

Space Grant P&E Comprehensive Evaluation Plan (CEP)

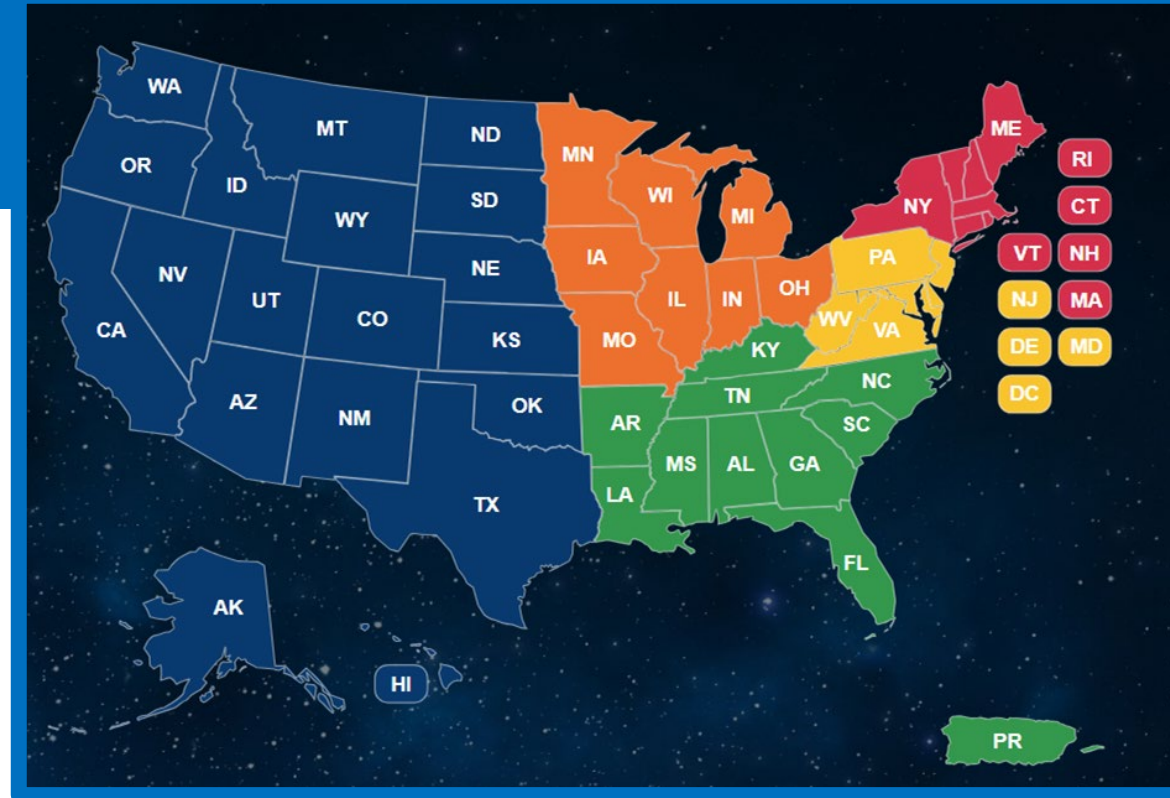
Presented by: Performance & Evaluation (P&E)

February 27, 2025

NASA STEM



2 Q&A



Five Regions of Space Grant Consortia: Western, Midwestern, Southeastern, Mid-Atlantic, and Northeastern Regions

TERMINOLOGY



NASA Space Grant

Multi-year Solicitation/Award The grant that is funding consortia for the next four years (FY25-FY28)

CEP	Comprehensive Evaluation Plan
IE	Independent Evaluators (you!)
PI	Principal Investigator (Space Grant Directors)
POP	Period of Performance (unique grant cycles)
Tier 3	Consortia-level evaluation (you!)
Tier 2	Program-level evaluation
Tier 1	OSTEM-level evaluation

NASA Office of STEM Engagement

OSTEM	NASA's Office of STEM Engagement
P&E	Performance & Evaluation

NASA Mission Directorates*:

ARMD	Aeronautics Research Mission Directorate
SMD	Science Mission Directorate
STMD	Space Technology Mission Directorate
ESDMD	Exploration Systems Development Mission Directorate
SOMD	Space Operations Mission Directorate

**These will be important for your SMART goals tables*



SPACE GRANT EVALUATION



1

Tier I Evaluation: Led by NASA P&E Team (Ongoing):
Is the consortium contributing to the achievement of Space Grant & OSTEM performance goals and objectives?

2

Tier II Evaluation: National level led by UAF/GGI Independent Evaluator: *Is Space Grant achieving its intended goals, outputs, and outcomes at a national level, and to what degree?*

3

Tier III Evaluation: Consortium-level to be led by independent evaluators (required in the Multi-year Award): *Is each consortium achieving its unique intended outputs, and outcomes at a "state" level?*



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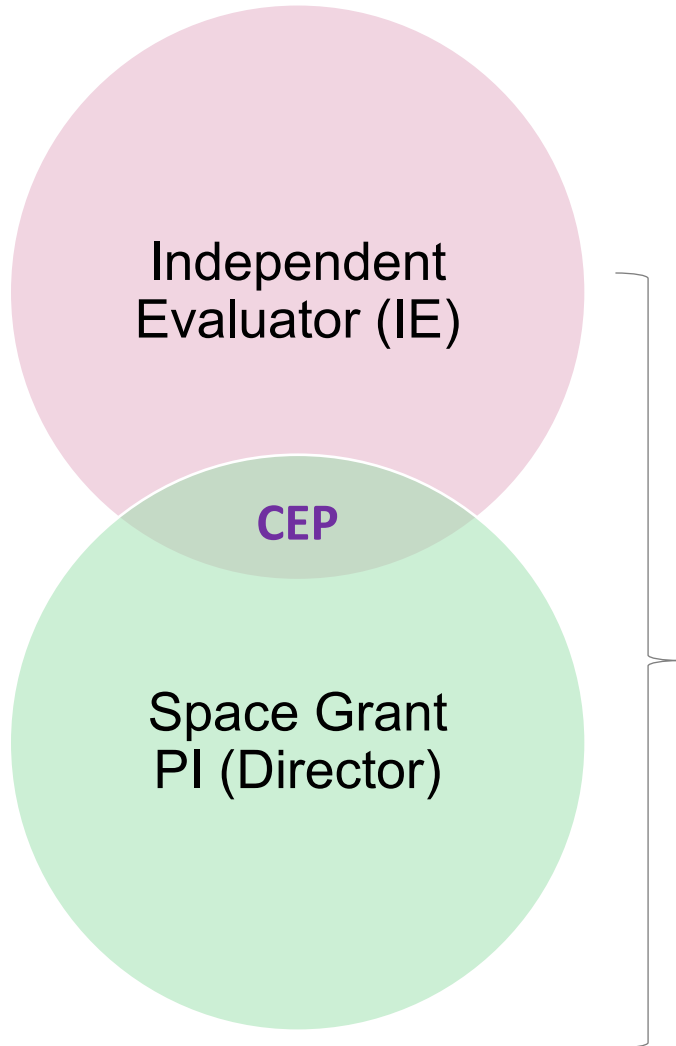


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IE AND PI ROLES

CEP

Report



- Hired in alignment with the solicitation for the duration of the award
 - Independent from program's policy, operations, and management functions (can be an employee of the awardee organization)
 - Trained in planning and executing evaluation studies in alignment with professional standards
 - Retains independent objectivity in collecting and presenting evidence of effectiveness, participant impact, program outcomes, and progress toward achieving goals and objectives
 - Develops a **CEP**, conducts **yearly assessment** that is submitted as part of the Annual Performance Report, and conduct other evaluation responsibilities the consortium may require
- **Works collaboratively** with the Principal Investigator (PI)
- PI and IE discuss consortium-relevant research questions
 - PI and IE review and discuss findings
 - PI completes the APR and submits **evaluation report** as an appendix



COMPREHENSIVE EVALUATION PLAN (CEP)

CEP



Comprehensive Evaluation Plan (CEP) Template

- Solicitation Appendix G
- IE required to use this template, no other format of a CEP will be accepted
- Director will submit completed CEP to NASA HQ Space Grant-provided Box folder
- Submission due no later than 45 calendar days after the start of the consortium's period of performance

The CEP will outline the evaluation plan of the Space Grant consortium program, including goals, objectives, and outcomes

SAMPLE GUIDELINES FOR SUBMITTAL OF EVALUATION PLANS

NASA's Office of STEM Engagement requires recipients of its cooperative agreements to conduct an independent evaluation of its sponsored activities. To facilitate awardees efforts to meet this obligation they will use the uniform format presented here in reporting their evaluation results to the Office of STEM Engagement. This template benefits awardees by providing clarity on report elements and standardization of the types of information required to assist in comparing outputs and outcomes.

This template is the result of the Office of STEM Engagement Performance and Evaluation Strategy (Learning Agenda). Among the priorities of this learning agenda, is to improve the overall data quality, integrity and analysis/reporting capabilities. In pursuit of this goal the components, format, and reporting requirements laid out below focus data collection in alignment with Federal, Agency and Office of STEM Engagement (OSTEM) legislative directives, priorities, and metrics of interest while reducing the volume of data collected by eliminating duplication, reducing the burden placed on recipients of cooperative agreements, and standardization.

In compiling and submitting their evaluation reports cooperative agreements recipients are expected to adhere to the instructions and requirements developed for each component of their report as outlined but may provide additional site-specific information as necessary.

Evaluation Plan Elements

The cooperative agreement awardees shall submit a Comprehensive Evaluation Plan within 30 days of the start of the period of performance via email to NASA Shared Service Center (NSSC), the NASA Space Grant Project Management Team personnel, and NASA Performance & Evaluation (P&E) Team personnel.

All Evaluation Plans submitted to NASA's Office of STEM Engagement by cooperative agreement awardees must include the following elements:

- Cover Page
- Table of Contents
- Introduction
- Evaluation Design Methodology
- Timeline
- Risk Mitigation Strategy
- Works Cited
- Appendices



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ANNUAL EVALUATION REPORT TEMPLATE



During Period of Performance (POP)

- IEs develop **Annual Evaluation Report**
- PIs develop the Annual Performance Report (APR)
- Both are due *60 days* prior to award anniversary date
- The Evaluation Report is an appendix to the APR
 - IE sends evaluation report to PI
 - PI attaches report to APR document and submits

At the end of the Multi-year Award

- **Annual Evaluation Report** will be considered a Final Report
- Due 120 days after the expiration date of the cooperative agreement

GUIDELINES FOR SUBMITTAL OF SPACE GRANT ANNUAL/FINAL EVALUATION REPORT

NASA's Office of STEM Engagement requires recipients of its cooperative agreements to conduct an independent evaluation of its sponsored activities. To facilitate awardees efforts to meet this obligation they will use the uniform format presented here in reporting their evaluation results to the Office of STEM Engagement. This template benefits awardees by providing clarity on report elements and standardization of the types of information required to assist in comparing outputs and outcomes.

This template is the result of the Office of STEM Engagement Performance and Evaluation Strategy (Learning Agenda). Among the priorities of this learning agenda, is to improve the overall data quality, integrity and analysis/reporting capabilities. In pursuit of this goal the components, format, and reporting requirements laid out below focus data collection in alignment with Federal, Agency and Office of STEM Engagement (OSTEM) legislative directives, priorities, and metrics of interest while reducing the volume of data collected by eliminating duplication, reducing the burden placed on recipients of cooperative agreements, and standardization.

In compiling and submitting their evaluation reports cooperative agreements recipients are expected to adhere to the instructions and requirements developed for each component of their report as outlined but may provide additional site-specific information as necessary.

Annual/Final Evaluation Report Elements

The cooperative agreement awardees shall submit the annual evaluation report 60 days prior to the Anniversary Date and the final evaluation report 90 days after the Anniversary Date via email to NASA Shared Service Center (NSSC), the NASA Deputy Space Grant Manager, the NASA Performance Assessment and Evaluation Program Manager (Rick Gilmore – richard.l.gilmore@nasa.gov) and appropriate support personnel. The purpose of the annual/final evaluation report is to 1) Document project activities and accomplishments measured against proposed goals and objectives over the period of performance of the award. 2) Provide evidence the project has advanced stakeholder priorities. 3) Report the extent to which awardees have fostered and developed collaborations and/or partnerships. 4) Summarize data collection activities and relevant evaluation findings. 5) Establish a set of recommendations based on empirical evidence findings to enhance the program.

All annual/final evaluation reports submitted to NASA's Office of STEM Engagement by Space Grant Program-Level Independent Evaluation cooperative agreement awardees must include the following elements:

- Cover Page
- Table of Contents
- Executive Summary
- Introduction
- Accomplishments and Preliminary Results
- Preliminary Conclusions and Recommendations

1



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LOCATING EVALUATION TEMPLATES: INSIDE SPACE GRANT WEBSITE



Guidance

[Budget Reallocation Authority November 2023](#)

[Evaluation Templates](#)



[Grant and Cooperative Agreement Manual \(GCAM\)](#)

[Guidelines for Space Grant Director & Lead Institution Changes Checklist for Consortia](#)

[NASA Insignia Guidelines for NASA Grantees](#)

[NASA Shared Services Center \(NSSC\)](#)

[NASA Space Grant COVID-19 Impact Data Form](#)

[National Council of Space Grant Directors' Charter](#)

[Required Assurances](#)

[Space Grant Common Definitions](#)

[Space Grant Diversity Report Card Methodology](#)

[Space Grant Strategic Plan](#)

[Student Photo/Media Release Form](#)

[The Gateway License and Badging Clarification](#)

[Updated Memo for U.S. Citizenship Requirements for Space Grant NIF Awards April 2024](#)

Site Visits

[FY24 Space Grant Site Visit FAQs](#)

[FY24 Site Visit Evaluation Rubric](#)

[Site Visit Orientation Webinar Recording](#)

Annual Performance Document

[2023 Annual Performance Report](#)

[2022 Annual Performance Report](#)



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CEP FEEDBACK RUBRIC

CEP

Report



The **Space Grant CEP template** outlines the requirements, elements, and expectations. The template can be found within the **NASA Box account**.

SAMPLE GUIDELINES FOR SUBMITTAL OF EVALUATION PLANS

NASA's Office of STEM Engagement requires recipients conduct an independent evaluation of its sponsored activities. To meet this obligation they will use the uniform format presented in this template. This template provides a standard format for reporting results to the Office of STEM Engagement. This template provides information on report elements and standardization of the types of information reported, including comparing outputs and outcomes.

This template is the result of the Office of STEM Engagement's Learning Agenda. Among the priorities of this agenda are overall data quality, integrity and analysis/reporting capabilities, components, format, and reporting requirements laid out in alignment with Federal, Agency and Office of STEM Engagement directives, priorities, and metrics of interest while reducing duplication, reducing the burden placed on recipients, and standardization.

In compiling and submitting their evaluation reports cooperatively, recipients are expected to adhere to the instructions and requirements outlined in this report as outlined but may provide additional site-specific information.

Evaluation Plan Elements

The cooperative agreement awardees shall submit a Cooperative Agreement Evaluation Plan (CEP) within 30 days of the start of the period of performance via email to the NASA Space Grant Project Management Team & Evaluation (P&E) Team personnel.

All Evaluation Plans submitted to NASA's Office of STEM Engagement must include the following elements:

- Cover Page
- Table of Contents
- Introduction
- Evaluation Design Methodology
- Timeline
- Risk Mitigation Strategy
- Works Cited
- Appendices

Purpose of the Evaluation

State the purpose of the evaluation; consider the stakeholders who will receive the report and how each will use the results (for example ensuring accountability, documenting progress, identifying successes, compile recommendations for continued improvement). Additionally, this section of the report should include:

- A Logic Model that summarizes program inputs, activities, outputs and outcomes, you may optionally divide outcomes between short and long term

Evaluation Design and Methodology

This section details the evaluation plan and includes the following elements:

- Evaluation Questions
- Data Collection Strategy
- Evaluation Methods

Evaluation questions

Layout each of the evaluation question assessed in the proposed evaluation. Each question must:

- Must relate to a specific site goal or objective/performance measure
 - Note that each site goal or objective/performance measure must have at least one associated evaluation question.
- Are clear, concise, and falsifiable
- Do not contain normative or subjective language
- Address measurable concepts
- Focus on a specific program component.

Data Collection Strategy

This component lays out the strategy for obtaining the data necessary to address the proposed evaluation questions. This includes:

- Clearly defined indicators for each concept identified in evaluation questions
- Each indicator clearly operationalized and associated with specific data collection instruments/protocols
- Instruments are valid and reliable
- Adequately described the strategy or method used to recruit respondents
- A statement of the proposed sampling method (e.g. convenience, random, PPS, Snowball, etc.)

Evaluation Methods

This section lays out the proposed evaluation methods to analyze the data collected for the evaluation. For each of the proposed instruments listed above provide a detailed discussion of



Evaluation Templates

NAME



CEP-Template-Webinar-IEs-11.13.24.pdf

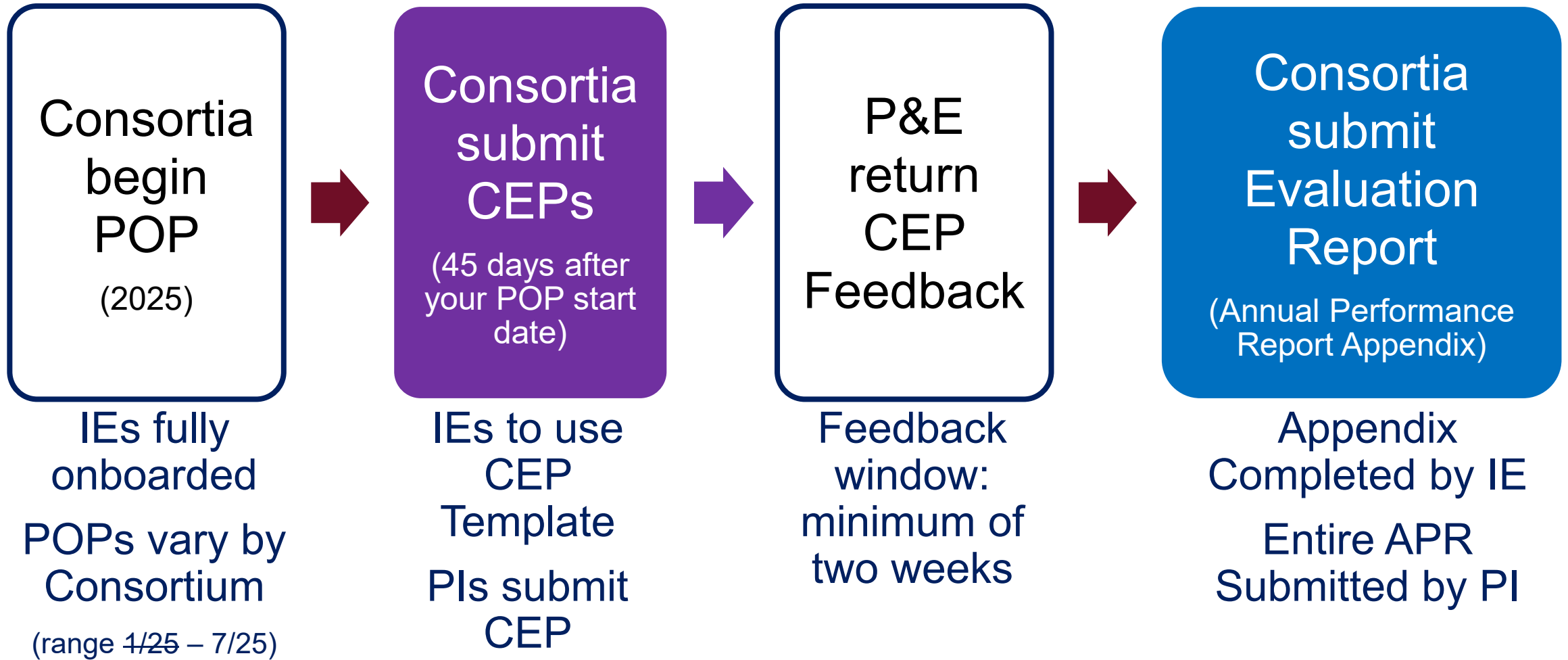


SG_Evaluation Report Guidelines Template_Final Feb 15 2024.docx



SG_CEP Guidelines Template_Final Oct 1 2023.docx

EVALUATION TIMELINE



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CONSIDERATIONS WHILE DESIGNING YOUR CEP



1

“What should I study?”

Your evaluation questions, research constructs, etc. should reflect the plan to assess the unique goals and objectives of your consortium / state. *(i.e., assessing progress towards performance goals, STEM identity, workforce development initiatives)*

2

“What will the P&E team look for when they review my CEP?”

Does your CEP align to the OSTEM P&E Guidance Template elements? *(i.e., Does the proposed evaluation study have a detailed and well-structured methodology section? Is the study missing a timeline?)*

3

“What happens if external factors impact my CEP?”

You will be able to address anything that impacted the execution of the CEP in the annual report.



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