

Guidelines for PREM Final Report

NSF is transitioning to a new reporting system through research.gov, which requires NSF to comply with guidance about report content and specifies what information can be collected by the agency. This information is specified in the Research Performance Progress Report (RPPR) resulted from an initiative of the Research Business Models (RBM) Subcommittee of the Committee on Science (CoS), a committee of the National Science and Technology Council (NSTC).

Based on that guidance, PREM reports will remain identical in **format** in the PDF files submitted to NSF. **Two major changes are: (1) all diversity information collected must be based entirely on voluntary self-reporting, (2) all budgetary information in the report must be attested to by the university ARO.**

To implement item 1, we will establish a web-based interface on prem-mrsec.org for individuals to voluntarily self-report Demographic data. Do not collect Demographic information from any other source or by any others means.

Please prepare the report using the headings, instructions, and the table templates provided, in the order indicated in the following guide. *The narrative sections are to be written in third person.* The report must be submitted through the annual report option of Research.gov (Note, that annual report due dates in the Research.gov system are based on the initial award date and may not coincide with the continuation date of the award). Please submit the entire report as a single pdf file including the budget pages and tables. If the pdf file exceeds the research.gov pdf file size limit, the file may be broken into several pdfs. In addition, report only those publications/patents that acknowledge PREM support in the acknowledgement section should be (a) listed in section 14 of the annual report, and (b) counted in Appendix E. It is encouraged that the NSF PREM Program, and DMR partner name (MRSEC, Facility, etc.) be acknowledged as well.

Research.gov questions should be referred to the Help Desk (1-800-381-1532).

Checklist for PREM Final Reports

The purpose of the Final Report is to communicate the advances made in science as well as the number of under represented groups trained in materials science research, specifically the pipeline for the doctorate. Please focus on the accomplishments in the research objectives, the development of students, numbers of students graduating, and new opportunities for both students and faculty. Be as quantitative as possible. This Final Report covers the full period of the award.

1. Executive Summary
2. List of Participants
3. Research Accomplishments
4. Education and Outreach Accomplishments
5. Postdoctoral Mentoring
6. List of students (K-12, undergraduate, graduate, and Post-Docs)
7. List of Publications and Patents
8. List of Presentations
9. Highlights
10. Budget Allocations
11. Successful Proposals as a Direct Result of PREM Funding
12. Miscellaneous

PREM Program

Final Report Guidelines

1. Executive Summary (maximum 5 pages)

- Vision statement (1-2 sentences)
- Key Accomplishments
 - A) Intellectual Merit – (What were the significant science outcomes?)
 - B) Broader Impacts
- Impact of Award on PREM Institution
- Impact of Partnership
- Sustained PREM effort beyond this award

The Executive Summary should give a high level account of what was accomplished during the PREM award. If there were changes in direction from the original proposal, please mention them in this section. This section should be as quantitative and demonstrative as possible.

The following are items to consider when writing the Executive Summary. How has the “pipeline” issue been addressed? How did this award impact the research capability of the Institution? What was the growth in the number of participants over the course of the award? What was the percentage of undergraduates applying and going on to graduate school? Can you estimate the percentage increase as compared to before the PREM award? Where have your graduates gone on to? Were there any new faculty members supported through this award? How were the PREM and Partner Centers impacted by this partnership? Were there any new collaborations formed as a result of this PREM?

2. Lists of PREM Participants including their academic department in the following categories

- All Faculty that received support over the period of the award (faculty salary, student or post-doc support). Indicate current participants in bold.
- All Affiliated Faculty that participated in PREM, but did not receive support over the period of the award (faculty salary, student or post-doc support). Indicate current participants in bold.
- Faculty at partner institution over the period of the award (faculty salary, student or post-doc support). Indicate current participants in bold.
- Current Post-docs
- Current Graduate students
- Current Undergraduates
- Others, please specify

Indicate at the end of each participant list the total number of women, and underrepresented minorities in science in the following categories: Hispanic, African American, Native American, and Pacific Islanders. **Except for undergraduates**, please report two sets of numbers following each participant list:

- (1) All URM* (irrespective of Visa / Citizenship status), and
- (2) US URM (Those who are US citizens or Permanent Resident Aliens).
- (3) Persons with disabilities

To protect the privacy of individuals we collect aggregate data on under represented minorities as well as the disability status. *Please do not indicate the gender, minority or disability status of individuals.*

* URM = Under-Represented Minorities in Science Technology Engineering and Mathematics (STEM). For information on which ethnic and minority groups constitute URMs, see for example: http://www.nsf.gov/od/broadeningparticipation/nsf_frameworkforaction_0808.pdf

3. Research Accomplishments

Discuss the results of the research accomplished since the last annual report and then during the course of the award. Organize the projects under the major tasks or research thrusts originally proposed or added. Be as quantitative as possible. Include:

- a statement of the objective of the research project
- the names of the faculty and students involved in each project
- a description of the role of the partner institution
- a description of the research performed and the most significant results obtained

4. Education

Discuss the education projects (course development, outreach, etc.). Discuss the most recent reporting period, then those achieved during the life of the PREM award. Include:

- a statement of the objective of the education project
- the names of the faculty and students involved in each project
- a description of the role of the partner institution
- a description of the significant results obtained

5. Postdoctoral Mentoring

Discuss the Postdoctoral mentoring plan and activity during the course of the award to mentor Postdocs.

6. Tables of PREM Graduates

Please provide **cumulative** Tables of students that have ‘graduated’ from the PREM program with the format below. Create one Table for each academic level of your PREM program (post-doc, graduate student, undergraduate), as appropriate. Order entries by the year of graduation with the latest year at the top. Indicate graduates in this reporting period in **bold face** and graduates in previous reporting periods in regular type. Update the career path of graduates from previous years if known.

Cumulative Table of Undergraduates who have graduated from PREM

Year Graduated	Name	Number of years in PREM	Where are they today?
2006	Anne Student	2	Graduate School, ChemE, Univ. of Wisconsin - Madison
2006	John Grad	1	Industry
2005	Joan Teacher	1	High School Teacher
2004	Tom Smith	1	Graduate School, Mech. Eng., Carnegie Mellon

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Cumulative Table of Graduate Students who have graduated from PREM

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Cumulative Table of Post-docs who have graduated from PREM

Complete the following **Diversity Statistics Table**. Indicate the total number of graduates over the life of the PREM award. Note that you should report two numbers for each category: All URM and US URM as defined in Item 2 above.

Diversity Statistics for all students and post-docs that have graduated:

Cumulative

	Total	Women	Men	<u>All</u> Under represented Minorities (US and Non-Us Citizenship)					<u>US Citizens and Permanent Residents</u> Under represented Minorities					Disabled
				AA	His	NA	PI	O	AA	His	NA	PI	O	
Post-docs														
Grad Students														
Undergraduates														
K-12														

Race Codes:

- AA: African American
- His: Hispanic
- NA: Native American
- PI: Pacific Islander
- O: Other

7. List of Publications

- List work actually published resulting from PREM support. Indicate PREM **faculty in bold face and students/post-docs with underline**. List patents, if appropriate, and indicate whether a patent is in pending, granted or licensed.

8. List of Presentations

- Lists of oral presentations and posters resulting from PREM support. Indicate PREM faculty in **bold face** and students/post-docs with **underline**.

Complete the following tables showing the numbers of Publications, Presentations and Patents (if any).

OUTPUT TABLE: Cumulative

Designation	Number Current Year	Cumulative Totals for this Award
<i>All Publications from PREM support</i>		
Publications with students/post-docs as co-authors		
<i>All Presentations from PREM support</i>		
Presentations with students/post-docs as co-authors		
<i>Patents from PREM support</i>		
Awarded		
Pending		
Licensed		

- 9. Highlights:** Include 2-3 Highlights in the Final Report. Research and Education Highlights are a crisp one-page summary of **recent activities or significant achievements of the PREM** with an interesting and informative image highlighting your NSF funded work. Include a title, list of authors with affiliation(s), an appropriate color image (avoid graphs), and an acknowledgement of support with award number(s) for each Highlight. We plan to use these Highlights to illustrate the work that PREM supports. They might be used in NSF documents and presentations or posted on NSF and MRSEC.org web pages, for example. The text and graphics should capture the essence of the activity you wish to highlight. The graphics are particularly important and can include images or photographs. The text and graphics should be at the level of a press release, explaining briefly and *in non-technical language what has been accomplished and why it is significant.*

PREM Highlights will be made available to the public on the Division of Materials Research website and in CD format. By sending us a Highlight you grant NSF the right to reproduce and disseminate your images for various possible uses. If you are planning to patent your work it is your responsibility to consult with the appropriate person at your institution to ensure that sending us the requested material does not jeopardize your intellectual property rights.

- Prepare **all** highlights in MS PowerPoint format and send them to **prem@nsf.gov**. One highlight per file, using the following file name: ‘University’ PREM ‘award

number' 'highlight title.' Please include a technical description of the work in the notes section of the PowerPoint slide.

- Please post **two** of the above highlights (the best two) on the mrsec.org website coincident with the submission of this annual report. This can be done directly or by sending the highlights to webmaster@mrsec.org.
 - a. Add Highlights to your website.

10. Budget Allocation

Complete the following tables showing the allocation of funds during the PREM award.

Note: Support for undergraduate student/ graduate student / postdoc involved in research are reported 100% in Research Category.

BUDGET: Since Last Annual Reporting Period.

Designation	\$K Current award period	% of total budget	\$K Cumulative award period	% of total budget
Research (which includes undergraduate, graduate and Post-doctoral students doing research):				
Education Activities:				
Equipment:				
PREM Administration:				
Total		100		100

11. Successful Proposals as a Direct Result of PREM Funding (> \$50K/year).

Proposal Title	Agency or Institution (incl. NSF)	Award Duration	Award Start Date	\$K Total award amount

12. Miscellaneous

- Include any significant additional information that isn't captured in the sections above.
 - Honors and Awards
 - Assessments or Reports
 - Etc.