**Student STEM Enrichment Program**

**Annual Reporting Template**

This template details the information that needs to be included in your annual report for the Burroughs Wellcome Fund (BWF) Student STEM Enrichment Program grant-funded project activities. For ease of readability, please use the same headings (in bold) and subheadings (underlined) from this template within your report.

1. **Coversheet** *(template provided)*
2. **Project Plan**
	1. Needs Addressed by your Project. In this section please describe the problem that you are trying to address. You might think of this section as “describing the situation” or “setting the scene” for why intervention was necessary or optimal. This is your chance to remind the reader why what you do is important—writing about the [context](https://www.thinknpc.org/our-work/our-services/bespoke-research-2/) in which you work, and the needs of your beneficiaries. This section should help your audience understand the problem or opportunity you’re addressing and how it affects people’s lives.

 -- *Please indicate if the needs or opportunities addressed have changed in any way over the past year from what had been originally proposed.*

* 1. Defined Aims. Describe the framework for your approach to your project and the specific goals, objectives or aims that are being sought through project implementation. Be explicit about the key mechanisms through which your project is designed to achieve these aims. ***An easy way to display your project framework is through the inclusion of a project logic model or theory of action.***

-- *Please indicate if the project aims of framework have changed in any way over the past year from what had been originally proposed.*

1. Activities.Describe the activities that were implemented by the project during this reporting cycle and how they relate to your strategy for addressing the problem (coherency). Be concise. Consider using appendices for more detailed information about your activities. Make clear the intended participants for each activity. Talk about what resources are used to make these activities happen. If applicable, mention how funding from another source or resources from somewhere else are being leveraged to make your activities possible/better. Also describe the facilities used and include a schedule of student activities.
2. **Project Implementation**
3. Participants. Please describe the following:
	* Number and type of students exposed. Please include the number of students exposed/impacted by the project. Characteristics of those participants such as grade level, ethnicity, gender, other salient features (i.e., migrant, rural, first generation college, etc.), should also be included.
	* Dosage received. For the participants included above please provide a sense the dosage of treatment that was experienced. If subsets experienced the program differently make clear the characteristics of the subgroups and the amount and type of exposure provided to each subgroup of participants (i.e., one group of participants participated in the academic year only).
4. Staffing. Discuss the people/organizations/departments involved in providing the exposure for participants (e.g., number of K-12 teachers, faculty, graduate students, undergraduate students, others). List staff members' names and information about their roles in the program.
5. Fidelity. This is a section to describe whether you were able to accomplish the activities as intended. If challenges arose that required you to do something different than what you had set out to do, this is the place to briefly mention those challenges and what changed about your project. (You can provide more detailed explanations later in the “lessons learned” section.) For example, if your activities were poorly attended that should be mentioned here. Also, please include how fidelity was monitored during your project.
6. Quality. This is where you can report on the quality of the activities, likely measured by participant perceptions of accessibility, sufficiency, alignment, value, and effectiveness. For example, participants reporting the activities were fun and engaging or instructors indicating that students struggled to stay on task. Remember to include how quality was monitored during your project.
7. Other Outputs. Please report on other outputs of your project, such as:
* Resources/products created (e.g., lesson units, recruitment videos)
* Specific system changes (e.g., student participants now invited to present at conferences/meetings; new courses are offered for participants through early college, students in afterschool programs now engaging in other STEM opportunities that were not previously available)
* Describe economic impacts of grant (e.g., jobs created, resources for students, etc.).
1. **Evaluation**

This section should answer the question, “How do you know you’ve made a difference?” The evidence base should be well-aligned to your program aims, framework, and/or logic model. Any evidence supporting your impacts should include information on how that evidence was collected (e.g., survey) and who participated. Include information on any stakeholders affected (e.g., students, parents, community partners, university staff, teachers, etc.). If you don’t have data yet for a particular outcome, be transparent and talk about your plan for how you will address that in the future. Please include copies of all evaluation instruments (e.g., surveys, assessments, rubrics) that were administered by your project to assess impacts in an appendix.

**Impacts should be thought of broadly. The following sub-headings should be used to describe impacts. (Write “NA” if not applicable.)**

1. Impacts During Participation. This includes changes in behavior or cognition during the life of the project participation.
2. Post-participation Impacts. This involves tracking back to participants after their direct participation has ended to identify if and how the project had longer term impacts on participants.
3. Impacts of Products Created. If products were shared, how and with whom? Describe dissemination methods (e.g., conference, website) and how many people were touched by the dissemination effort.
4. Contextual Impacts. This includes changes in environments and in the “way business is conducted.” This section is where you would talk about new partners or increases in connectivity that may have been established or deepened through the project. If new funding was obtained or assets leveraged to expand or sustain your project, that would be described here. Special emphasis should be placed on reporting on increased connectivity with local STEM Ecosystem efforts or other opportunities and resources highlighted by BWF at their meetings (NCCAP, NCSHP, NC Science Networks, & etc.)
5. **Reflections**

In addition to the impacts of the program on those you served, your insights into how better to offer programming of this nature to increase effectiveness is also valued. Take time to reflect on what the evidence (or implementation process) has communicated to you about your work, and on what you intend to do differently because of that reflection. In this section, you want to see yourself as someone who can help educate the next person following in your footsteps who might be following a similar path with the same goal. Be transparent, open, and honest. The report is a space to voice achievements and celebrate successes, however if the project hasn't been able to achieve all it wanted to in the past year then be honest about it.

1. Best Practices Identified. What aspects of your program worked really well and seemed to be effective mechanisms or strategies for providing enriching STEM content and activities to targeted students?
2. Program Adaptations. If you found ways that your program adapted to overcome obstacles or enhanced your program design in ways that others could benefit from your learning please describe your learning process and describe the successful adaptations that your project experienced.
3. Challenging Barriers. If obstacles continue to pose a challenge for you, please identify the issues or barriers encountered and any thoughts on potential solutions, resources, collaborations, or partnerships that might be helpful for overcoming these barriers.
4. **Sustainability**

What, if any, plans do you have in place to sustain the program beyond BWF support? What strategies are you considering?