



General Programmatic Terms and Conditions (PTCs) for the Technical Evaluation Assistance in Mathematics and Science (TEAMS) (NSF 12-518) Cooperative Agreement(s)

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. In addition, the PIs will provide evidence of the qualifications of all senior project staff to provide technical assistance in evaluation.

2. Project Description: This Research Evaluation and Technical Assistance (RETA) project of the RMC Research Corporation will support the needs of the evaluation community in the NSF Mathematics and Science Partnership (MSP) program and extend some of that technical assistance to the evaluators in the Title IIB MSP program as well. The goals of the project are to improve the quality of project evaluations in MSP and engage that community in evaluation capacity building relative to evaluation design, methodology, analysis, and reporting. The principal activities of the project include increased opportunities for networking among MSP evaluators, improved access to appropriate measures and instruments to advance the measurement of MSP project outcomes, expanded engagement of MSP project evaluators and PIs in reflective practice experiences in order to improve the quality of evaluation methodology, and improved access to the relevant research in evaluation for MSP evaluators. This project also intends to increase understanding of evaluation design and implementation and strengthen the formative role of evaluation to improve MSP projects. Improving the role of evaluation in the MSP projects will also contribute to the knowledge of the field of STEM education evaluation.

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.

3.1. The Awardee will conduct the work by establishing the TEAMS website and Help desk, conducting needs analysis in evaluation, review funded MSP strategic plans and evaluation designs, provide webinars and conduct workshops for funded projects. These activities are designed to support the goals of the MSP program as described in Program Solicitation NSF 12-518.

3.2. The PI and Co-PIs compose the Senior Leadership Team, which will insure the intellectual integrity of the project activities, and provide strategic direction for their development and operation. The PIs will ensure that they contribute at least 25% of their time to the project.

3.3. The PI manages the award in accordance with the NSF policies and the Terms and Conditions of this Cooperative Agreement; makes operating decisions in consultation with Co-PIs, supervises project staff, and serves as liaison to NSF. The PI is also responsible for the conceptualization and design of the technical assistance activities and the evaluation of their implementation and impact.

3.4. The Co-PI will be responsible for contributing to the design and implementation of the technical assistance activities and their evaluation.

4. Governing Responsibilities: The Awardee will ensure efficient and effective performance of all project responsibilities by the governing components throughout the award period.

5. 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.

5.1. Three-Year Strategic Plan: The Awardee will submit a draft version of a three-year strategic management plan within three months of the effective date of this award specifying objectives, activities, progress benchmarks, and deliverables for the cognizant Program Director’s comments and suggestions. The plan will include specific information for how they will identify innovative methodology in evaluation and provide technical assistance to the NSF MSP evaluators and PIs and, to a lesser extent, projects in the Title IIB MSP program, on these innovations. Innovations include but are not limited to alternatives to experimental design, the use of longitudinal databases, implementation evaluation, data-mining and learning analytic techniques, and social network analysis. Additional innovative methodology being developed by the NSF PRIME program awardees should also be considered. The awardee will submit a final version of this strategic plan six months after the effective date of this award.

5.2. Three-Year Evaluation Plan: The Awardee will develop a three-year evaluation plan including both formative and summative assessment aspects with substantial breadth and depth within six months of the effective date of this award. The plan must clearly describe the specific goals, strategies and activities, expected outputs, and pursued outcomes. It should detail the type of

data to be gathered, and appropriate metrics to assess both the implementation process and the overall impact of the project, consistent with the deliverables and metrics delineated in the “Three-Year Strategic Plan”. In addition, the project needs to identify either an external evaluator OR indicate how they will use their Advisory Board members to provide for that function.

5.3. Annual Reports: The Awardee will submit an annual progress report specifying major accomplishments according to the project’s goals, objectives, and deliverables identified in the “Three-Year Strategic Plan”.

5.4. Interim Reports: The Awardee will submit written mid-year interim progress reports on the technical assistance activities conducted during the year 1 of the project and as needed and requested by the cognizant Program Officer during following two years.

6. Ongoing Project 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.

6.1. Project-NSF Program Officer Meetings: The PI will communicate quarterly with the cognizant Program Officer to review progress of the project in achieving its goals. Meetings may occur on the phone or other venues as schedules permit. Meetings will also identify support from NSF POs that are needed in order for the PIs to accomplish their goals and objectives.

6.2. Reverse Site Visit: The Awardee will participate in one reverse site visit at NSF’s headquarters at the end of the first year of the project to report on the progress and potential challenges, and to identify possible modifications to the scope of work. Dates for the reverse site visit will be agreed with the cognizant Program Officer.

6.3. The Awardee will participate in meetings of NSF MSP Principal Investigators and be represented at the national and regional meetings as deemed appropriate to the development, coordination, and review of MSP activities. Travel costs related to these activities may be charged to the award.

6.4. The Awardee, as part of a national program, is expected to work collaboratively with the NSF designated overall program evaluators and with MSP Research, Evaluation, and Technical Assistance researchers, as appropriate.