

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

Below is an outline for organizing the narrative sections of your year-end report. Please provide detailed responses to the sections below while limiting your report to six 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 2014) 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 up-to-date and available for reference.
- Promoting and marketing your network and the importance of STEM through printed/electronic materials, postings to your website and use of social media.
- Listing current and existing regional STEM programs, activities, notices and events on your website along with pertinent contact information.
- Conducting quarterly advisory/steering committee meetings to facilitate connections, plan activities, share best practices and communicate resources.
- Expanding network membership with particular attention towards recruitment of business partners or other marginally represented groups.
- Disseminating information on grant/funding opportunities and/or securing new funds.
- Advancing the quantitative goals and themes of the State STEM Plan 2.0.

II. Status of Network Strategic Plans/Future Activities

Please report on the status of activities identified in your strategic plan. Was your Network able to accomplish the goals it set for itself? Was the timeline in your strategic plan reasonable or did you need to make adjustments along the way to better accommodate unforeseen changes for meeting your goals?

In the reporting of your network activities above, please describe any highlights, challenges or unanticipated results (positive or negative). The highlights should include your Network's most important accomplishments so far this year while challenges should include what lessons have been learned and what you would do differently in the future. If your Network developed or engaged in activities beyond the goals of your strategic plan, describe them. If you were a recipient or partner of a Network *Incentive Grant* and engaged in activity related to that grant, then please report the activity details (and label it accordingly).

III. Plans for Network Sustainability

Please describe any strategies you have executed for sustaining the work and/or funding of your Network. Did you receive, or do you anticipate receiving, other funding or support? What, if any, plans do you have for seeking other support (grants, cash or in-kind) for your Network?

IV. Required Attachments

- Narrative Report
- Expenditure Worksheet (Form 1)
- Executive/Advisory Committee List
- List of Network Members
- Meeting Minutes