

Form 1: Narrative Template and Instructions for Mid-Year Report

Below is an outline for organizing the narrative sections of your mid-year report. Please provide detailed responses to the sections below while limiting your report to four typed pages. Also, please begin each response with the section heading. It is not necessary to repeat the text of the questions.

This report should cover the period from the beginning of the grant extension (July 2013) to the date of your report submission. Receipt of future STEM Pipeline Fund grant money will be dependent, in part, on compliance with this reporting requirement.

I. Network Required Activities

Please describe your accomplishments with, or progress toward, the required elements (bulleted) that were included in your amended contract for network funding. Please include details such as mission, focus, participants, dates, place, outcome, etc.

- Keeping a directory of network members available for reference and up-to-date.
- Promoting and marketing network through printed/electronic materials, activities, notices and events with special attention given to website development including posting of program/network activities and contact information.
- Conducting quarterly advisory/steering committee meetings
- Expanding network membership with particular attention towards recruitment of business partners or other marginally represented groups.
- Listing existing regional STEM programs and activities on the website along with program contact information.
- Disseminating information on grant/funding opportunities and/or securing new funds.
- Advancing the quantitative goals and themes of the State STEM Plan.

II. Status of Network Strategic Plans/Future Activities

Please report on the status of activities identified in your strategic plan. At this mid-year point, is your Network on track to accomplish its goals? Is the timeline in your strategic plan reasonable or do you need to make adjustments for the second half of the fiscal year to better accommodate unforeseen changes for meeting your goals?

Please outline your Network's planned activities for the rest of the fiscal year and include a timeline. (Feel free to use your current strategic plan and highlight the upcoming activities. Add a timeline where appropriate.)

III. Leadership

You lead a regional STEM Network and, in that capacity, have the best understanding of the needs of your Network. Going forward, we will look to you, and the other STEM Network project managers, to take a stronger role in leading the quarterly project manager's meetings. Please identify two or three meeting topics you think will be important to explore in our remaining two meetings of the 2014 fiscal year and identify at least one for which you would be willing/or like to lead .