



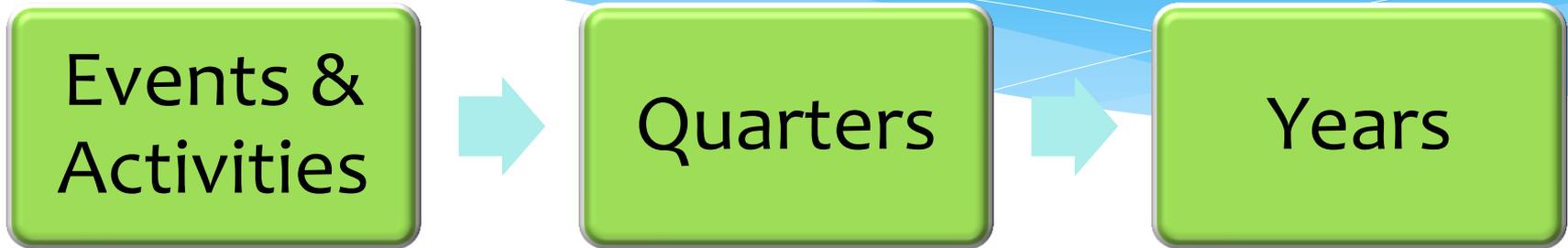
# *NASA Project Reporting & Metrics*

**New NICE-T and TCU-ELO PI  
Orientation Meeting and  
Training Workshop**

**June 13, 2014**

***Presented by Monica H. Barnes***

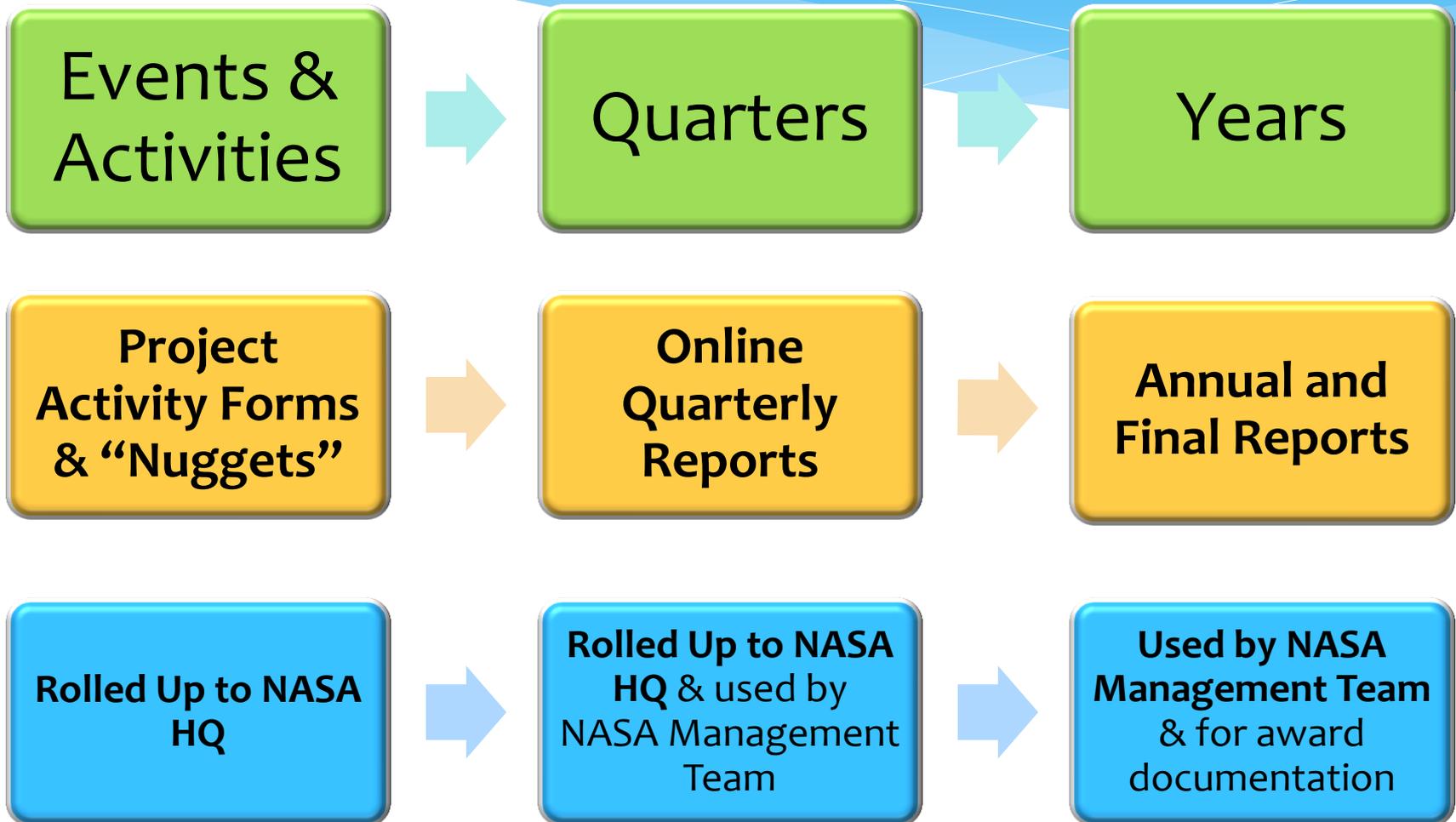
# *The Big Picture*



# *The Big Picture*



# The Big Picture



# The Big Picture

Events & Activities



Quarters



Years

Project Activity Forms & “Nuggets”



Online Quarterly Reports



Annual and Final Reports

Provide metrics and participant data that is rolled up as part of NICE’s annual performance reports to HQ.



Provide supplemental metrics and participant data, along with information used for project monitoring (milestones, etc.) and support activities (monthly webinar discussion topics, evaluation, etc.)

# What We Want You to Report



Any time you reach people **outside your funded project team**, that's likely to be a **reportable event**.

- **ALL activities:** Complete a PAF via the NASA Reporting System (<http://nice.larc.nasa.gov>, then login and visit the PI workspace). PAFs are available to be completed at any time.
- **Noteworthy Activities:** NICE has the opportunity to report events on a weekly basis within NASA Langley and at HQ. If you've recently done something noteworthy, feel free to send a paragraph to the Agency NICE PM (Monica Barnes)
- **Fabulous/Exceptional Activities:** PowerPoint "Nuggets" are an ideal way to communicate major events to NASA HQ and Mission Directorates.

# Sustainable Natural Resources in a Changing Climate Symposium held on March 19, 2013

**Sponsored by NASA NICE program**, the Southern University's global climate change education project hosted its annual symposium on March 19<sup>th</sup> 2013 in Baton Rouge, Louisiana. Focused on sustainable natural resources in a changing climate, **the symposium attracted over 100 Historically Black College and University faculty (HBCU) and students.** The symposium offered the most recent US national climate change assessment results, helped participants in understanding NASA climate model output and its application in research, and shared current research and education methodology.

**The symposium facilitated partnership building** among HBCU, NASA, USDA, and other universities. The symposium provided opportunities for HBCU students to enhance their professional network and STEM career preparedness.



# PAF & OEPM (new release this past year)

- \* NASA Headquarters has *eliminated surveys* for both teacher and student participants.
- \* Headquarters has also made some changes to the data they will collect via the Project Activity Form (PAF). Detailed training on these will be provided during the workshop.
  - \* PAFs will still count participants.
  - \* PAFs will no longer collect demographic data on participants.
  - \* Types of events will be categorized differently.
  - \* **Costs of activities** need to be reported

# What Are We Looking For?



**At the end of each quarter** (October–December, January–March, April–June, July–September), the online Reporting System opens for the submission of **NICE Quarterly reports**.

- Completed online (<http://nice.larc.nasa.gov>, then login and visit the PI workspace).
- Report includes **planned and actual metrics** (participants reached & opportunities/activities offered) which we use to report to HQ, along with listing **publications** and **updated milestones** for project tracking.
- Report is also an opportunity to share accomplishments, challenges, & lessons learned.

# What Are We Looking For?



**Annual reports** are due **60 days prior to your project anniversary date** to the Agency MUREP NICE PM Monica Barnes and the NSSC, and the final report is due **within 90 days after the expiration date**.

- Brief reports (3-4 pages) submitted as a document via email; may include appendices (e.g., evaluation materials/reports).
- Send **completed annual reports** to 3 email addresses:
  - [NSSC-ContactCenter@nasa.gov](mailto:NSSC-ContactCenter@nasa.gov)
  - [Monica.H.Barnes@nasa.gov](mailto:Monica.H.Barnes@nasa.gov) (or you can use [NICE-reporting@lists.nasa.gov](mailto:NICE-reporting@lists.nasa.gov))
  - [NSSC-grant-report@mail.nasa.gov](mailto:NSSC-grant-report@mail.nasa.gov)

# Annual Report Cover Page

- \* **Should clearly identify:**
  - \* Title of project/cooperative agreement
  - \* Name of Principal Investigator
  - \* Cooperative Agreement number
  - \* Reporting period
  - \* Name and address of recipients' institution
  - \* Type of report

For more details on these reports, visit the PI Workspace,  
or contact Monica Barnes with questions  
([Monica.H.Barnes@nasa.gov](mailto:Monica.H.Barnes@nasa.gov))

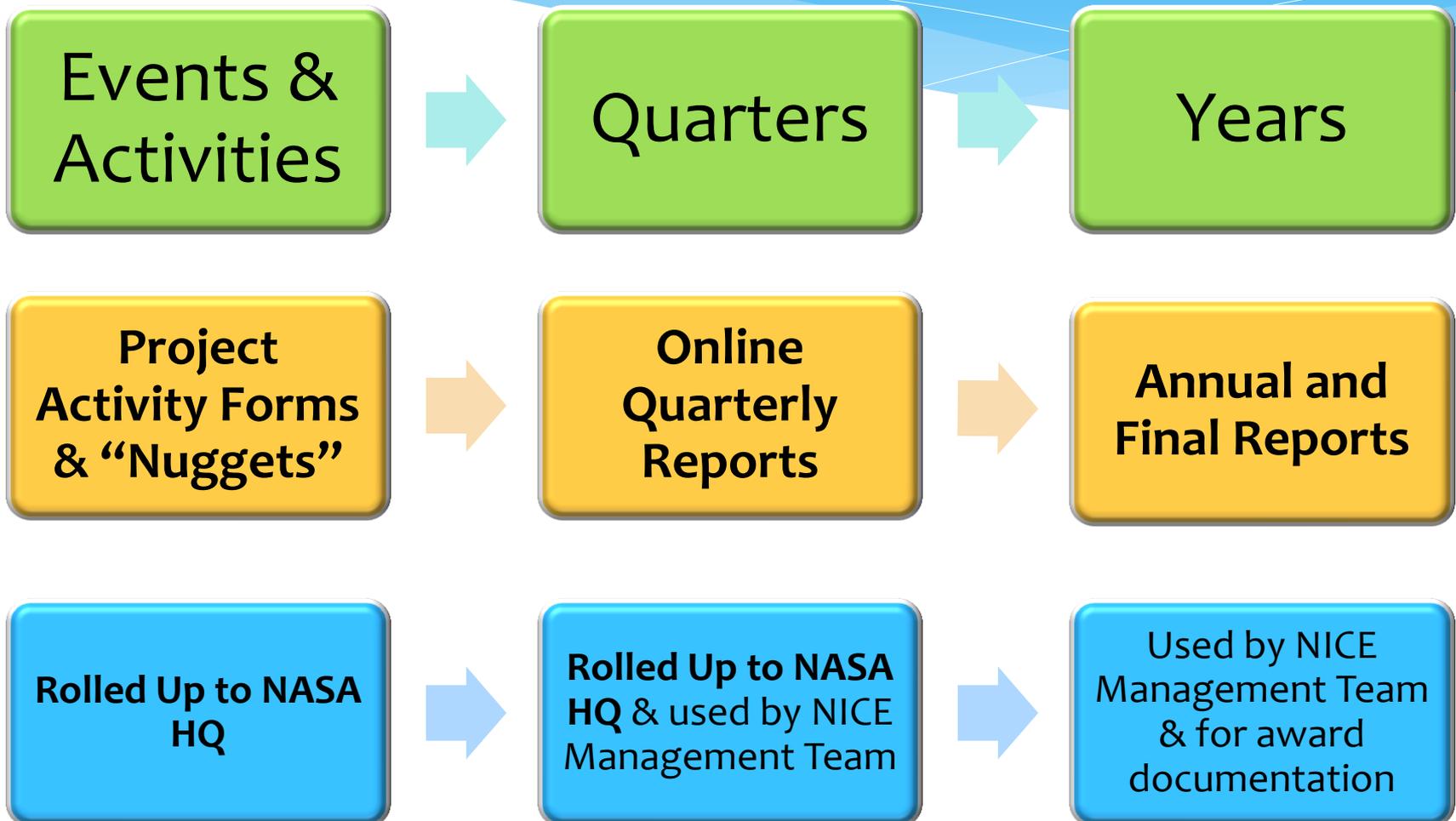
# *Annual Reports Include:*

- \* Project activities over the period of performance of the report period.
- \* Project accomplishments measured against the proposed goals and objectives.
- \* Evidence of how project activities have furthered stakeholder priorities (charts, graphics, etc.).
- \* Extent to which collaborations and/or partnerships have evolved.
- \* Plan of activities for the next year.

# Other Reports

- \* **Refer to your award paperwork for the all the details!**
- \* These include
  - \* Quarterly Cash Transaction Reports
  - \* Invention Disclosure
  - \* Federal Property
  - \* etc. . .

# The Big Picture



# Questions?



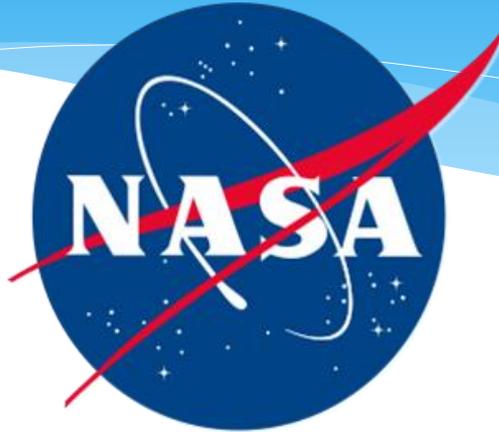
## **Your MUREP NICE-T Contacts:**

Agency NICE Project Manager: Monica Barnes,  
[monica.h.barnes@nasa.gov](mailto:monica.h.barnes@nasa.gov)

NICE Project Scientist: Dr. Lin Chambers,  
[lin.h.chambers@nasa.gov](mailto:lin.h.chambers@nasa.gov)

or email [nicequestions@nasa.gov](mailto:nicequestions@nasa.gov)

# Questions?



## **Your TCU-ELO Contacts:**

Tribal Colleges and Universities Project (TCUP)

Manager: Torry Johnson,

[torry.johnson@nasa.gov](mailto:torry.johnson@nasa.gov)

GSFC MUREP Manager: Janie Nall,

[jane.m.nall@nasa.gov](mailto:jane.m.nall@nasa.gov)