Nuclear Regulatory Commission – PPR

EDUCATIONAL PERFORMANCE PROGRESS REPORTS GUIDANCE

Performance Progress Reports should include a concise summary describing a recipient's progress. Details on project status, outcomes and any changes that have occurred during the grant reporting period should be included. The report should be in narrative form and contain the following sections in order, reports that are missing sections will be marked unacceptable:

- **Grant Award Number and Grant Type**
- **Title of the Grant Award**
- **Recipient Organization w/address**
- **DUNS number**
- **Grant Period of Performance**
- **Grant reporting period end date**
- **Name of PI and contact information**
- **Objective of program:** as stated in the award.
- **Issues or Problems:** Describe any anticipated and encountered problem areas for this period.
    a) Actual or anticipated problems or delays and actions or plans to resolve them.
    b) Changes that have significant impact on expenditures
    c) Changes in approach and reasons for change - please note depending on the item, a pre-approval modification may be needed.

- **Current activities**: Progress of activities for this current reporting period, Include status of each task or service. Please detail recruiting and selection process for all Scholarship/Fellowships, as well as monitoring of GPA and mentorship.
    o A comparison of actual accomplishments to the objectives of the Federal award established for this reporting period.
    o Was those goals and objectives met according to approved award? If not, please explain why and path forward.
    o Any supplies purchased, such as data or databases, audio or video products, software, models, equipment, research materials? Please list in detail with costs **(Cumulative and reporting period)**.

- o   Provide detailed cost share information (if applicable)

- **Acquired Property**: Report all property approved under this grant award and list in detail with costs. **(Cumulative and reporting period)**

- **Expenditures**: (show budget vs. actual). Please make sure to use the actual budget categories that were approved in your award (first column should be your budget per category, second column is what has been expended in each category. If you go over your budget, a re-budget will be needed, and should have been approved prior to expenditures being used, please contact Grants Program Manager for re-budget request. **(Cumulative and reporting period)**

   (Example):

Activity Description *Please list all expenditures, such as tuition, supplies, fringe benefits, research salaries, travel, property, indirect costs, etc.	Funding *Please list the budget proposed in your award for each activity description.	Funding *Please list "ACTUAL" expended funds for each activity
Student Tuition	$200,000	$130,000
Travel	$10,000	$5,000
Indirect Costs	$80,000	$50,000
Total Budgeted or Actual Funding Amount	$300,000	$185,000

- **Travel:** List **all** travel that has been taken under the grant. **All International travel must be approved by NRC grants program manager, please attach approval document**. **(Cumulative and reporting period)**
   - o   Each trip should be detailed and provide the following: dates of travel, who traveled, where, for what purpose and the cost of the travel.

- **Publication(s)**: List each one individually. Each one should list type of publication and provide applicable detail. example: Journal: XXXX - Title - Information. **(Cumulative and reporting period)**

- **(CUMULATIVE) OMB Metrics:** Please answer the questions **specific to your grant award** (Scholarship, Fellowship, Trade or Faculty).
   - o   **Scholarship:**
      1. How many students have been sponsored by NRC funding?
      2. How many students supported, have received B.S. or equivalent degrees?
      3. How many students supported, have accepted jobs, and are employed in the nuclear industry?
      4. How many students supported, are continuing onto Graduate School related to the nuclear industry?

   - o   **Fellowship:**
      1. How many students have been sponsored by NRC funding?
      2. How many students supported, have received M.S. or equivalent degrees?
      3. How many students supported, have received Ph.D. or equivalent degrees?
      4. How many students supported, have accepted jobs, and are employed in the nuclear Industry?
      5. How many publications have the sponsored student produced, example: journals, patents, conferences, other publications?

- **Trade School and Community College Scholarship:**
    1. How many students have been sponsored by NRC funding?
    2. How many students supported, have received certification, or are licensed in their field of study?
    3. How many students supported, have accepted jobs, and are employed in the nuclear Industry?

- **Faculty Development Metrics:**
    1. How many faculty members have been sponsored by NRC funding, and provide their names?
    2. How many publications have the sponsored faculty produced, example: journals, patents, conferences, other publications?

In Addition to the above

SCHOLARSHIP AND FELLOWSHIP AWARDS ONLY:
A student status update is required. **All students must be US Citizen**. The update must be in table form as shown below and contain the following:

**Status: please mark one of the following:
  A. *Student*
  B. *Employed Nuclear*
  C. *Graduated – Employment status must be listed if the student has graduated*
  D. *Withdrawn*
  E. *Graduate School (please provide the new estimated graduation date, as well as the school the student will be attending)*

For scholarship awards only – all students must be a junior or senior. *Freshmen and sophomores are ineligible.   **FY22 awards Sophomores – after successfully completing year 1 of the degree program and adhering to the GPA criteria*

Student Status Update
Please use the below table when submitting your student updates. Please note this is not required for Faculty Development Grants.

Student Name	Estimated Graduation Date	Support in Years (required) (6 months for each partial or full year)	Amount of Funds Received	Status	Place of Work/ Comments	Position Held at Employment	Is the Position Nuclear Related?

**Citizenship Requirement **
Pursuant to Section 243 of the Atomic Energy Act of 1954, as amended, a student supported by a scholarship or fellowship must be a United States citizen. Students must also have full-time status at the recipient institution (universities, colleges, community colleges, and trade schools).

FACULTY DEVELOPMENT AWARDS:

- **Graduate Students: <u>Only 2 graduate students</u>** are permitted under the award FY17-present to be supported under the faculty member. **<u>No undergraduates are permitted.</u>**

- Pursuant to Section 31b and 141b of the Atomic Energy Act of 1954, as amended, faculty supported by a faculty development grant must, at the time of application and for the duration of the grant period, be either: a United States citizen; or (2) a non-citizen national of the United States (i.e., person born in outlying possessions of the United States such as American Samoa and Swains Island); or (3) a non-citizen of the United States who has been lawfully admitted to the United States for permanent residence (i.e., in possession of a currently valid Alien Registration Receipt Card I-551, or other legal verification of such status) at the time of application and for the term of the grant. Individuals on temporary or student visas, as well as refugees and asylees, are not eligible.
  - Please include information about all graduate students chosen, such as full name, when they were hired, purpose or work they are performing under the grant, and the amount they have received and the breakdown of the costs. This should be documented in full detail. **<u>(CUMULATIVE and reporting period)</u>**

- **FY21 awards and beyond:** Once the institution has identified the faculty member and any graduate students, the institution must immediately provide the certification of compliance to the NRC. This includes all individuals (including Principal Investigators, Co-Principal Investigators, graduate research assistants, and any others) who are not United States Citizens. If these forms are not available. These forms can be found in your award document or on the NRC Grant Opportunities website.

<u>FINAL REPORTS**</u>**
All final reports are due as follows:
Awards prior to FY20 – 90 days after award expires
Awards FY20 and beyond – 120 days after award expires

When submitting the final reports- the report should reflect all the above, however **<u>detailed for the full performance of the award, from start to finish</u>**. The final must state objectives, and accomplishments of those objectives. For scholarships/fellowships the final should reflect the marketing of the program, selection process of the students, monitoring of the student's GPA, etc.

The following are required reports for a closeout:
1. Final performance progress report
2. Final property report (SF428, SF428B). If there is property, NRC also requires the SF428S
3. Final financial report (SF425)