

Evaluation 101

Principal Investigator "To-Do" Checklist: Before Launching Your Project Evaluation

What to Do	To/With Whom
Announce or discuss NSF grant award.	Evaluator, partners and advisors/advisory groups
	Colleagues at your institution
	 SRO/grant writer & Data person
	Fellow faculty
	 PR/Marketing Dept.
	 Business & Purchasing Offices
	The public- with attribution to NSF!
Process contracts.	Evaluator
	Partners (include providing data as contract
	obligation)
Discuss evaluation expectations, processes,	Evaluator
activities, and timeline (note IRB considerations).	
Review goals/objectives and identify data capture	Evaluator
needed (and by whom) for the evaluation.	
Determine data definitions, time frames for data	Data Person
capture (e.g., by semester), reporting	
frequency/dates for project. Don't forget to	
include current status or recent history for	
baseline data. Review data management plan.	
Communicate data needs/timelines/reporting	Co-Pls, partner institutions/organizations
dates to partners from whom you will need data.	
Review/set goals for success if not specific in	Evaluator, Co-PIs, partners
proposal (actual numbers, not just %) with interim	
benchmarks for gauging progress.	
Plan evaluation activities and discuss evaluation	Evaluator, Co-PIs
tools to be used. Use uniform tools (e.g., surveys)	
across partnership and include the capture of	
demographic data and other information that will	
be needed for the ATE Annual Survey (if not	
specifically for your project).	
Discuss evaluation reports to be provided and	Evaluator
reporting dates (align deadlines to your reporting	
needs: NSF annual report, advisory meeting, etc.).	

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