



General Programmatic Terms and Conditions for the Information Technology Experiences for Students and Teachers Program (ITEST) at the National Science Foundation, (NSF 07-514) Cooperative Agreements

- 1. Key Personnel:** Except for the Principal Investigator(s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Requests for prior approval of changes to the PI(s) must be submitted through FastLane for review by the cognizant NSF Program Official and approval by an NSF Grants Officer.
- 2. Program/Project Description:** This award shall maintain the previously established ITEST Learning Resource (ITEST LRC), charged with providing a comprehensive level of technical assistance for ITEST projects, PIs, and the NSF ITEST Program.

Contribution to the Field: The ITEST LRC will build capacity and support continued professionalization in formal and informal science education communities supported by the ITEST program. The LRC will function as a clearinghouse for the compilation and dissemination of ITEST project models, materials, evaluation resources, practices, and publications. The activities of the LRC will support and promote the goals of the ITEST program and engage a comprehensive array of dissemination strategies to inform the field. The LRC will interface with other NSF Resource Centers including the Academies for Young Scientists (AYS), Discovery Research K-12 (DR K-12), Informal Science Education (ISE), and Research and Evaluation on Education in Science and Engineering (REESE) centers to share learnings, collaborate on annual meetings, and support TA activities.

Technical Support for PIs: The ITEST LRC will continue to build capacity and support the ITEST community of practice through the creation of a comprehensive Technical Assistance vision and strategy tailored to meet the needs of new and veteran PIs. Activities will include annual PI meetings, round-up publications, and communication and collaboration systems (online forums, listservs, archives, webcasts, and conference calls). Annual Technical Assistance plans will outline the specific activities for each year including the aforementioned activities and project liaisons and individual technical assistance for active projects.

Support for the NSF ITEST Program: The ITEST LRC will assist Program Officers by overseeing the activities of a subaward charged with designing a comprehensive evaluation plan for the ITEST program. The PI and subawardee will not be eligible to a bid on the RFP resulting from this process.

3. Project Governance: The Awardee will ensure that an efficient and effective project governing structure is in place throughout the award period to support all critical or significant project activities. Among the governing components will be the:

The Board of Trustees: Holds legal and fiscal responsibility for the NSF award.

President and Chief Executive Officer: Responsible to the Board for oversight of organizational services to the ITEST LRC and Supervision of the Project PI.

ITEST LRC Advisory Committee: Provides strategic direction for development and operation of the LRC. The Committee regularly meets annually (at a minimum) with the PI, Co-PIs and LRC Project Director, supplemented with telephone or virtual meetings. Its co-chairs may provide guidance, in consultation with the Committee, more frequently.

The NSF Program Officer will attend all advisory committee meetings either in person or electronically as schedules permit.

Project PI: Manages award in accordance with NSF policies and the Terms and Conditions of this Cooperative Agreement. The PI also makes operating decisions in consultation with the Advisory Committee, Co-PIs, and LRC Project Director. She supervises the LRC Project Director and serves as liaison to the Advisory Committee.

LRC Project Director: Responsible for the day-to-day management, planning annual PI meetings, designs and leads implementation of Technical Assistance systems resulting in development and delivery of services to the field, PIs, and the ITEST Program. Prepares programmatic progress reports and expenditure reports for NSF.

Subawardees: Responsible for the design of the ITEST comprehensive national research plan and program evaluation.

4. Reporting Requirements: The Awardee will provide ad hoc and regular reports as designated by the NSF cognizant Program Official with content, format, and submission time line established by the NSF cognizant Program Official. The Awardee will submit all required reports via FastLane using the appropriate reporting category; for any type of report not specifically mentioned in FastLane, the Awardee will use the "Interim Reporting" function to submit reports.

The Awardee will cooperate with and provide data to any NSF-designated program evaluator. NSF may interview and administer surveys to the Project Team, Advisory Committee, Subawardees, or the field at-large to assess project performance. The

ITEST LRC may be responsible for assisting with the collection of required data from ITEST grantees. In addition, the Awardee will provide all requested information for federal accountability systems including the Program Assessment Rating Tool (PART), American Competitiveness Council (ACC), and any new systems.

Interim Reports: On a semi-annual basis (excluding the quarter in which the Annual Report is submitted), the PI will submit a progress report in FastLane that summarizes key accomplishments and identifies significant project schedule and budget variances. Furthermore, the Awardee must notify immediately the cognizant Program Official of any significant external or internal factors with potential to affect project management or outcomes negatively.

Annual Reports: They must include the status of project tasks and deliverables, discussion of progress against projected outcomes, as well as an analysis of project budget vs. actual expenses, accompanied by explanations of budget variances greater than 20% of a line item and their potential impact on the schedule or activities, any changes that will be made as a result, and lessons learned. The Annual Report (or subsequent Interim Report) must include a copy of the Annual Assessment prepared by the evaluator.

Final Report: It must be accompanied by a summative evaluation that assesses and compares with projected outcomes of the impacts on the ITEST community, the field at large, PIs and prospective PIs, and the ITEST program.

ITEST Reports: The Awardee also will provide ITEST Government Results and Performance Act (GPRA) "Highlights" and prepare regular analyses of the ITEST portfolio and related reports on a schedule and in formats determined by the cognizant Program Official in consultation with the PI.

Deliverables: Major project deliverables, including the annual PI meetings and Technical Assistance, evaluation/research, and dissemination plans will be developed in close consultation with the program officer, and may be modified to meet the changing needs of the program portfolio.

5. Awardee Support of Ongoing Management and Oversight: The Awardee will ensure full commitment and cooperation among the governing structure components, and all project staff during all ongoing NSF project management and oversight activities. The Awardee will ensure availability of all key institutional partners during any desk or on-site review as well as timely access to all project documentation.

Site Visits: NSF or its representatives will conduct at least 2 site visits to the Awardee and other organizations participating or benefiting from the project. A Reverse Site Visit involving experts in informal science education will be held at NSF to review annual progress of the ITEST LRC prior to the close of each project year.

Meetings: The PI and LRC Project Director will communicate quarterly with the cognizant NSF Program Official to review progress of the project in achieving its impacts. Meetings may occur on the phone or in person at conferences or other venues as schedules permit.