Kentucky NSF EPSCoR Seed Funding Report Guidelines

The KY NSF EPSCoR seed funding final report is a brief document intended to describe your use of EPSCoR support to further your research/outreach and to provide performance information for annual reporting to the NSF. The report should not be a full explication of the project, however, if you have produced a lengthier summary (e.g., a draft of an academic paper) please attach it as a separate document. **PIs should direct supported student participants to http://kynsfepscor.uky.edu/reporting/ to complete a short survey on their experience.**

The report should not exceed **3 pages** (excluding illustrations/figures/images), submitted as a Word or PDF document to **crofcheck@uky.edu** no later than 90 calendar days after the period of performance end date. All final reports are required by the terms and conditions of the award.

The final report should contain the following elements:

1. **Title of project and award**
2. **Names of PI and other supported participants. Include campus, department/institute, email address*, and role (i.e., faculty, grad student, etc.) for each participant** **If possible, please provide the student's permanent email address.*
   i. Also include the names and affiliations of unpaid participants and their contribution to the project
3. **Summary of project**
   i. Rationale
   ii. Activities
   iii. Findings/conclusions/outcomes
   iv. Next steps
4. **Outputs**
   i. **Publications** - including publications in development; include as complete a citation as possible.
   ii. **Outreach events** - including camps, exhibitions, workshops, webinars, etc.
   iii. **Academic presentations made about the project** - presenter's name, event [including URL], location and date.
   iv. **Funding proposals resulting from project** – include project name, name of funding program, agency, amount, funding status. **This is a requirement of the ERI, RA, & RIE award programs.**
   v. **Other products** - datasets, curricula, website, etc. Provide URLs if applicable.
   vi. **Any public (non-academic) presentations related to the project** - include presenter's name, date, event, location, and brief description.
5. **Attachments**
   i. **A copy of any research poster(s) or PowerPoint(s) resulting from the project**
   ii. **As noted above, any prepared long-form descriptions of the project** (i.e., a paper draft)
   iii. **Any charts, graphs, etc., that illustrate project results** (can be included in report or attached as separate image files; does not count towards page limit)
   iv. **Photo(s) of research/outreach activities, if applicable.** Please attach separately as image files.
   v. **Copies of waivers for any activity including participants <18 years old**