Instructions for Report

Below is an outline for organizing the narrative sections of your final report. Please provide detailed responses to the sections below while limiting your report to 10 typed pages or less. Begin each response with the section heading. It is not necessary to repeat the text of the questions. Also, please attach a coversheet to your report containing the information asked in Section 1, under "Basic Information".

This report should cover the 12-month period of your grant, which for most of you is December 2014 through December 2015. The report is due January 29, 2016. Return your report narrative and expenditure worksheet (Form 1A) to Keith Connors, Project Manager, STEM Pipeline Fund, at: kconnors@bhe.mass.edu.

@Scale Initiative - Narrative Template

I. Basic Information

Using a coversheet, please provide the name of your @Scale project, the name of the project manager and/or administrator and his or her contact information.

II. Goals & Objectives

Each grant award under the @Scale Initiative targets one or more goals of the state STEM Plan. In this section, we want to learn about your project's success in achieving those goals. (Note that under STEM Plan 2.0, the STEM goals have been renumbered. See footnote below.[1]) Please provide information about the following:

- List the state STEM goals of your project and anticipated outcomes.
- What statements, if any, can you make regarding increases in the number /percentage of your target audience(s)?

III. Implementation

We are interested in learning about the success that your project has had in scaling to a new region or population this year.

- Please describe the successes that you have had in implementing your project via Phase II grant dollars of @Scale funding.

- Did you incur any unforeseen obstacles? If so, what did you do to overcome them?

- If you have not met your implementation goals, what can we do to support you?

- Have you retained implementation sites from previous years and, if so, how? (From where do the funding and resources come?)

---

[1] Massachusetts STEM Goals per STEM Plan 2.0:
1. Increase student interest in STEM areas.
2. Increase student achievement among all PreK–12 students in order to prepare graduates to be civically and college and/or career ready. (Note: This goal combines the former goals 2 & 3.)
3. Increase the percentage of skilled educators who teach PreK–16 STEM.
4. Increase the percent of students completing post-secondary degrees or certificates in STEM subjects.
5. STEM degrees and certificate attainment will be aligned with corresponding opportunity in STEM-related fields to match the state's workforce needs for a STEM talent pipeline.

IV. <u>Scale</u>

- Please list the targets from your proposal which you have successfully met for scaling your project.

- If you had specific geographic areas or sites where you were unable to successfully scale, please share the difficulty you encountered. Were you able to modify your plans to meet comparable targets?

- Describe and quantify additional scaling opportunities that have arisen as a result of your implementation projects. Have you received requests to expand your project or to bring it to a new site?

V. <u>Outputs, Outcomes & Evaluation</u>

@Scale is a state initiative, supported by the Massachusetts STEM Advisory Council, to focus public and private resources in support of an integrated portfolio of education enhancement projects aligned to achieve the goals of the Commonwealth's STEM plan. Bearing this essential premise in mind:

- Describe significant results and key outcomes, including major findings, developments, or conclusions (both positive and negative), in achieving your goals. What would you attribute as influencing factors for these outcomes?

- Quantify the number of students, teachers and/or workers impacted by your @Scale project. To what degree has your program achieved its targeted outcomes?

- Describe in detail the tools used to measure the impacts of your program. Explain your confidence in each tool's efficacy and reliability to assess program outcomes. How are you assessing the outcomes of your project within the context of the goals of @Scale? Did you incorporate formative evaluation findings into your project? What best practices have you learned and incorporated? (Please provide copies of your surveys and other evaluation tools. Please also provide the associated summative data.)

VI. <u>Budget and Plans for Program Sustainability</u>

Please account for your grant expenses to date by filling out Form 1A. In the comments box, explain any unusual or unexpected costs or activity. Also use the comments box to clarify expenses that do not fit nicely/align with the pre-designated expense categories. Within your report narrative, please tell us the following:

- Describe how the @Scale funds have been used to advance your project.

- Describe your experience in being able to raise external funding, including whether or not these funds came from a new partner, well established relationships, or other grant dollars. Additionally, please indicate how much impact the @Scale designation has had on your ability to attract or retain funders.

- Describe any plans you have for sustaining your current work and for funding further expansion of your program. Do you anticipate receiving other funding or support?

Unspent grant funds should be returned to the Department of Higher Education, the grantor, for deposit. Contact Keith Connors for further instructions.