

Center Director Structural Information Report

Data Collection Process & Materials

Disclaimer: NSF is revising impact indicators, metrics and data collection. The process described in the letter to collect data and workbook attachment will become obsolete once NSF launches the new data collection and analysis platform.

Overview

- Data are collected on an annual basis from each center with an active IUCRC grant during the most recently completed fiscal year
- The workbook detailed in the following slides is sent electronically to the site directors of each eligible IUCRC
- The site director is responsible for entering the data into the form
- Data that does not typically change from one year to the next is pre-populated into the Excel workbook for sites that 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 data is checked for completeness, accuracy, and consistency by NSF or an NSF authorized representative.
- Data are analyzed to create an annual report of current IUCRCs by NSF or an NSF authorized representative.
- 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.

Data are collected to determine Program's return of investment and generated impact, and to inform future Program's development.

Subject Line: 2015-2016 Center Director Structural Information Report: Please Respond

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 again this year (<http://ncsu.edu/iucrc/NatReports.htm>). Given that our data collection was delayed last year at NSF's request, we are splitting the difference between our usual August start to data collection, and last year's January start date.

If you have provided these data in the past, the tools we use to collect this data should be very familiar to you. However, please pay special attention to the instructions and variables definitions to insure your data reporting is accurate. **If this is the first time you are completing this report, please feel free to contact someone on our team for extra guidance on how to complete the excel workbook we have attached.**

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. Center directors are responsible for collecting the data from their sites and providing it to the IUCRC Evaluation Project team at NCSU. Site directors are responsible for providing data for their site to their Center director upon request. **The data that you will provide should represent the most recently completed project year (FY2015-2016).**

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 **December 5th, 2016**. 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 or (919) 515-1725.

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

Lindsey McGowen, Ph.D.
Project Director

Lena Leonchuk, Ph.D.
Project Manager

The data collection workbook is included as a separate attachment.

Additional IUCRC data collection

- Additional student data that will be collected
 - Student names, genders, citizenship, contact information, career plans, race, educational level, employment preference, educational plans, university names, IUCRC affiliation, employment experience, reasons for joining IUCRC, internship at member company history*
- Additional faculty data that will be collected
 - Years participating in research center
 - Number of projects proposed (and projects funded) in research center
 - Center director or site director
 - Major challenges at IUCRC
 - IUCRC capability, leadership competency
 - Outcomes of participation in IUCRC, perception of student hiring success
- Additional industry data that will be collected
 - Member names, contact info, company name, reasons for participation in IUCRC, perception of center benefits, annual contribution to center, plans to renew membership, center research quality, performance and roadmapping*

**Names and contact information are used to create alumni and networking groups. For students, those information are also collected in order to follow career paths and determine long term impact of NSF investments. Outcome and analysis will be presented in aggregated form.*