

NIST MEP Annual Review Process

Activities

Lead

At approximately 90 days prior to the annual review	
<ol style="list-style-type: none"> Contact center with potential review dates. Inform RM/FPO of confirmed dates. 	<ul style="list-style-type: none"> NIST MEP Administrative Staff
60 days prior to review	
<ol style="list-style-type: none"> Contact the center to inform them of the summary report requirements as established by both the RM/FPO 	<ul style="list-style-type: none"> Center Account Manager (RM) and Federal Program Officer (FPO)
<ol style="list-style-type: none"> Begin to assist center in understanding the review process and the performance level as it pertains to CORE 	<ul style="list-style-type: none"> Center RM and FPO
30 days prior to review	
<ol style="list-style-type: none"> Sends data to the center to incorporate into their summary report. 	<ul style="list-style-type: none"> Center FPO
<ol style="list-style-type: none"> Continue to work with the center on preparation of summary report to ensure the center meets submission deadline. 	<ul style="list-style-type: none"> Center RM and FPO
Two weeks prior to Review Date	
<ol style="list-style-type: none"> Center submits the following documents based on performance level (CORE)* <ul style="list-style-type: none"> Level 1- written response to panel recommendations Level 2/3- center updates, center profile and results section, current year budget including YTD vs. Budget, written response to the last panel report(recommendations) <p>* see appendix at the end of this document for CORE level descriptions.</p>	<ul style="list-style-type: none"> Center
<ol style="list-style-type: none"> Confirms receipt of documentation and follow up with center if there are any questions prior to review day 	<ul style="list-style-type: none"> Center RM and FPO
Day of Review	
<ol style="list-style-type: none"> Conduct annual review with the center either virtually or face to face. 	<ul style="list-style-type: none"> Center RM and FPO
<ol style="list-style-type: none"> Outline the annual review report process following the actual review. 	<ul style="list-style-type: none"> Center RM and FPO
Ten Days Post Review	
<ol style="list-style-type: none"> Prepare draft annual review report for internal review and approval 	<ul style="list-style-type: none"> Center RM and FPO
30 days Post Review	
<ol style="list-style-type: none"> Distributes final annual review report to center, Account manager/Federal Program Officer, Grants Specialist and master Files 	<ul style="list-style-type: none"> NIST MEP Administrative Staff

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CORE Level Descriptions

Level 1: Centers have CORE Scores of 61 or greater for two most recent Quarters and are over the \$10M curve on the MEP Metric for the 2 most recent quarters. The center only Submit responses to agreed upon Panel Recommendations and may opt to have a face-to-face or virtual annual review, if desire.

Level 2: Centers that don't meet the level 1 criteria and have a CORE score of above 41 for the two most recent quarters. The center has the option of a face-to-face or virtual annual review but most submit the response to the Panel recommendations, Financials, Operating Plan Draft and Profile.

Level 3: Center has 40 or below CORE scores for most recent two quarters. RM notifies centers of performance level and Annual Review recommendations. The center must have a face-to-face annual review and must submit the response to the Panel Recommendations, Financials, Operating Plan, and Profile.