



## General Programmatic Terms and Conditions (PTCs) for the ADVANCE Institutional Transformation Cooperative Agreements (NSF 09-504)

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 Description:** The overall goal of the ADVANCE Program is to increase the representation and advancement of women in academic science and engineering careers. The ADVANCE program contributes to the National Science Foundation's key strategic goal to "Cultivate a world-class, broadly inclusive science and engineering workforce, and expand the scientific literacy of all citizens." (NSF Investing in America's Future Strategic Plan FY 2006-2011 <http://nsf.gov/pubs/2006/nsf0648/nsf0648.jsp>)

This ADVANCE Institutional Transformation project involves the implementation of a coordinated, institution-wide effort to achieve organizational and cultural transformation with the goal of ensuring the full participation of women in all levels of faculty and administration. Strategies that will be implemented include data collection and analysis, changes in institutional practices and policies, and providing various support services and training for faculty. In addition, the project includes project evaluation and dissemination activities.

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. The Awardee will develop and submit to the cognizant program officer within three months of the start date of the award a project organization chart and management plan including the following components:

A) A project implementation and management team (project team): The project team is responsible for the implementation of critical and significant project activities, coordinating the project's internal and external evaluation, and the day-to-day project management. The project team will

likely include the PI and co-PIs as well as other staff. The project team may include individuals from the institution that will support the record keeping and financial management of the project.

- B) An internal steering committee or internal advisory committee (ISC or IAC): The project PI and co-PIs should serve on the ISC or IAC. Other members should include faculty as well as key administrators and staff who will be impacted by the activities or who will be providing resources or services to the project. ISCs or IACs typically meet monthly or quarterly during the project period, depending on the complexity of the project and the size of the project team.
  - C) An external advisory committee (EAC): The EAC should be chaired by the chief executive officer of the institution or equivalent. Membership should include diverse individuals with expertise related to the project activities who can objectively review the project and provide feedback which can be used to make improvements to the project. The project PI (unless also the CEO), co-PIs, project team and consultants to the project should not serve on the EAC. EACs typically meet once a year during the project period.
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 reports not specifically mentioned in FastLane include; three quarterly reports each project year, project evaluation reports from internal or external evaluators, project data indicators, publications, and survey instruments and other tools developed for the project. The cognizant program officer will provide a detailed reporting schedule after the start date of the award.

5. **Ongoing Project Management:** 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.

The Awardee will ensure that:

- A) Project team representatives attend the annual ADVANCE PI meeting.
- B) The project team will, in consultation with the cognizant program officer, organize and schedule site visits, which includes upper level

administrators and key stake holders in the project. The site visit panel will include NSF staff and external panelists identified by the cognizant program officer. The purpose of the site visit is to conduct an evaluation of project performance, assess progress towards goals, and provide advice and recommendations for enhancing project performance. The Awardee will provide, via email correspondence to the cognizant program officer, a written report of accomplishments prior to the review, not to exceed six pages, by a date to be determined by the cognizant program officer.

- C) The project will work cooperatively with any evaluation and monitoring contractors as designated by NSF.