December 19, 2019

Dear Colleague,

The Annual Performance Document (APD) or Close-Out Report will serve as your narrative progress report for activities completed in Fiscal Year (FY) 2019 from the funding source, *Space Grant Opportunities in NASA STEM* (**Announcement number NNH18ZHA001C**). This report will address all activities (funded by the base award and augmentation) that occurred within the "Year-5 Extension" period of performance of your multi-year grant. APD reports are due 60 days prior to the anniversary date of the award and Final Close-Out Reports must be submitted within 90 days after the expiration of your grant to fulfill grant reporting requirements outlined in the official award notification from the NASA Shared Services Center (NSSC).

To clarify, you are only required to submit one report. If your project is closing out at the end of your current period of performance, you are required to submit a Close-Out Report within 90 days after the expiration of your grant. If your project is not closing out at the end of your current period of performance, you are required to submit an APD NLT 60 days before your grant's anniversary.

Should you request a no-cost extension (NCE), you will be required to submit an APD before that request is approved. The Close-Out Report, should be an updated version of the APD you submitted for the NCE, and it should be updated to include completed activities that occurred during the extended period of performance.

The APD should succinctly report on accomplishments as they relate to the objectives, targets and goals identified in your base proposal and subsequent augmentation proposal. The APD provides qualitative and quantitative information to populate key grantee performance data collected by NASA Office of STEM Engagement (OSE) in response to NASA and the Office of Management and Budget (OMB) reporting requirements. Historically, after OSE officials have reviewed the APD, the NASA Office of STEM Engagement has posted this report on the NASA Education website to be made available to the public.

Submit your mandatory APD to hq-space-grant@mail.nasa.gov and NSSC-grant-report@mail.nasa.gov with the subject line: **XX_FY19_Year5 Ext_APD_Grant number** (*Insert your state abbreviation where "XX" is noted. Grant number should start with NNX.*) or **XX_FY19_Year5 Ext_Close Out Report** (*Insert your state abbreviation where "XX" is noted.*)

You should have already received guidance regarding submission of your FY 2019 data using the Office of Education Performance Measurement (OEPM) system. As a reminder, **the OEPM deadline for FY19 data submission is Jan 31, 2020.**

Please contact Dr. Sonya L. Greene at sonya.l.greene@nasa.gov if you have questions regarding the submission of your APD.

Sincerely,

Erica J. Alston, Ph.D.
Deputy Manager, National Space Grant College and Fellowship Program
NASA Office of STEM Engagement

Submission of 2019 Annual Performance Document/Close-out Report

You are required to submit your National Space Grant College and Fellowship Program- 2019 Annual Performance Document **60 days prior to** the anniversary date of the training grant and Final Close-Out Reports must be submitted **within 90 days after** the expiration of your grant to fulfill grant reporting requirements outlined in the official award notification from the NASA Shared Services Center (NSSC).

Page Limit: **Ten (10) pages**. Provide summary narrative and data as appropriate. Detailed descriptions of individual events is not required **except** in section C, *PROGRAM/PROJECT BENEFIT TO PROGRAM AREAS.*

I. PERFORMANCE SUMMARY/PROGRESS REPORT

Using the attached Word template labeled, **XX_FY19_Year Ext_APD**, please describe your achievements and progress with respect to activities that were funded with FY 2019 base and augmentation funding. To expedite the evaluation of your progress report, please refer **directly** to the goals and SMART objectives described in your base proposal and augmentation proposal. Please provide target numbers if applicable. Briefly describe your success in terms of the metrics utilized to demonstrate the accomplishment of or progress toward meeting those goals. Also, to prevent duplicate reporting, please do not reference or include any data or outcomes specific to the Experimental Program to Stimulate Competitive Research (EPSCoR), The Undergraduate Student Instrument Project (USIP).

II. PREPARING THE ANNUAL PERFORMANCE DOCUMENT:

(Format attached – APD documents submitted that are not in compliance with the attached format will be returned to the consortium for revision and may subsequently delay the APD review process.)

A. **PROGRAM DESCRIPTION**
*Use the provided description of The National Space Grant College and Fellowship Program that is already written in the attached template. Please insert consortium-specific details **ONLY** **when a relevant selection is necessary and/or** where **"x"** is used as a place holder within the highlighted section. **Remove highlighted/bolded formatting once those consortium specific details have been added.***

B. **PROGRAM GOALS**
State the Consortium Goals and Objectives from your base proposal and augmentation proposal. The objectives should express quantitative targets when appropriate.

C. **PROGRAM/PROJECT BENEFITS TO PROGRAM AREAS**
*Provide concise, significant, and meaningful **highlights or anecdotes** (no more than three) that are directly related to work completed in FY 2019, highlighting student and/or project accomplishments. Specify alignment to Space Grant program areas/ elements.*

D. PROGRAM ACCOMPLISHMENTS

Refer directly to the specific consortium goals and SMART objectives in your base and augmentation proposals when describing your accomplishments. Describe the accomplishments as referenced to each of the five Space Grant Program Areas. The accomplishments should be a summary of the accomplishments rather than a specific description of each individual activity.

    a) NASA Internships, Fellowships, and Scholarships:
    b) Higher Education Projects:
    c) Research Infrastructure Projects:
    d) Precollege Projects:
    e) Informal Education Projects:

E. MILESTONES

Refer directly to the Milestones chart included in your 5th year funding extension proposal.

    a. Include a summary of your proposed milestones, and describe the extent to which each milestone has been met. If there have been significant deviations from your proposed milestones that will affect your initial period of performance, please provide a justification for those deviations.

    b. If there have been significant deviations from your proposed milestones that will affect your initial period of, please provide a revised list of milestones.

F. PROGRAM CONTRIBUTIONS TO NASA EDUCATION PERFORMANCE GOALS

Include summary data for the bulleted list below:

- **Diversity**: Describe the diversity of institutions, faculty, and student participants (gender, underrepresented, underserved)
- **Minority Serving Institution Collaborations**: Summarize interactions with MSIs within the consortium, and describe projects/activities.
- **Office of Education Annual Performance Indicators (APIs)**: Provide numerical values for consortium contributions to API's. Refer to Table 1: *Annual Performance Plan: FY19 Performance Goals and Annual Performance Indicators* on page 6. Note the explanation above the table.

        ➢ API 3.3.3: STEM 19-1
        ➢ API 3.3.5: STEM 19-5

G. IMPROVEMENTS MADE IN THE PAST YEAR
Succinctly describe improvements and/or adjustments made last year that demonstrate significant change(s) within the consortium. The improvements and/or adjustments that brought about change may have been in management, resource allocation, project design, project evaluation, etc.

H. CURRENT AND PROJECTED CHALLENGES

*Identify any current or projected challenges in the implementation or execution of activities. Explain how the management team is working to address the challenges identified and/or how National Program Staff can assist. **If this is your close-our report, please skip this section.***

I. PROGRAM PARTNERS AND ROLE OF PARTNERS IN PROJECT EXECUTION

List the institutions that comprise the consortium; include the name, type of institution, key characteristics, and role in consortium activities/operations. A listing of affiliates with no description of characteristics or roles is not sufficient.

III. DOCUMENT FORMAT

Use the APD template starting on page 6 to submit your information. Do not change the formatting (font, type, or font size) of this document. Once completed, save the report as a Word document using the following naming convention: **XX_FY19_Year 5Ext_APD.doc** *(Insert your state abbreviation where "XX" is noted.)* For example, *DC_FY19_Year 5Ext_APD.doc*

To expedite the process of posting the APD information on the Office of Education website and ensuring 508 compliance, please adhere to the following:

A). Submit the report as a "WORD DOCUMENT" using our formatting guidelines (***pdf files are not acceptable*)
B). PAGE LIMIT: **Ten (10) pages**
C). NO TABLES
D). NO PICTURES
E). NO CONSORTIUM LOGO

IV. ELECTRONIC SUBMISSION

Submit the Annual Performance Document and revised budget (if applicable) by email **no later than 60 days** prior to the anniversary of your grant. You can submit your APD earlier than the 60 day requirement, if desired. **Send the Microsoft Word APD attachment to email addresses below** with the subject line: **XX_FY19_Year5 Ext_APD_Grant number** (*Insert your state abbreviation where "XX" is noted. Grant number should start with NNX.*) or **XX_FY19_Year5 Ext_Close Out Report** (*Insert your state abbreviation where "XX" is noted.*)

- The NASA Shared Services Center: NSSC-grant-report@mail.nasa.gov
- The NASA Space Grant Program Office: hq-space-grant@mail.nasa.gov

V. NASA OFFICE OF EDUCATION PERFORMANCE GOALS AND INDICATORS

Annual Performance Goals and Annual Performance Indicators (APIs) are for the NASA Office of Education and are contributed to by each program as appropriate. Since Space Grant is primarily a higher education project, the strongest contribution should be in NIFS, Higher Education, and Research Infrastructure through Goals 3.3.3 and 3.3.5. See page 6, Table 1: *Annual Performance Plan: FY19 Performance Goals and Annual Performance Indicators* for descriptions of annual goals and APIs.

Record your contributions in Section F of the APD report.

Table 1: Annual Performance Plan FY19 Annual Performance Goals and Performance Indicators	
Performance Goal	**FY19 API**
3.3.3: Provide opportunities for students to engage with NASA's aeronautics, space, and science people, content, and facilities in support of a diverse future NASA and aerospace industry workforce.	STEM 19-1: Provide significant, direct student awards in higher education to (1) students across all institutional categories and levels (as defined by the U.S. Department of Education), (2) racially or ethnically underrepresented students (Hispanics and Latinos, African Americans, American Indians, Alaska Native, Native Hawaiians and Pacific Islanders), (3) women, and (4) persons with disabilities, at percentages that meet or exceeded at the national percentages for the science and engineering graduates, as determined by the most recent, publicly available data from the U.S. Department of Education's National Center for Education Statistics for a minimum of two of the four categories.
3.3.5: Provide opportunities for students to contribute to NASA's aeronautics, space, and science missions and work in exploration and discovery.	STEM 19-5: Contribute to American technical capability by supporting the release of at least 1,300 paper presentations and peer-reviewed research publications through STEM engagement investments.

<State> Space Grant Consortium Lead Institution:

Director:
Telephone:
Number:
Consortium URL:
Grant Number:

A. PROGRAM DESCRIPTION

The National Space Grant College and Fellowship Program consists of 52 state-based, university-led Space Grant Consortia in each of the 50 states plus the District of Columbia and the Commonwealth of Puerto Rico. Annually, each consortium receives funds to develop and implement student fellowships and scholarships programs; interdisciplinary space- related research infrastructure, education, and public service programs; and cooperative initiatives with industry, research laboratories, and state, local, and other governments. Space Grant operates at the intersection of NASA's interest as implemented by alignment with the Mission Directorates and the state's interests. Although it is primarily a higher education program, Space Grant programs encompass the entire length of the education pipeline, including elementary/secondary and informal education. The **<State>** Space Grant Consortium is a **<Designated, Program Grant, or Capability Enhancement>** Consortium funded at a level of $**XXX, XXX** for fiscal year 2019.

B. PROGRAM GOALS

C. PROGRAM/PROJECT BENEFITS TO PROGRAM AREAS

D. PROGRAM ACCOMPLISHMENTS

- NASA Internships, Fellowships, and Scholarships (NIFS):
- Higher Education projects:
- Research Infrastructure projects:
- Precollege projects:
- Informal Education projects:

E. MILESTONES

F. PROGRAM CONTRIBUTIONS TO NASA EDUCATION PERFORMANCE GOALS

Include summary data for the bulleted list below:

- **Diversity**:

- **Minority Serving Institution Collaborations**:

- **Office of Education Annual Performance Indicators**:
    - API 3.3.3: STEM 19-1
    - API 3.3.5: STEM 19-5

G. IMPROVEMENTS MADE IN THE PAST YEAR

H. CURRENT AND PROJECTED CHALLENGES

I. PROGRAM PARTNERS AND ROLE OF PARTNERS IN PROJECT EXECUTION