



## **General Programmatic Terms and Conditions (PTCs) for the Math and Science Partnership Program (MSP) Comprehensive and Targeted Projects (NSF 02-190) Cooperative Agreement(s)**

1. **Key Personnel:** Except for the Principal Investigator(s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the Cognizant NSF Program Officer for approval prior to any changes taking effect. Requests for prior approval of changes to the PI(s) must be submitted through FastLane for review by the Cognizant NSF Program Officer and approval by an NSF Grants Officer.
2. **Program/Project Description:** The Math and Science Partnership (MSP) program supports innovative Partnerships developed to improve student achievement in mathematics and science, grades K-12. K-12 schools and school districts, specifically, administrators, mathematics and science teachers, and guidance counselors in K-12 partner organizations, unite with institutions of higher education, specifically their disciplinary faculty in mathematics, science and/or engineering, education faculty, and administrators, to effect deep, lasting improvement in K-12 mathematics and science education. Furthermore, K-20 partner organizations commit to implementing the coordinated K-20 institutional change necessary to sustain the Partnerships' long-term success.
3. **Project Governance:** The awardee will ensure that an efficient and effective project governing structure is in place throughout the award period to support all critical or significant project activities. The award will ensure efficient and effective performance of all project responsibilities by the governing components throughout the award period.

The Partnership is committed to establishing a results-oriented, accountable project that implements evidence-based educational practices, and that results in improved student outcomes, reduction of the achievement gap, and the generation and sustenance of a competent mathematics and science teacher workforce.

- Encouraging all students to participate and succeed in challenging mathematics and/or science curricula and courses taught by educators who effectively match local and state standards to appropriate curricula, learning technology, instruction, and assessment.

- Strengthening the mathematics and science teaching profession through recruitment of qualified individuals to become teachers; preparation of future teachers in significant content and pedagogy that meet or exceed states' certification criteria; support of teacher induction into the field; implementation of teacher retention strategies; development of policies that impact effective teacher placement or assignment; and support of continuing professional development.
- Realizing institutional change within the Partnership organizations such that all core partners, including both K-12 and higher education organizations - and their mathematics, science, engineering and education faculty - make commitments to work together so that all are accountable for improved student performance.
- Contributing to the development of the national capacity to introduce and sustain successful science and mathematics education reform through evidence that contributes to the learning and teaching knowledge base, through the implementation of effective systems that link assessment (classroom, local, and state) and accountability measures, and through participation in the MSP Learning Network.
- The Partnership must show progress towards the goals outlined in the proposal and set forth in the Plan. The Partnership is required to provide an annual analysis of its achievements as they relate to student outcomes and teacher quality, quantity, and diversity. The Annual Progress Report will be the predominant medium for documenting project progress as described in Reporting Requirements of this Agreement.
- The Partnership is committed to ensuring appropriate institutional changes in core partners, resulting in improved student outcomes and an enhanced instructional workforce that can be sustained after NSF funding ends.
- The Partnership will participate in meetings of NSF-MSP PIs/PDs and be represented at the national and regional meetings as deemed appropriate to the development, coordination, and review of MSP activities. Travel costs related to these activities may be charged to the MSP award.
- The Partnership will participate in site/reverse site visits as requested by NSF.
- The Partnership is responsible for dissemination of findings, outcomes, and strategies. The Partnership will acknowledge NSF support in all documents, presentations, and events.

- The Partnership will ensure that all key members of its leadership team have and maintain Internet access.
- All Partnerships supported by the MSP program, as part of a national program, are expected to work collaboratively with the NSF-designated overall program evaluators and with MSP-Research, Evaluation, and Technical Assistance researchers, as appropriate. This includes providing data relevant to the work of the MSP program. Data requirements will be developed by NSF in cooperation with the PIs/PDs participating in the MSP Learning Network.
- State and local resources committed to the MSP should supplement and not supplant funds available for meeting the educational needs of the district, region, or state community.
- The Awardee is required to identify a full-time financial manager who is familiar with Federal accounting practices and procedures and whose responsibilities include this project. If the Awardee does not currently have this capability, the NSF will entertain a request for award funds to establish such a position for this project, within the maximum funding request permitted under solicitation NSF 02-190.

**4. Reporting Requirements:** The Awardee will provide ad hoc and regular reports as designated by the NSF Cognizant Program Officer, who establishes their content, format, and submission timeline. The Awardee will submit all required reports via FastLane using the appropriate reporting category. For reports not specifically identified in FastLane, the Awardee will use the “Interim Reporting” function to submit reports.

Financial Report In addition to the Financial Report due with each Annual Progress Report, a Financial Report must be provided to the cognizant NSF Program Official 150 days following the effective date of this Agreement, and every year thereafter as a part of the annual progress report until the Agreement end date. It will contain budget explanations by the awardee and each subawardee for the current reporting year and a statement of funds remaining unobligated at that time.

Annual Progress Report An Annual Progress Report, due 90 days prior to the project anniversary date, will serve in part as the Partnership's request for continuing support. It will include:

A Progress Report that documents (a) the extent of implementation of the activities of the MSP, consistent with the annual Implementation Plan; and (b) the progress towards attaining the goals of the MSP. The Report should provide specifics about the project's work and progress in each domain defined by the five MSP key features.

Quantitative data that describe project progress against the baseline data provided and that respond to data requirements established in NSF's MSP Management Information System. These data will be maintained by the Partnership, will support the Partnership's proposed Evaluation Plan and will be submitted to NSF at the time of the submission of the Annual Report. These data will serve as indicators of management activity and Partnership performance with respect to its goals and objectives. These data will be submitted annually to the MSP Program and will become part of its electronic reporting system.

The Evaluator's Report assessing the progress and effectiveness of the Partnership activities. It should include a summary of the data collected and analyses completed. Data disaggregated by race, ethnicity, socio-economic status, gender, and disability must be provided.

Financial Report that contains detailed budget information as to the allocation, expenses, and encumbrances for the given project year and cumulatively for the lead organization and each subaward in accordance with NSF's budget format, and current information about support from other sources. A budget and budget explanation for the next project year must be submitted, if revisions from the originally approved budget will occur. A justification for any major changes being proposed must be included. An estimate of carry-over funds, if any, an explanation of the reasons for the carry-over amount, and plans for how the carry-over will be spent must be included. Partnerships are expected to provide a good faith estimate of carry-over, verified in writing by the Awardee's authorized organizational representative. A separate budget and budget explanation must be included for each subaward as part of the revised annual budget with the same specificity as to major changes and/or carry-over.

Management Report A Management Report that provides current information about project management and support of Key Personnel and an updated organization chart.

Implementation Plan An Implementation Plan that describes activities to be undertaken in the next funding period that builds on project accomplishments within the context of the five-year Strategic Plan and consistent with revised annual budget. It must address any conditions and concerns that have not been accomplished by prior activities or that were raised as the result of a review of a prior Annual Progress Report, Financial Report, Management Report, Site Visit, and/or Quantitative Data submission.

5. **Awardee Support of Ongoing Management and Oversight:** The Awardee will ensure full commitment and cooperation among the governing structure components, and all project staff during all ongoing NSF project management and oversight activities. The Awardee will ensure availability of all key

institutional partners during any desk or on-site review, as well as timely access to all project documentation.