Guidelines for 2025 PREM Annual Report

These guidelines were developed to provide a uniform reporting structure for the Partnerships in Research and Education in Materials (PREM) annual reports and to provide the NSF with useful data to monitor the health and success of the program.

The purpose of the Annual Report is to communicate the advances made in science as well as the number of underrepresented groups trained in materials research. Please focus on the accomplishments in the research, the development of students, numbers of students graduating, and new opportunities for both students and faculty. Be as quantitative as possible. Annual Reports covers the period from the last annual report to present and includes some cumulative information from the inception of the current award to the time of submission of the report.

Please prepare the report using the headings, instructions, and the table templates provided, in the order indicated in the following guide. The Report must be submitted through NSF Research.gov.

Please rename the submitted file as: [Year of submission] Name of your University PREM Annual Report

Please submit the entire report as a single pdf file through Research.gov, including the budget pages and tables. If the pdf file exceeds the 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 and that were published during the period cover by the Report. Please submit the scientific highlights both as part of the pdf file uploaded to Research.gov as well as PowerPoint format by sending them to: prem@nsf.gov

Checklist for PREM Annual Reports

1. Executive Summary
2. List of Participants
3. Research Accomplishments
4. Education and Outreach Accomplishments
5. Tables of PREM Graduates
6. List of Publications and Patents
7. List of Presentations
8. Highlights
9. Budget Allocations
10. Successful Proposals as a Direct Result of PREM Funding
11. Number of Submitted Individual Investigator Proposals
12. Miscellaneous

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PREM Program
Annual Progress Report Guidelines

1. **Executive Summary** of accomplishments (maximum half page)
Please provide a brief summary of major accomplishments.

2. **Lists of current PREM Participants including their names and academic department in the following categories**
   - Faculty receiving support (Support includes faculty salary, <u>and/or</u> funding for students or post-docs)
   - Faculty affiliated (participating in PREM, but not receiving financial support)
   - Post-docs and Post-Bacs receiving support
   - Graduate students receiving support
   - Undergraduates receiving support

3. **Research Accomplishments and Plans** (limit 1 page)
   Discuss the results of ongoing research projects. Organize the projects under the major tasks or research thrusts originally proposed. Include:
   - the names of the faculty and students involved in each project
   - a description of the research performed, and the most significant results obtained, including publications, conference presentations and other products
   - a description of the role of the partner institution
   - research plans for the coming year.

4. **Education and Outreach Accomplishments** (limit 1 page)
   Discuss the education projects (course development, REU, etc.). Include:
   - the names of the faculty and students involved in each project
   - a description of the significant results obtained
   - a description of the role of the partner institution education plans for the coming year

   List of Summer Research Projects at PREM. Include the student's name, mentor name, project title, and if work resulted in a publication.

   List of Research Experience for Undergraduates (REUs) Projects at the partner institution. Include the student's name, mentor name, project title, and if work resulted in a publication.

5. **Tables of PREM Graduates**
   Please provide "cumulative" (from the inception of the award to the submission date of the report) 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 (undergraduate, graduate student, post-doc, post-bac), as appropriate.

Format:
Year Graduated   Name Major/Department   Number of years in PREM   Graduation date (including "expected")

6. **List of Publications**

List work actually published in this reporting period resulting from PREM support. <u>Publications that do not acknowledge the current PREM support should not be listed</u>. Do not include submitted or accepted papers. Indicate PREM faculty in **bold face** and post-docs, graduate students, and undergraduate students in <u>underline</u>. List patents, if appropriate, and indicate whether a patent is pending, granted or licensed. Before submitting please use web of science and using your grant number make sure you have added all the publications that have acknowledged the current PREM award https://www.webofscience.com/wos/woscc/basic-search. **At the end of each publication, please indicate if it acknowledges current PREM award.**

Note: Report only those publications/patents that acknowledge PREM support in the acknowledgement section. We accept PREM acknowledgements in the form of DMR-1234567 (where the actual number is that of the PREM solicitation under which the award was made). It is encouraged that the NSF PREM Program, and DMR partner name (MRSEC, Facility, etc.) be acknowledged as well.

7. **List of Presentations**

List of oral presentation and posters resulting from PREM support. Indicate PREM faculty in **bold face** and post-docs, graduate students, and undergraduate students in <u>underline</u>.

8. **Highlights**

Research and Education Highlights are a crisp one-page summary of **a recent significant result** 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 PREM (https://prem-dmr.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*. <u>Please include a technical description of the work in the notes section of the PowerPoint slide.</u>

PREM Highlights will be made available to the public on the Division of Materials Research website. 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. Examples of Highlights may be found at: https://www.nsf.gov/mps/dmr/highlights/highlights2022/prem.jsp

- 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.' (Year). Highlights should be "alt text".
- Add Highlights to your website.

9. Budget
a. Statement of anticipated unobligated funds at the end of the current fiscal year. If the unobligated funds are greater than 20% of the annual increment, please provide a justification of why previously received funds have not been spent.

10. Successful Proposals as a Direct Result of PREM Funding

PI Name, Proposal Title	Agency or Organization (incl. NSF)	Award Duration	Award Start Date	$K Total award amount

11. Number of Submitted Individual Investigator Proposals to DMR (Ceramics, Biomaterials Program, etc.), NSF, DOE, and other government agencies.

	Total Number		
Faculty Name	DMR	Other NSF	Other agencies
SUM			

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

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