



NSF EPSCoR
ADVANCING GEOGRAPHIC DIVERSITY IN STEM



U.S. NSF Established Program to Stimulate Competitive Research (EPSCoR)
Research Capacity and Competitiveness Section (RCC)

**Guidelines for Preparing
Annual Project Reports and RENEWAL PROJECT REPORTS
for**

EPSCoR RII Program: E-CORE

EPSCoR Collaborations for Optimizing Research Ecosystems (E-CORE)

and

EPSCoR RII Program: E-RISE

EPSCoR Research Incubators for STEM Excellence (E-RISE)

Version: 3.0

Original Issue Date: October 2024

Revision Date: August 15, 2025

This document has been updated to reflect changes in the most recent releases of the E-CORE ([NSF 25-523](#)) and E-RISE ([NSF 25-522](#)) solicitations and [NSF priorities](#).

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Guidelines for Preparing Annual Project Reports and RENEWAL PROJECT REPORTS

EPSCoR RII Program: E-CORE

EPSCoR Collaborations for Optimizing Research Ecosystems (E-CORE)

and

EPSCoR RII Program: E-RISE

EPSCoR Research Incubators for STEM Excellence (E-RISE)

1. Introduction to E-CORE and E-RISE Annual Project Reports and RENEWAL PROJECT REPORTS

The purpose of this document is to assist E-CORE and E-RISE Principal Investigators (PIs) and Project Directors (PDs) in the preparation of the award’s yearly reports. The type of report filed in Year 3 depends on whether the project leadership intends to request a renewal of the project beyond its initial four years, to a total of eight years for E-CORE and seven years for E-RISE. Report writers should write for a varied audience (scientific and administrative) that includes NSF staff, scientific experts that serve as members of site visit or committee of visitors panels, and other EPSCoR stakeholders. The options for type of report to be submitted each project year are shown in Table 1 and described below.

Table 1. Report types required for E-CORE and E-RISE projects.

Project Year	E-CORE		E-RISE	
	Report Type If Project is Not Requesting Renewal	Report Type If Project is Requesting Renewal	Report Type If Project is Not Requesting Renewal	Report Type If Project is Requesting Renewal
1	Annual	Annual	Annual	Annual
2	Annual	Annual	Annual	Annual
3	Annual	Renewal	Annual	Renewal
4	Final Annual	Final Annual	Final Annual	Final Annual
5		Annual		Annual
6		Annual		Annual
7		Annual		Final Annual
8		Final Annual		

All awarded E-CORE and E-RISE projects must adhere to these Annual Project Reporting guidelines.

1.1. Annual Project Reports

The function of an Annual Project Report is to communicate the project's activities, achievements, and potential impacts in all aspects of the project's operation over the annual funding period, as measured against the project's NSF-approved Strategic Plan. The Annual Project Report may also contain plans for the following year, including course corrections that might be needed.

1.2. RENEWAL PROJECT REPORTS

In the third year of the project, the awardee may either:

- (1) submit an Annual Project Report, as usual, indicating that the awardee intends to end the project at the end of the project's fourth year; or
- (2) the awardee may elect to apply to renew the E-RISE /E-CORE project for an additional three/four years, respectively, through the submission of a **RENEWAL PROJECT REPORT** and a Renewal Proposal.

RENEWAL PROJECT REPORTS should have the same general structure and content as the project's Annual Project Report. Section 6 provides an overview of the process for applying for a renewal, a description of the additional reporting information unique to the **RENEWAL PROJECT REPORT**, including a section that contains plans for the E-RISE /E-CORE project's renewal period, and a description of the information required for submission of the Renewal Proposal.

2. Planning for the Annual Project Report

The Annual Project Report requires the project to present a unified picture of progress against the milestones of its NSF-approved Strategic Plan, which outlines all major components of the project and includes metrics for the success of each component. E-CORE and E-RISE awards are projects that involve multiple institutions, either as a single lead award with subawards or as a set of collaborative proposal awards that may also include subawards. Regardless of the type of award, a common report narrative should be submitted. For collaborative proposal awards, the separate institutions within the same project should submit a common report narrative across all separate collaborative awards. The report, particularly the narrative (see below), should be one coherent document that employs the same structure as described in this document.

The Annual Project Report narrative must be a concise description of the project's accomplishments and challenges in the reporting year. The narrative should not be a disjointed or "copy and paste" document that lacks context or coherence. The use of jargon should be avoided as much as possible, and the language, in general, should be comprehensible to scientists and engineers from outside of any specialized disciplines.

Reports are due at NSF no later than 90 days prior to award's project's anniversary date, as specified in the Award Document that was provided by NSF when the award was made. Overdue reports will delay pending NSF actions with which the PI and co-PIs are

associated. The reporting mechanism includes both NSF's Research.gov and EPSCoR Data Outcomes Collection System ([EDOCS](#)) system to provide the required tables and charts for the report. The project's lead PI/PD will be involved throughout the process and will be directly responsible for providing a report narrative that is strong, accurate, and a complete reflection of the project's activities and accomplishments over the reporting period, addressing both intellectual merit and broader impacts. The goal is to provide a clearly written, high quality document that will allow NSF to understand the project's progress against the NSF-approved Strategic Plan.

The following resources will be useful to the PI and PD in preparing this report:

- For E-CORE projects, the award's cooperative agreement documentation with Programmatic Terms and Conditions (PTCs)
- The NSF Proposal Award Policies and Procedures Guide ([PAPPG](#)) that was active at the time the awarded proposal was submitted to NSF. Please keep in mind that any proposal submitted to NSF would have aligned with the [PAPPG](#) that was in effect for the relevant due date at which the proposal was submitted.
- The Guidelines for Preparing Annual Project Reports and **RENEWAL PROJECT REPORTS** (this document)
- The NSF EPSCoR [Annual Project Reporting Website](#)
- Previous years' Annual Project Reports, when applicable
- The project's NSF-approved Strategic Plan

3. Required Sections of the Report Narrative

3.1. Heading: Provide the award number and title, awardee lead institution, PI/PD, other participating institutions (including subawardee institutions), award start date, report submission date, and reporting period dates.

3.2. Executive Summary: The Executive Summary contains a high-level reporting of achievements in the reporting year, including a summary of any responses to concerns raised by the cognizant NSF program officer in previous year's Annual Project Reports. The Executive Summary should be written as a narrative and should be able to stand alone from the report. This section should be 5 pages or less. The information in the Executive Summary should be organized in a way that provides the information in the context of the categories listed below and should address the NSF criteria of **intellectual merit** and **broader impacts** and the **solicitation-specific criteria** (refer to the version of the solicitation that was active when the proposal was submitted. This description can also include novel opportunities and significant challenges that informed altered strategies over the course of the award. In addition to the summarized narrative for each category, list, in bulleted form, up to three of the most salient achievements/outcomes (referred to hereafter as highlights) over the reporting period. Conclude the Executive Summary by explicitly addressing the project's progress towards executing and implementing the project's NSF-approved Strategic Plan.

E-CORE projects should organize the Executive Summary by addressing the following categories.

- Jurisdictional Development. Emphasize progress made in jurisdictional development by briefly describing efforts (e.g., workshops, seed funds, and other efforts) used to support individuals, teams, institutions and/or sectors. Describe efforts that facilitated engagement within the jurisdiction’s research ecosystem using metrics that quantify the level of research ecosystem engagement. Provide a highlight of the most salient outcome for each core, if relevant.
- Research Ecosystem-Wide Connections. Include a status update on the project’s collaboration with the Jurisdictional Steering Committee (JSC), and on efforts to clarify or revise continual assessment of jurisdiction-wide research needs, the continual development of the S&T plan, or its equivalent, and any efforts to facilitate connections to other federally funded projects across the jurisdiction. Provide a highlight of the most salient outcome for each core, if relevant.
- Broadening Participation and Fostering a Culture of Collaborative Engagement. Summarize the outcomes of efforts to build collaborations that broaden participation and to foster engagement across the jurisdiction, including various institutions and sectors. Provide a highlight of the most salient outcome for each core, if relevant.
- Goals, Metrics, and Evaluation. Briefly, describe the projects progress with the NSF-approved Strategic Plan. Describe whether the project is or is not on track with respect to the milestones identified, the percentage of activities that are on track and the number of milestones reached. Describe any notable findings and recommendations from project evaluation and efforts to address them. Provide a highlight of the most salient outcome for each core, if relevant.
- Intentional Communication. Summarize progress made regarding internal and external communication plans to promote project visibility, and to promote recruitment, retention, and active engagement of project participants. Provide a highlight of the most salient outcome for each core, if relevant.

E-RISE projects should organize the Executive Summary by addressing the following categories.

- Jurisdiction-Wide Network to Develop High-Quality Research – Describe how the activities and achievements over the last funding period contributed to enabling the jurisdiction to sustainably engage in and grow a research agenda that is focused on the project’s overarching research topic. Provide up to 3 highlights of outcomes from the project’s research during the reporting year that best exemplify this category.
- Incorporation of Culture of Collaborative Engagement of Different Institution Types and Sectors (e.g., academia, industry, government). Summarize the project’s efforts to promote collaboration and engagement throughout all project activities during the

reporting year. Describe progress on metrics that quantify the extent to which such efforts are achieving desired outcomes. Provide up to 3 highlights of outcomes from efforts to build collaborative infrastructure and foster inclusion across different institution types and sectors.

- **Development of Skilled Workforce** – In this narrative section, summarize innovative approaches for preparing a skilled technical workforce at multiple levels and the metrics for assessing their short-term and long-term successes. Provide up to 3 highlights of outcomes from the project’s development of innovative (formal and/or informal) educational plans.
- **Incorporation of Use-Inspired Perspectives and Societal Impact** – Summarize approaches utilized in the current funding period for connecting the project’s activities to sustainable end use. Provide up to 3 highlights of outcomes that demonstrate how engagement with stakeholders and other end-users connects to innovation and policy.
- **Pathway to Project Sustainability** – Summarize strategies for identifying emerging priority areas and innovative approaches for ensuring project sustainability. Provide up to 3 highlights of newly or recently secured resources for funding beyond the award period.
- **Goals, Metrics, and Evaluation**. Briefly, describe the projects progress with the NSF-approved Strategic Plan. Describe whether the project is or is not on track with respect to the milestones identified, the percentage of activities that are on track and the number of milestones reached. Describe any notable findings and recommendations from project evaluation and efforts to address them.

3.3. Overview: In one page or less, state the vision, mission, and goals of the project. If the project is an E-CORE award, discuss how these fit within the context of the research infrastructure ecosystem improvements and the priorities of the jurisdiction. If the project is an E-RISE award, discuss how the research vision and goals support and align with the socio-economic priorities of the jurisdiction.

3.4. Research Ecosystem Capacity Building (E-CORE) or Research (E-RISE) Activities: E-CORE and E-RISE awardees should complement the Executive Summary to provide a discussion of the significance of the accomplishments and findings, highlighting alignment with EPSCoR programmatic goals, and if relevant, in the context of the disciplinary field involved. Include a discussion of the major accomplishments and findings, organized by each of the major goals or focus areas of the project as put forth in the original proposal and in the final, NSF-approved Strategic Plan. Describe the problems, unexpected results, and novel opportunities encountered and the project’s response to them. The narrative should be based on the specific goals and objectives described in the NSF-approved Strategic Plan, with mention of the objectives, milestones, and outcomes. Clearly state whether the project is meeting its proposed milestones and explain any deviation from the NSF-approved Strategic Plan.

For E-CORE projects, this section should be organized by the different cores of the project. It should be written within the context of the administrative and other cores, and the

objectives described within each core. The narrative should emphasize potentially transformative results and should identify the individuals and institutions responsible for each major accomplishment. It should also highlight the impact of the activity's broader contribution to the jurisdiction's research ecosystem. Address any major, ongoing delays in achieving project outcomes and any substantial changes in the approved NSF-

For E-RISE projects, this section should be based on the specific research goals and objectives described in the proposal and should explicitly state the significance of the work in the context of the primary disciplinary field. The narrative should emphasize potentially transformative results and should identify principal researchers and institutions responsible for each major accomplishment. Importantly, it should highlight the impact of the project on advancing the topic area as a research priority across the jurisdiction. Address any major, ongoing delays in achieving project outcomes and any substantial changes in the NSF-approved Strategic Plan.

This section may include a reasonable number of figures to assist in reporting.

3.5. Evaluation and Assessment: Discuss the findings of the project's evaluation in the reporting period, using data from EDOCS and any additional data from the project's external evaluator. The report should include the formative and summative evaluation findings, and a description of the course corrections, if any, made by the project management team based on the findings and recommendations of the evaluation report. The project's external evaluation report or plan should be separately provided, but any significant changes to project activities implemented in response to the external evaluator or Advisory Board recommendations may also be described in this section.

3.6. Expenditures and Unobligated Funds: Reports should include an update on project spending and specifically an estimate of the funds expected to remain unobligated at the end of the reporting period. If that estimate is greater than 20% of the current year award amount, the PI must also provide a plan and timeline for expenditure of those funds.

3.7. Special Conditions (E-CORE projects only): Provide specific information relating to any outstanding actions taken or planned during the reporting period in response to Jurisdiction-Specific PTCs placed on the project at the time of the award. If the jurisdiction-specific PTCs have already been addressed and fully met in prior reporting periods, it is not necessary to address them again in the current annual report.

3.8. Tabular/Graphic Representation of Progress To-Date: Include a table showing progress to date relative to all project goals and objectives, as stated in the NSF-approved Strategic Plan. The table should indicate milestones and specific outcomes and include an easily interpretable representation of whether items have been accomplished, are on schedule, or are behind schedule. The tabular representations should be referenced in the narratives above and be fully consistent with the NSF-approved Strategic Plan.

4. Special Guidance for **RENEWAL PROJECT REPORTS** Only

In the third year of the E-CORE or E-RISE award, the funded project will be eligible to submit a Renewal Proposal to support an additional three-year (E-RISE) or four-year (E-CORE) period for the project. The process for submitting a Renewal Proposal involves two-steps, and the process is initiated by the project's lead PI/PD, who will submit by e-mail to the cognizant NSF program officer a notice of intent to submit a Renewal Proposal no later than the end of the second quarter of Year 3 (Y3Q2) of the award.

As the first step of the proposal process, the project team will submit two documents in the third quarter of their third year (Y3Q3), the timing of which corresponds to the Annual Project Reporting period: a **RENEWAL PROJECT REPORT** and a Renewal Proposal. The **RENEWAL PROJECT REPORT** will be submitted using EDOCS and will consist of a *cumulative* Annual Project Report of all progress made on the active E-CORE or E-RISE award (that is, Sections 1 – 3 of this document, reporting for all three years of the project) plus an additional section detailing the proposed activities and proposed budget for the renewal period (additional details in section 4.2 below). It is recommended that teams prepare the **RENEWAL PROJECT REPORT** first, and then use that report to inform the Renewal Proposal. The Renewal Proposal is an abbreviated version of the **RENEWAL PROJECT REPORT** that will be submitted using Research.gov (additional details in section 4.5 below). Submission of the Renewal Proposal via Research.gov will formally trigger the subsequent processes for evaluation of the Renewal Proposal.

For the second step, NSF, with a panel of external experts (referred to hereafter as the RnSV Panel), will conduct a Renewal Site Visit (RnSV) in the fourth quarter of the third year (Y3Q4) to evaluate the progress, capability, and performance of the awardee(s). This step also includes NSF review of the **RENEWAL PROJECT REPORT** and Renewal Proposal submitted in Step 1 and the preparation of an RnSV Evaluation Report by the RnSV Panel. A renewal recommendation then will be made by NSF based on the progress and planned activities as reported in the **RENEWAL PROJECT REPORT** and Renewal Proposal and based on the Evaluation Report that is provided by the RnSV.

As defined in the NSF PAPPG, *renewal award* means an award made subsequent to an expiring NSF award for which the start date is contiguous with, or closely follows, the end of the expiring NSF award. A renewal award's start date will begin a distinct period of performance. Generally, costs incurred under the old award cannot be transferred to the new award. Residual funds remaining in the old award cannot be transferred to the new award. It is expected that closeout of the original award will occur no later than 6 months of the award end date, with no intent for no cost extension of the original award beyond that timeframe. Thus, there is an expectation that funds on an existing E-CORE or E-RISE award will be spent out before a renewal award is made.

Projects may elect not to renew an E-CORE or E-RISE award. In this instance, the RnSV will not occur, and the third-year Annual Project Report will follow the general Annual Project

Report guidelines provided above. Projects that elect not to apply for renewal will submit their final Annual Project Report in Year 4 of the project.

4.1. Renewal Cost Share Requirements

Cost sharing for a renewal award is required at the level of at least, and no more than, 20% of the total amount requested from NSF in the project's renewal budget. The lead and, as applicable, all other collaborating institutions must be committed to support and sustain the E-CORE or E-RISE project through financial and in-kind cost sharing over the proposed three- or four-year renewal period of NSF support. Evidence of this cost sharing is required in the Renewal Proposal and in the subsequent cooperative agreement (for E-CORE projects) or as part of the award conditions (for E-RISE projects). An explanation of the source, nature, amount, and availability of the required cost sharing must be provided in the budget justification of the Renewal Proposal (see the current NSF PAPPG) and reported annually using NSF online systems. All [cost sharing](#) must be allowable and allocable to the project as outlined in the NSF PAPPG.

4.2. RENEWAL PROJECT REPORT Narrative

The **RENEWAL PROJECT REPORT** is intended to provide NSF and the RnSV review panel sufficient information to assess the overall progress and impact of the award to date. Therefore, the **RENEWAL PROJECT REPORT** should include cumulative information for the first three years of the award period. The required sections of the narrative report, outlined above in Section 3 of this document, remain the same and contain the same information, but should be extended to include the entire three-year period. Like the Annual Project Report narrative, this document should be cohesive, and not a disjointed collection of excerpts from prior Annual Project Reports. The Executive Summary should include the most impactful highlights from the entire period and will not necessarily be the same highlights that were reported in the first two Annual Project Reports.

In the Research Ecosystem Capacity Building or Research Activities section (Section 3.4), projects should provide all information requested and also should explain how the results from these activities influenced the proposed future directions of the current project and, when appropriate, how they suggest potential directions for future projects. E-CORE projects should describe how efforts in the first three years have made significant and sustainable contributions to the jurisdiction's research ecosystem. E-RISE projects should specifically address how the research accomplishments and findings influenced the proposed renewal activities, including any new projects that were inspired by those findings.

In the Evaluation and Assessment section (Section 3.5), the discussion of the project evaluation should be from the perspective of the cumulative award period, with EDOCS data and other report data combined over the three years.

The Expenditures and Unobligated Funds section (Section 3.6) should address project spending and should provide an estimate of the funds expected to remain unobligated at

the end of year 3. This section should also provide a plan and timeline of expenditure of funds for year 4, with a plan for 100% expenditure of funds by closeout of the award. For Renewal Proposals it is expected that closeout of the award will occur no later than 6 months of the award end date, with no intent for no cost extension of the award beyond that timeframe.

The Tabular/Graphic Representation of Progress To-Date section (Section 3.8) should represent cumulative data for the entire funding period.

4.3. Proposed Renewal Period Activities

This section should not exceed five pages. This section should provide clear statements of the plans for the renewal period, using subheadings as needed, including plans to develop new or sunset existing cores (E-CORE only), any new directions proposed for research activities under the original research topic (E-RISE only), and metrics for success. As relevant, the narrative should address new directions or plans for activities related to the solicitation's key elements, core components (E-CORE only) and solicitation-specific criteria required in the original solicitation. When helpful for effectively communicating progress, use of trend charts and other data is encouraged to show progress over the previous years of follow-on or leveraged funding. These instruments should also be used to project impact and anticipated progress over the renewal period.

4.4. Budgetary Considerations

As described under Expenditures and Unobligated Funds (Section 3.6), E-CORE and E-RISE projects must provide an update on project spending, with an estimate of funds that are expected to remain unobligated at the end of the reporting period. The accuracy of this information in the renewal period is critical, as projects with high percentages of unobligated funds may not be approved for renewal funding. Projects should fully explain any historic patterns of greater than 20% unobligated funds from year to year and should present a plan and timeline for spending all remaining funds on the project prior to the end of the initial four-year award period.

4.5. Renewal Proposal

The Renewal Proposal is not formally initiated until the Project submits a proposal for a "traditional renewal" as directed in the [NSF PAPPG](#). In cases where this guidance differs from that stated in the NSF PAPPG, the guidance in this document takes precedence.

The Renewal Proposal should be submitted after the Project has completed and submitted the **RENEWAL PROJECT REPORT** using EDOCS. The Renewal Proposal should be submitted as close as possible to the end of Y3Q3, but no later than the end of Y3Q4. Reviewers of E-CORE and E-RISE Renewal proposal will include members of the RnSV panel (see Section 4, above), who will use the NSF merit review criteria, intellectual merit and broader impacts, to assess the Renewal Proposal, which includes the **RENEWAL PROJECT REPORT**, the Renewal Proposal and the performance of the Renewal Site Visit.

The required sections of a Renewal Proposal are specified in the [NSF PAPPG](#) and include the following:

- Project Summary;
- Project Description: 15-page limit with sections as described below;
- References Cited;
- Budget and Budget Justification;
- Facilities, Equipment, and Other Resources: 3-page limit as described below;
- Senior/Key Personnel Documents: includes Biographical Sketches, Current and Pending (Other) Support, Collaborators and Other Affiliations Information, and Synergistic Activities;
- Mentoring Plan: postdoctoral fellows and graduate students, follow page limits in PAPPG;
- Data Management and Sharing Plan.

With the exceptions identified below, projects should use the guidance provided in the PAPPG to prepare each section of the Renewal Proposal.

4.5.1. Project Description. This document will be organized as follows, containing only the following sections of the narrative from the **RENEWAL PROJECT REPORT** (as described in above): Heading (3.1), Executive Summary, including highlights (3.2), and Overview (3.3), Proposed Renewal Period Activities (6.3). These sections may be duplicated directly from the **RENEWAL PROJECT REPORT** narrative that was submitted via EDOCS in the first step of this process.

Additionally, for Renewal Proposals that are submitted from academic institutions, the Project Description must include a section titled Results from Prior NSF Support that provides information on human resources development at the postdoctoral, graduate, and undergraduate levels. This may involve, but is not limited to, the role of research in student training, course preparation and seminars (particularly for undergraduates). Special accomplishments in the development of professional scientists and engineers should be described. Graduate students who participated in the research should be identified by name. This information may be provided as a high-level overview of these activities, since it is anticipated that additional details will be provided in sections related to Education and/or Workforce Development in the **RENEWAL PROJECT REPORT**. Non-academic institutions should also include a section titled Results from Prior NSF Support but are not explicitly required to provide information on human resources development.

4.5.2. Facilities, Equipment, and Other Resources. Most details related to facilities, equipment, and other resources will be included in the **Renewal Project Report**. In the Facilities, Equipment, and Other Resources Section, provide a high-level overview of the project's organizational structure with references to key resources provide by each participating institution. Proposers should describe only those resources that are directly applicable. If relevant, include internal and external

resources that will be provided to the project by organizations and collaborators that are new to the project and would not have been included in the **Renewal Project Report**. The length of this section must not exceed 3 pages.

5.6. Determination of Award

The RnSV assessment will be based on the original merit review criteria, the project's overall performance to date, satisfactory progress against the project's NSF-approved Strategic Plan, and the feasibility and potential impact of activities proposed for the renewal period. The outcome of the evaluation of the RnSV and the Renewal Proposal will be one of two options:

- **Recommended for a Renewal Award:** The project has met or surpassed its performance metrics (milestones) in Years 1-3 and is positioned to excel in the following years.
- **Not Recommended for a Renewal Award:** The project has not shown met its performance metrics (milestones) that are within the project's capabilities or is not well-positioned to carry out the proposed renewal activities. Preparation for alternative funding opportunities should be considered.

In extenuating circumstances, projects may be granted an intermediate, probationary renewal status to allow the project a short period to respond to minor project weaknesses or threats. Projects will be reassessed after the probationary period and either recommended for continued funding or transitioned to phase down of the project.

NSF will communicate the final outcome of the renewal process within 120 days after the end of the RnSV, which will be no later than the second quarter of Year 4 (Y4Q2) of the project. In cases where the recommendation is Not to Renew, NSF will support transitional needs of the project team, including allowance of one year of supplemental transitional funding to allow phasing down of the project. In cases where the recommendation is Continue Funding, NSF will forward the recommendation to the Division of Grants and Agreements, which is the NSF unit that will grant the renewal cooperative agreement (E-CORE) or award (E-RISE).

5. EPSCoR Data Outcomes and Collection System (EDOCS)

The Annual Project Report or **RENEWAL PROJECT REPORT** will be submitted in both EDOCS and Research.gov. The EDOCS website (<https://edocs.epscor.nsf.gov>) contains FAQs, training videos, and other helpful documents and links to assist with preparation and reporting. For technical issues while working with Research.gov, the PI/PD should contact the Research.gov Help Desk, 7 AM - 9 PM ET, Monday - Friday (except federal holidays) at rgov@nsf.gov or 1-800-381-1532.

In advance of completing the first Annual Project Report, PIs will receive a welcome email containing instructions for logging into EDOCS and entering project participant information. PIs who have not received an EDOCS email should contact

edocs-help@nsf.gov for help with setting up an account.

To begin data entry, log into EDOCS and enter the requested information for all EPSCoR project participants. Make sure to select the user role for each project participant. The system then will send each participant an individual login email that will enable them to complete data entry for their own personal data. The PI is responsible for verifying the project data reported by project participants in EDOCS. Once all data have been entered and the report narrative and supporting documentation have been uploaded into EDOCS, the PI may submit the report for review and approval by NSF by clicking the “Submit Report” button located in the "Submit Report" section of EDOCS. Only the lead PI can submit the report to NSF. The partner institutions will have a “Submit” button and, when pressed, will submit their report to the lead PI. The lead PI will verify all the partners' data before submitting for the collaborative report as a whole.

Refer to Section 6 and Section 7 for additional guidance on submitting to EDOCS and Research.gov.

6. Materials to be Uploaded into EDOCS for Annual and **RENEWAL PROJECT REPORTS**

The following items are required to be uploaded into EDOCS as pdf attachments:

- The Report Narrative (*Annual and **RENEWAL PROJECT REPORTS***)
- The External Evaluation Report (*Annual and **RENEWAL PROJECT REPORTS***)
- The Project’s Response to the Evaluation Report (*Annual and **RENEWAL PROJECT REPORTS***)
- Bibliography of Publications (***RENEWAL PROJECT REPORTS** only*)
- Data Management Plan (***RENEWAL PROJECT REPORTS** only*)
- Postdoc & Graduate Student Mentoring Plan (***RENEWAL PROJECT REPORTS** only*)
- Biographical Sketches (***RENEWAL PROJECT REPORTS** only*)
- Current and Pending Support (***RENEWAL PROJECT REPORTS** only*)
- Budget Request (NSF Form 1030) and Budget Justification (***RENEWAL PROJECT REPORTS** only*)
- Two EPSCoR Highlights, associated images, and image release forms (using [NSF Form 1515](#)) (*Annual and **RENEWAL PROJECT REPORTS***). An EPSCoR Highlight is a crisp, one-page summary with an interesting and informative image highlighting the NSF-funded work. NSF uses these highlights to illustrate the work that the program supports. They might be used in NSF documents and presentations or posted on NSF web pages, for example. 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. For E-RISE projects, one of the highlights should relate to a non-research project element (e.g., education, outreach, workforce development, broadening participation). Each highlight submission should include an appropriate high-resolution image as a separate file and an image release form.

7. Entry of “Prescribed Phrases” into Research.gov for Annual and **RENEWAL PROJECT REPORTS**

E-CORE and E-RISE awards use EDOCS for submission of Annual Project Report content, and Research.gov to indicate that the report has been submitted. To submit the notification of a completed Annual Project Report, log in to Research.gov to provide the following information under each of the category tabs located at the top of the Report Content screen within the Project Report section of Research.gov.

1. Cover tab: Review and verify all the information about the project (Project title, PD/PI name, etc.) displayed in the Cover screen. If any corrections are required, contact the Research.gov Help Desk, 7 AM - 9 PM Eastern Time, Monday through Friday (except federal holidays) at rgov@nsf.gov or 1-800-381-1532.
2. Accomplishments tab:
 - a) Under the Accomplishments tab, manually insert (do not cut-and-paste to avoid an error message) the following statement into the first box labeled “What are the major goals of the project?”:

“In accordance with the instructions provided by NSF EPSCoR, the Annual Project Report has been submitted separately to the NSF EPSCoR Data Outcome Collection System (EDOCS). The cognizant EPSCoR PO will review the contents of the report within EDOCS and subsequently transfer and approve the report in the appropriate NSF internal system.”
 - b) Next, there are four boxes under the question “What was accomplished under these goals (you must provide information for at least one of the 4 categories below)?” In the first box labeled “Major Activities”, manually insert (do not cut-and-paste to avoid an error message) the same statement identified above:

“In accordance with the instructions provided to EPSCoR Principal Investigators, the Annual Project Report has been submitted separately to the NSF EPSCoR Data Outcome Collection System (EDOCS). The cognizant EPSCoR PO will review the contents of the report within EDOCS and subsequently transfer and approve the report in the appropriate NSF internal system.”
 - c) Leave the remaining three boxes (“Specific Objectives”, “Significant Results”, and “Key Outcomes or Other Achievements”) blank.
 - d) In the three boxes under the heading labeled “What opportunities for training and professional development has the project provided?”, mark the “Nothing to report” checkboxes on the right-hand side.
 - e) Be sure to select the Save/Next Section button at the top of the screen before moving on to the next tab.
3. Products tab:
 - a) Under the Products tab, do not enter any information.

- b) Underneath the the tab labeled “What has the project produced?” select the “Nothing to report checkboxes” for each of the five items beneath the question.
 - c) Select the Save/Next Section button at the top of the screen before moving on to the next tab.
4. Participants tab:
 - a) Under the Participants tab, in the section labeled “What individuals have worked on the project?”, enter the names of the EPSCoR PI and Co-PIs.
 - b) For the section labeled “What other organizations have been involved as partners?”, select the “Nothing to report” checkbox on the right-hand side of the screen.
 - c) For the section labeled “Have other collaborators or contacts been involved?”, select No.
 - d) Select the Save/Next Section button at the top of the screen before moving on to the next tab.
5. Impact tab: Mark the “Nothing to report” checkbox on the right-hand side for each of the eight questions. Select the Save/Next Section button at the top of the screen before moving on to the next tab.
6. Changes/Problems tab: Mark the “Nothing to report” checkbox on the right-hand side for each of the six questions. Select the Save/Next Section button at the top of the screen before moving on to the next tab.
7. Special Requirements tab: Mark the “Nothing to report” checkbox on the right-hand side. Select the Save/Next Section button at the top of the screen before moving on to the next tab.
8. Certify and submit: Check the Certification checkbox and click the “Submit Report” button.

Note: In instances where “nothing to report” is entered in the report submission space in Research.gov, the relevant information (e.g., project accomplishments, contributions, publications, products) must be included in the Annual Project Report submitted in EDOCS.