:



CLICK TO OPEN THE DROPDOWN BOX



CLICK TO OPEN THE DROPDOWN BOX



CLICK TO OPEN THE DROPDOWN BOX

**What percent of time does the
Center Director spend on these
activities (See Notes 1 & 2 below):**

% time on Center administration:

% time on other administration:

% time on research:

% time on teaching:

% time on other activities:

TOTAL 0%

Notes:

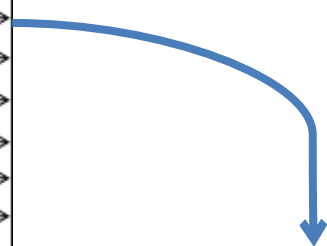
1. The total of these 5 variables should account for 100% of the directors time.
2. The allocation of director's full-time equivalent for budgetary purposes.

PART 2: UNIVERSITY PARTNERS

In the green box below is a record of Partner Universities for your Center. Please update and/or delete as necessary.

	University Name	Director (Last Name)
Primary University:	<input type="text" value="0"/>	<input type="text" value="0"/>

	University Name	Co-Director (Last Name)
Partner University 1:	<input type="text"/>	<input type="text"/>
Partner University 2:	<input type="text"/>	<input type="text"/>
Partner University 3:	<input type="text"/>	<input type="text"/>
Partner University 4:	<input type="text"/>	<input type="text"/>
Partner University 5:	<input type="text"/>	<input type="text"/>
Partner University 6:	<input type="text"/>	<input type="text"/>



Operations Support Contact

In the green box below please provide the name and contact information for the Operations Person at each site.

	Last Name	First Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Last Name	First Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 3: MEMBERSHIP INFORMATION

In the area highlighted in green below, please provide information about the different organizations and institutions that are continuing or new members or who have left your Center during the past complete reporting year. See below for detailed instructions.

INSTRUCTIONS

Already within the green highlighted area are members reported on last year's Structural Information Survey and Report.

Please update the current list by:

- a) Changing the 'Member Status' (right column) to Terminated for any members no longer with your Center,
- b) Entering new members at the bottom of the list. Assign these with 'New' Member Status, and
- c) Indicating the organization type and fee category paid by each member
- d) If the member belongs to a specific site, please select it from the drop down menu.

Note: PLEASE CLICK THE CELL TO OPEN THE DROPDOWN BOX

Member Name	Organization Type	Fee Category	Member Status	Site
<i>Example Company A</i>	<i>Large Industry (> 500 employees)</i>	<i>Primary</i>	<i>Existing</i>	<i>University A</i>

TYPE	Counts
Small Industry (< 500 employees)	0
Large Industry (> 500 employees)	0
Government (U.S.)	0
Government (State/Local)	0
Government (non-U.S.)	0
Non-profit	0
Other Organization	0
TOTAL	0

FEE CATEGORY	Counts
Primary	0
Secondary	0
Tertiary	0
In-kind	0

MEMBER STATUS	Counts
Existing	0
New	0
Terminated	0

PART 4: INCOME INFORMATION

In the green highlighted areas below, please provide information on types and sources of support to your I/UCRC, including annual fees, capital support and contributions, cash support, and rate information.

NOTE: If yours is a multi-site center, you can either enter total center information under the 'Primary Site', or enter the information collected with the 'Partner Site Information Sheet' separately for each site. Numbers will be summed automatically in the TOTALS column.

TOTALS	
Dollars	
Annual Membership Fees (See Note 1 below)	
Fee Charged for Primary Membership:	\$ -
Fee Charged for Secondary Membership:	\$ -
Fee Charged for Tertiary Membership:	\$ -
Cash Support	
Total from Member Fees (See Note 3):	\$ -
Additional Industry Support (See Note 4):	\$ -
NSF/IUCRC Award & Supplements (See Note 5):	\$ -
Other NSF Support (See Note 6):	\$ -
Other Federal Government (See Note 7):	\$ -
Non-Federal Government (See Note 8):	\$ -
State Support (See Note 9):	\$ -
University (See Note 10):	\$ -
Other Cash Funding (See Note 11):	\$ -
<i>Cash Support Subtotal</i>	\$ -
Capital Support and In-Kind Contributions (See Note 2):	
Estimated Value of Contributed Equipment:	\$ -
Estimated Value of Contributed Facilities:	\$ -
Estimated Value of Contributed Personnel:	\$ -
Estimated Value of Contributed Software:	\$ -
Estimated Value of Other Support:	\$ -
<i>Capital Support and In-Kind Contributions Subtotal:</i>	\$ -
Financial Information	
% Overhead Rate charged to Membership Fee (See Note 12):	0%
Typical or Negotiated Overhead Rate:	0%
% Budget allocated to administration (See Note 13):	0%

Additional columns available to enter this information on a site-by-site basis

FOOTNOTES:

1. Fees charged to Industry for membership in center, broken down into primary, secondary, and tertiary (not all centers offer the latter two categories).
2. Capital support refers to items of value over \$25,000 and includes equipment and facilities. In-kind contributions include non-cash donations of equipment, facilities (occupied buildings), personnel, and software
3. The total funding collected by a center from industry membership fees, including MIPRs covering membership support.
4. Refers to additional member funding (e.g., enhancements, donations, etc.) which is applied to the Center as a whole (e.g., income that results in outcomes shared equally by all Center members). Include additional support provided by members through MIPRs that is above and beyond the membership fee paid.
5. Refers to the total funding provided by the I/UCRC program, including operating grant, self-sustaining Center funding, evaluator support, TIE awards, RUI/PUI awards, etc. This category does not include money transferred through NSF from other Federal Agencies (MIPRs).
6. Any NSF awards granted to Center that are provided by other NSF groups or divisions (in addition to IUCRC Award & Supplement). This category does not include money transferred through NSF from other Federal Agencies (MIPRs).
7. Refers to funding for the Center provided by other Federal funding sources, but does NOT include funding from NSF.
8. Refers to funding for the Center provided by other non-Federal funding sources, foundations, etc.
9. Refers to the funding provided by state government and/or an agency or program funded by state government.
10. Refers to funding for the Center operating costs including salary, travel, and overhead returned to the Center. It does NOT include items such as utilities and space.
11. Refers to any other funding, such as contracts, received by Center researchers that would not have been received if the Center did not exist. The funding would not result in outcomes shared equally by Center members.
12. Refers to the overhead rate charged to membership fees.
13. Refers to the estimated percentage of the Centers direct operating budget allocated to administration (e.g., administrative salaries, travel, telephone).

PART 5: CENTER OUTCOMES

Please enter your center's outcomes data as numerical counts, not percentages. In the publications section you should only enter actual publications in the open literature (not works "in press").

NOTE: If yours is a multi-site center, you can either enter total center information under the 'Primary Site', or enter the information collected in the 'Partner Site Information Sheet' separately for each site. Numbers will be summed automatically in the TOTAL COUNTS column.

Research Activity

Number of Active Center Projects (See Note 1):

Intellectual Property

Inventions Disclosed:

Licensing Agreements:

Patent Applications:

Patents Granted:

Inventions Producing Royalties:

Software Copyrights:

I/UCRC Graduate Degrees Awarded

Bachelors (See Note 2):

Doctorates (See Note 2):

Masters (See Note 2):

I/UCRC Graduates Hired by I/UCRC Members

Bachelors (See Note 3):

Doctorates (See Note 3):

Masters (See Note 3):

Publications Acknowledging IUCRC Support

Number of presentations made (See Note 4):

Faculty & Student Publications Based on Center Research
(See Note 5):

Publications Co-authored with Industry Members (See Note 6):

Spinoff/Spinout/Startup Companies

Has the Center stimulated the development of any spinoff/spinout/startup companies during the most recently completed fiscal year (See Note 7)?

If yes, please list the company name(s):

**TOTAL
COUNTS**

Primary Site	Partner1	Partner2	Partner3
0	0	0	0

FOOTNOTES

1. A Center project refers to any project funded by a) IAB member fees, b) NSF IUCRC support, or c) any other support that would not have been obtained without the existence of the Center AND the results of which are shared with ALL center members. Do NOT include project that are not shared with all Center's members. Do NOT include projects carried out by Center affiliated researchers which are unrelated to the Center AND/OR the results of which are not shared with Center members.
2. Refers to the number of Ph.D.s, M.S.s, and B.A./B.S.s that received a degree during the reporting period.
3. Refers to the number of Ph.D.s, M.S.s, and B.A./B.S.s that were hired by member companies during the reporting period.
4. Number of presentations produced or based on Center Research.
5. Total number of the publications in the open literature the Center researchers produced based on Center research.
6. Number of publications reported that have a Center IAB member as an author (should be subset of whole).
7. A spinoff/spinout/startup company refers to any business entity resulting in whole or in part from Center research, created during the most recently completed fiscal year.

Yes/No

In the green highlighted areas below, please enter Center personnel information. Include individuals who are considered IUCRC personnel by virtue of their being supported by any of the funding sources reported on the Part 4: Income Information Sheet or using Center facilities. Scroll down for additional categories. Scroll right for partner site data entry.

NOTE: If yours is a multi-site center, you can either enter total Center information under the 'Primary Site', or use the information collected in the 'Partner Site Information Sheet' to enter information separately for each site (SCROLL RIGHT). Numbers will be summed automatically in the columns beneath the blue bar.

PART 6: CENTER PERSONNEL (Scroll Down for more Categories)

Personnel Categories	CITIZENSHIP				TOTAL COUNTS	PRIMARY SITE 0 CITIZENSHIP			
	TOTAL COUNTS	US Citizens or legal permanent residents	Foreign (Temporary students or visa holders)	Citizenship not reported		TOTAL COUNTS	US Citizens or legal permanent residents	Foreign (Temporary students or visa holders)	Citizenship not reported
Directors	0	0	0	0	0				
Faculty	0	0	0	0	0				
Professional administrative	0	0	0	0	0				
Research staff	0	0	0	0	0				
Postdocs	0	0	0	0	0				
Doctoral students	0	0	0	0	0				
Masters students	0	0	0	0	0				
Undergraduate students	0	0	0	0	0				
REU supplement students	0	0	0	0	0				
RET supplement teachers	0	0	0	0	0				
TOTALS	0	0	0	0	0	0	0	0	0

NOTE ON CITIZENSHIP: Count all I/UCRC personnel. Indicate the number of I/UCRC personnel who are U.S. citizens or legal permanent residents, the number of I/UCRC personnel considered "foreign" (those who hold temporary visas), and the number of I/UCRC personnel who did not report their citizenship status. Each I/UCRC personnel individual should be counted in one column and only one.

Additional columns available to enter information on a site-by-site basis. See next slide for additional demographic information collected for each personnel category listed in the table above.

GENDER

TOTAL COUNTS	Male	Female	Gender Not reported
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NOTE ON GENDER Count all I/UCRC personnel. Indicate gender for all I/UCRC personnel, regardless of citizenship status. Be sure to report number of I/UCRC personnel who did not report a gender, so that all I/UCRC personnel are accounted for. Each I/UCRC personnel individual should be counted in one column and only one.

DISABILITY

TOTAL COUNTS	Disabled	Not-disabled/ Not reported
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NOTE ON DISABILITY. Count all I/UCRC Personnel. Indicate the number of I/UCRC personnel who report being disabled in some way.

NSF SUPPORT

TOTAL COUNTS	Receiving I/UCRC Support	Not receiving I/UCRC supp. / not reported
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NOTE ON NSF SUPPORT. Indicate number of I/UCRC Personnel receiving any salary or stipend support from any of the following I/UCRC Program sources:
 *The base award from I/UCRC Program;
 *I/UCRC Program supplements to the base award, e.g., for REU Supplements; or
 *Special-purpose awards made to the center by the I/UCRC Program, e.g., Connectivity, Equipment, Education, Outreach, and Partnership Awards.
 *Center personnel not receiving salary or stipend support from these NSF IUCRC awards should not be included in this count.

HISPANIC OR LATINO ETHNICITY

TOTAL HISPANIC/ LATINO COUNT	US Citizens or legal permanent residents	Foreign (Temporary students or visa holders)/ Citizenship not reported
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NOTE ON ETHNICITY. Count all I/UCRC personnel. Indicate the number of your I/UCRC personnel who are Hispanic or Latino. Report these data by citizenship status. For the purposes of this data collection, "Hispanic or Latino" is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. See definitions of ethnicity and race for more information. See "Personnel2" worksheet for additional

Notes About Ethnicity and Race Categories:

Race data are collected separately for Hispanic or Latino personnel, Non-Hispanic or Latino personnel, and personnel who do not report an ethnicity. ("Hispanic or Latino" is considered an ethnicity rather than a race; Hispanic or Latino persons can be of any race.)

These categories are established by the Office of Management and Budget (OMB). More information is available on the OMB Web site at <http://www.whitehouse.gov/omb/bulletins/b00-02.html>.

ETHNICITY

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Because Hispanic or Latino persons can be of any race, this system divides the collection of race and ethnicity information into three data entry screens.

RACES

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.