



NSF EPSCoR
ADVANCING GEOGRAPHIC DIVERSITY IN STEM



Established Program to Stimulate Competitive Research (EPSCoR) Procedures for Requesting Outreach Support

Goals and Objectives

As part of its mission to strengthen the research competitiveness of [EPSCoR jurisdictions](#) and advance science, technology, engineering and mathematics (STEM) capacity and capability, NSF EPSCoR provides travel support to eligible NSF staff to participate in outreach activities in EPSCoR jurisdictions and engage with the EPSCoR community through disseminating funding opportunities, priorities, programs, and policies. These outreach activities may also serve to more fully acquaint NSF staff with the science and engineering research accomplishments, investigator expertise/potential, and new directions in research and education within EPSCoR jurisdictions.

Eligibility

The NSF EPSCoR outreach investment strategy provides financial support for eligible NSF staff travel to EPSCoR jurisdictions. Eligible NSF staff include permanent NSF staff and Visiting Scientists, Engineers and Educators (VSEEs). Program Officers who are on Intergovernmental Personnel Act (IPA) assignments with NSF are not eligible for EPSCoR outreach travel support due to the financial allocation by which EPSCoR outreach is funded. Eligible EPSCoR-funded outreach activities include NSF staff participation at EPSCoR meetings and conferences, NSF Days and similar funding opportunity outreach events, STEM-specific workshops & conferences, NSF EPSCoR post-award administration (e.g., Site Visits), and other similar activities. All activities must take place within EPSCoR jurisdictions to be eligible for EPSCoR travel support.

Outreach Preparation and Planning

NSF EPSCoR financial support for outreach activities in EPSCoR jurisdictions may be initiated by either the EPSCoR jurisdictional host(s) (e.g., PI, researcher, educator, or administrator at an institution in an EPSCoR jurisdiction) or by NSF staff in coordination with the EPSCoR jurisdiction's host(s). Outreach requests should be sent to the NSF EPSCoR outreach coordinator (see below for contact information) at least 30 days prior to the proposed event. However, for outreach events during August-October (close to the fiscal year end/start) requests should be sent no later than July 31st.

Request for financial support for outreach activities in EPSCoR jurisdictions should include the following information:

- The purpose of the requested outreach visit;
- The number of anticipated attendees/participants (if known) and/or the communication plan for promoting the outreach visit;
- NSF program(s) and specific Directorate/Division/Office or Section performing the outreach;
- NSF Staff role and expected presentations at the event;
- Date and location of event; and
- Draft agenda, if available.

If the outreach request is from a jurisdictional host, the outreach coordinator will help to identify and support the NSF staff performing the outreach and connect them with the jurisdictional host to arrange the logistical details. The host is responsible for finalizing the agenda/itinerary including time with faculty members (especially new hires), research administrators, and students, as appropriate. The host is also responsible for coordinating local arrangements including providing this information to the NSF staff attending the event. The NSF staff visit would typically include a general presentation on NSF funding opportunities to a broad audience (e.g., multiple departments, campuses, and/or institutions). Additionally, the host is responsible both for publicizing the event well in advance to ensure the presence of an appropriate audience and for the dissemination of presentation(s) (e.g., videoconference to remote audiences).

If the outreach request originates within NSF, the outreach coordinator will assist with connecting the NSF staff with the EPSCoR office within the jurisdiction(s). From there, it is expected that the NSF traveler will work with the jurisdictional host to finalize the agenda/itinerary, and publicize the event well in advance to ensure the presence of an appropriate audience.

In all cases, the NSF staff performing the outreach is responsible for preparing and arranging their own travel in accordance with NSF travel regulations and procedures. The outreach coordinator will provide NSF staff with the EPSCoR funding codes for travel authorization requests. Following the outreach activity, the NSF traveler is required to submit a trip report (see attached) prior to the travel voucher being approved in Concur.

Questions related to all EPSCoR outreach should be directed to the EPSCoR outreach coordinator:

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TRIP REPORT

All NSF staff receiving travel support for NSF EPSCoR Outreach should complete this form.

Please provide the information requested below including a narrative description of the outreach visit. The trip report should be *emailed* to the NSF EPSCoR Outreach Coordinator promptly following the event.

Name:
Directorate/Division/Office:
EPSCoR Jurisdiction(s) Visited: Choose an item.
Date(s): <i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.
Workshop/Conference/Event Title/Description:
Total Amount of Trip:
Total Amount of EPSCoR-funding (if different):

Number of Participants/Attendees:
Additional Visits During Outreach Event: Universities: <input type="checkbox"/> National Laboratories: <input type="checkbox"/> Research Groups/Labs: <input type="checkbox"/> Other: <input type="checkbox"/>

<p><u>Narrative:</u> Comments may include positive/negative feedback, overall observations, and/or recommendations for improvement of EPSCoR Outreach.</p>
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