Reporting

1. Annual reports to NSF

2. Subaward institution reports to CSU CMMAP

3. Internal CSU investigator reports to CMMAP

Reporting: Subawards

- Per their contracts, subaward institutions must report progress to CSU CMMAP twice per year. These reporting deadlines coincide nicely with our bi-annual team meetings.

- Reports are carefully reviewed by the Executive Committee.

- Comments are forwarded to the subaward PI.

Reporting: Internal CSU PIs

- Individual PIs are required to report progress to CMMAP twice per year. These reporting deadlines coincide nicely with our bi-annual team meetings.

Reporting: Annual to NSF

- Our report is due to NSF April 1st each year.

- Input for the annual report is due to CSU CMMAP on March 1st each year

- NSF dictates the format for this report, and requires us to report by goals and/or objectives.

- Our reporting responsibilities are hierarchical in that the Objective Team Leaders are responsible for soliciting and collecting input, compiling it and submitting it via our reporting system.

Reporting: Annual to NSF

- To successfully survive the complexity of this annual reporting process, we have developed a web-based reporting system. It also serves as part of the NSF-required database:

"Part of this reporting will take the form of a database which will be owned by the institution and eventually made available to an evaluation contractor. This database will capture specific information to demonstrate progress towards achieving the goals of the program."

– excerpt of email from Alina Martinez of Abt Associates

Reporting: Annual to NSF

- Each individual team member must log in to report a few specific things.

- Objective Team Leaders report for their objective(s) only.

- Our KT and ED Science Managers report on many various activities across the objectives they handle.

- Our Director, Associate Directors and Administrative Director report on activities not covered above.

Reporting: Annual to NSF

Let's take a look:

http://cmmap.colostate.edu

Reporting Plans

- Subaward and Internal CSU Investigator reporting will be done via our web-based system and become a permanent part of the database.

- We are working to make our reporting system as user-friendly as possible without interfering with the function.