Barbara Couture
Senior Vice Chancellor for Academic Affairs
208 Administration
Lincoln, NE 68588-0420
402-472-3751 (phone)
402-472-4929 (fax)

----- Forwarded by Barbara Couture/VCAA/UNL/UNEBR on 08/28/2008 12:08 PM -----

"Dearo, Jessie A."
<jdearo@nsf.gov>

08/26/2008 03:35 PM

To <bcouture2@unl.edu>, <sadams2@unl.edu>, <mholmes2@unl.edu>,
<dmanderscheid2@unl.edu>, <jmcquillan2@unl.edu>

cc

Subject FW: Award Id : 0811250, PI: Couture

Hello,

The email below is the official NSF notice of your ADVANCE Institutional Transformation grant. Although the official start date is September 1, 2008, we know that it will take some time to start up your project activities. I know that getting the official notice this late means a lot of commitments have already been made for the upcoming semester that need to be worked around so we anticipate that there will be some delay before the project can really get up and running. An update on this "start up" period should be included in your first interim report.

Please be sure to review the official programmatic terms and conditions (PTC) attached (also at the link in the email below). The PTC includes a schedule for the submission of various project related items during the first year of the project. This is the same document that you reviewed earlier but now it is official. If you have any questions on any of the items or need deadline extensions please let me know.

IT Reporting Schedule:

Project year	Project Start	First Interim	Second Interim	Annual Report	Third Interim	Final Report
YR 1	9-1	12-1	3-1	6-1	9-1	
YR 2		12-1	3-1	6-1	9-1	
YR 3		12-1	3-1	6-1	9-1	

YR 4	12-1	3-1	6-1	9-1	
YR 5	12-1	3-1	NA	6-1	12-1

If approved for a 12 month no cost extension*

YR 5	12-1	3-1	6-1	9-1	
YR 6	12-1	3-1	NA	6-1	12-1

* A "no cost extension" can be requested for up to 12 months in order to complete proposed project activities if there are remaining funds in the project account. If you request a "no cost extension" you will be required to submit an additional annual report and three additional interim reports. In summary, a five-year project will have 16 interim reports, 4 annual reports and one final report. A six-year project will have 19 interim reports, 5 annual reports and one final report.

I will send you additional information on what to include in your reports as soon as possible.

Project Contact Information:

Please send me the name, telephone, and email of the people who will be involved in the day to day management and implementation of the IT project so I can add them to the NSF contact list for the program.

ADVANCE Listserv:

You should sign up to join the ADVANCE listserv which is managed by the University of Washington. You can sign up at http://mail.ee.washington.edu/mailman/listinfo/advance.

Please feel free to contact me whenever you have a question. Congratulations and I look forward to working with you.

Jessie DeAro
Program Director, ADVANCE
National Science Foundation
Phone: 703.292.5350
Email: jdearo@nsf.gov

-----Original Message-----
From: Baukin, Kathleen C.
Sent: Tuesday, August 26, 2008 3:42 PM
To: jwicks2@unl.edu
Cc: BFA DGA Awards; Bailey, Pamela G.; Dearo, Jessie A.
Subject: Award Id : 0811250, PI: Couture

General Programmatic Terms and Conditions (PTC) for the ADVANCE Institutional Transformation Cooperative Agreements, (NSF 07-582)

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 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.

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 a third-year site visit review 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 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.

6.   Program-specific terms and conditions: The Awardee will develop and submit to the cognizant program officer within four months of the start date of the award:

A)   Timeline: Include benchmarks for the major project activities as well as which member of the project team is responsible for the benchmark. Annual timelines can be revised in the annual report.

B)   The ADVANCE project's web site url.

The Awardee will develop and submit to the cognizant program officer within five months of the start date of the award:

A)   Evaluation Plan: The project evaluation plan must include measurable objectives and benchmarks for the project activities. It is anticipated that both quantitative and qualitative analysis will be employed to evaluate the impact of the project. There must be an external evaluation component, but the assessment may involve both internal and external evaluators as appropriate. An external evaluator must have expertise relevant to the issues affecting the participation and advancement of women in science and engineering and cannot be invested in the project outcomes in such a way that his/her ability to provide an objective evaluation would be questioned. Updates on the evaluation activities and revisions to the evaluation plan shall be included in annual reports.

B)   Dissemination plan: The dissemination plan should be designed to ensure that the project's results, lessons learned and promising practices will be widely disseminated, using outlets beyond the institution's own website. Updates on the dissemination activities and revisions to the dissemination plan shall be included in annual reports.

The Awardee will develop and maintain a database of quantitative institutional transformation indicators throughout the project. Baseline data for these indicators must be included in the first annual report. The baseline may be a single year or a cumulative record to deal with unusual fluctuations and existing trends. Subsequent annual reports to NSF should make comparisons with the baseline for assessing the impact of the ADVANCE project. The Awardee will use the guidelines for institutional

transformation indicators developed by an ADVANCE grantee working group in 2005. These guidelines are incorporated in the "Toolkit for Reporting Progress toward NSF ADVANCE: Institutional Transformation Goals"
http://www.advance.vt.edu/Measuring_Progress/Toolkits/Advance_Data_Indicators_Too lkit_Jan05.pdf. In the event that there is a difficulty accessing the Toolkit, the Awardee should contact the cognizant program officer.

The Awardee will ensure that adequate office and meeting space is available for the ADVANCE project that is conveniently located to a majority of STEM faculty.

The Awardee will ensure that an ADVANCE project web site is linked to the institution's main web site and is maintained throughout the project period. The project web site should include at a minimum; contact information for the project team, a summary of the project activities, scheduled events and training, publications, materials and tools developed that can be shared, as well as project reports and appropriate institutional data.