



ATE Evaluation 101

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Webinar slides and recording are available at
evalu-ate.org/events/webinar_ate_evaluation_101

Evaluation Purposes

In the ATE context, grant-level evaluation serves three main purposes. There will be substantial overlap in the information required to these purposes:

1. **Accountability:** Document what you did with the grant money (Tip: maintain a project vita as record of your activities and accomplishments, e.g., see EvaluATE's at evalu-ate.org/downloads/EvaluATE_vita.pdf — handy at annual reporting time!)
2. **Formative Evaluation:** Learn how the project could be improved as it is implemented
3. **Summative Evaluation:** Provide evidence of the quality and impact of your achievements

Use/Dissemination of Evaluation Results

Formative evaluation reports/feedback are mostly for PIs and other grant staff to use internally and to share with the stakeholders who need to know how the project is unfolding so they can help make adjustments where necessary.

Annual **summative evaluation reports** should be shared with NSF in some format via FastLane or other mechanisms. Ask your program officer for his or her preference for receiving evaluation reports.

Other places where you will need to report results from your evaluation include:

- FastLane (annual reports due 90 days before the current budget period end date; final reports due 90 days after the award expires): www.fastlane.nsf.gov (see also EvaluATE's summary of report contents at evalu-ate.org/downloads/resources/NSF-Fastlane-Annual-Report-Requirements.pdf)
- Annual Survey of ATE Grantees (conducted annually February-March): www.evalu-ate.org/annual-survey
- ATE Impact Books (published biannually): www.ateprojectimpact.org and www.atecenters.org
- New proposals: If the PI or a co-PI on the proposal has received prior funding from NSF related to this proposal, you must start the project description with a section titled "Results from Prior Support" in which you provide "evidence of the quality and effectiveness" of your prior work. See the ATE program solicitation at www.nsf.gov/ate.

Evaluation Deliverables

Typically, an evaluator for an ATE grant should provide a detailed evaluation plan, 1-2 interim reports per year, annual reports, and opportunities to review and provide feedback on draft plans and materials. Most importantly, the evaluation should generate knowledge and insights you could not have obtained on your own.

Establishing Evaluation Needs and Expectations

For guidance on the first steps to take after you get your NSF award letter (with regard to getting your project and its evaluation off the ground), see Elaine Craft's *Principal Investigator "To-Do" Checklist: Before Launching Your Project Evaluation* at evalu-ate.org/downloads/resources/Mentor_Connect_Eval101.pdf (also at teachingtechnicians.org > Resources > Help for ATE PIs).

Review your funded proposal to refamiliarize yourself with your project plans. Review/determine data sources and partners, IRB requirements, data management plan (from proposal), evaluation activity timeline, needed site visits/event evaluation, and plan for evaluator-project team communications and reporting deadlines.

PI's Golden Rule: The one who has the gold rules! Do not disperse money to partners/consultants before contractual obligations have been met, such as required reporting and providing data for evaluation.

Working with your College's "Data Person"

Be aware that institutional research staff may assume that IPEDS (Integrated Postsecondary Education Data System) data will serve your needs. However, IPEDS data are limited to first-time, full-time (IPEDS) freshman cohorts.

When you meet with your data person, be prepared to convey your specific data needs, including baseline data parameters, cohort definitions, data capture dates, and comparison data.