

## SENCER-ISE Milestones

May 15, 2013

### General Categories

Getting Started  
Reflections – Communicating Experiences - Reporting  
Evaluation Deliverables  
Cross-project Communications

### Getting Started

Task	Due Date (s)
One-paragraph Abstract Describing the Project (to be used for press releases)	<u>May 15, 2013</u>
Completion of Forms to Attend the SENCER Summer Institute (Registration/Travel Forms)	<u>May 15, 2013</u>
Evaluation Webinar Participant Information Form	<u>May 15, 2013</u>
Signed Evaluation Consent Form	<u>May 15, 2013</u>
NSF Budget Form and Budget Justification	<u>May 15, 2013</u>
Completion of Summative Questionnaire Prepared by Randi Korn & Associates. Each partner completes this survey.	<u>May 15-31, 2013</u> (Also listed under Evaluation Deliverables)
Signed Memorandum of Understanding (MOU) from each partnership and a Completed W-9 Form from the Financially-responsible Institution.	<u>By June 3, 2013</u>
Abstract of Partnership and Goals for the SENCER Summer Institute Experience	<u>June 3, 2013</u>

Evaluation Webinar/ Workshop	<u>First</u> June 4, 2013 – 3:00-5:00 p.m. Eastern Time <u>Second</u> July 31, 2013, 1:00-4:00 p.m. Pacific Time at SENCER Summer Institute
Initial Materials for the Public Space of the SENCER-ISE Website, including a project summary, an abstract (one paragraph) about the project, biographies and photos for each partner, and one paragraph from each partner describing the partner’s institution.	<u>June 12, 2013</u>
Attendance at the SENCER Summer Institute	<u>July 31 – August 5, 2013</u>

Reporting: Reflections – Communicating Experiences

Task	Due Date (s)
Reflections on the Impact of the SENCER Summer Institute Experience. How did it deepen each partner’s understanding of the partnership’s project goals, the plan of action, and the collaboration?	<u>August 21, 2013</u>
Schedule of Project Activities for Years I & II (May 1, 2013– April 30, 2014 and May 1, 2014 – April 30, 2015)	<u>August 21, 2013</u> (See also Reporting: Reflections-Communicating Experiences section)
Reports, including responses to questions from the SENCER-ISE staff, activities concluded, etc. These reports will help the SENCER-ISE staff in working with the awardees on their projects and enable all of the partnerships to share information with each other, the National Science Foundation, and the public. Awardees will be provided with questions and format information in a timely manner before each report is due.	<u>August 21, 2013, November 1, 2013, January 29, 2014 and April 30, 2014.</u> The April 30th report will serve as the annual report for the award. Dates for the second and third years will be provided at a later time.

Evaluation Deliverables

Task

Due Date (s)

Complete Online Summative Questionnaire	May 15- 31, 2013
Participate in Formative Evaluation Interviews	April/May 2014
Participate in Learning Circles at the SENCER-ISE National Meeting	March 2015
Complete Online Summative Questionnaire	April/May 2015
Participate in Summative Interviews	April/May 2015

Cross-partnership Communications (This section is for the partnerships to share information about their experiences with each other.)

Task

Due Date (s)

Sharing Products	
Lessons Learned	
Questions for other Teams about Implementation/Findings	
Other ways to communicate	