



Advancing Digitization of Biological Collections

Division of Emerging Frontiers
Directorate for Biological Sciences
National Science Foundation

Guidelines for Annual Reporting Requirements

Lead Proposal PIs - Your Annual Report!

1) Enter information to Fastlane for entire project! We need to know what has been done (i.e., digitization activities, other activities), who did the work, and the outcomes for the overall project. We would also like to know how the work by the collaborative PIs has fit into the overall framework (by incorporating their annual reports to the project annual report). The overall output is an integrated annual report, with the lead PI providing the overall framework and summary and the collaborative PIs providing information specific to the work they have done (as part of the overall project).

Participants:

- All participants for entire project (**important**: only those who have worked >160 hours on the project, this includes undergrads too-we need to know who was involved in each project).
- All organizations involved in the entire project (i.e., herbaria/museums, etc. from where collections have been digitized).

Activities and Findings:

- Describe research, education, training, and outreach projects for entire project.
- Include information about the total number of specimens digitized (and cost).

Publications and Products:

- List websites, databases, collections information, etc. from the entire project).

Contributions:

- Describe relevance of work of entire project to the academic discipline, other areas of science, and areas outside of science (i.e., societal benefits).

Conference Proceedings:

- List for the entire project.

Special Requirements:

- Describe any changes to the entire project if different from the original proposal.

2) Save this summary project report as a PDF and send to all collaborative proposal PIs.

3) When entering your report information, do not cite or refer to the compiled PDF form - attached PDFs are not searchable within the NSF system, which could lead to delays in report review and acceptance.

Collaborative Proposal PIs - Your Annual Report!

1) Please compile and send the above information to the lead PI (keeping it separated by this format will likely be easier for the PI and for you when entering your project report).

Note the recommendations for each section described above when sending your information and filling out your report: these will apply only to the work you have done and the participants and participating organizations who have been involved in that work! (instead of 'entire' in the description above, it should be 'your' project/proposal). It will be the responsibility of the lead PI to compile this information for the project annual report.

2) Obtain and upload the summary annual project report PDF from the lead PI as an attached file.

3) Please fill in your annual report using the information you sent to the PI. **Only enter information relevant to your proposal!** Do not simply cite the compiled PDF report - these PDFs are not searchable within the NSF system, which could lead to delays in report review and acceptance. We would like to know about your individual activities, so that we can determine how they fit within the overall project activities (i.e., the lead PI annual report) - especially your participation in digitization activities as part of the whole project.