**EAPSI REPORTING REQUIREMENTS**

All EAPSI awardees are required to submit the following reports:

* Final Report to NSF – by December 1
* Project Outcomes Report for the General Public – by December 1
* Foreign Host Report(s) – varies by host location

**EAPSI FINAL REPORT TO NSF**

All EAPSI awardees must submit their Final Reports via NSF FastLane by December 1 of the year in which they participated in the EAPSI program.

Failure to provide the required report to NSF will impact any future requests for funding as well as any pending proposals for that PI.

Final Report will provide information on activities and findings, project participants (individual and organizational) publications; and, other specific products and contributions. Submission of the report via FastLane constitutes certification by the PI that the contents of the report are accurate and complete.

NSF FastLane: <https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp>

**Final Report Structure**

**Project Participants**

**Senior Personnel**: EAPSI awardee

**Worked for more than 160 Hours**: Yes

**Contribution to Project**: Principal Investigator

List other individuals you worked with at host location (if applicable), whether they worked more than 160 hours and their contributions:

* **Post-doc**
* **Graduate Student**
* **Undergraduate Student**
* **Technician, Programmer**
* **Other Participant**
* **Research Experience for Undergraduates**: N/A

**Organizational Partners**

Foreign host institution(s) – name and address

**Other Collaborators or Contact**

Name and address of other foreign host(s) and researcher(s)

**Activities and Findings**

**Research and Education Activities** (including cultural experiences)

**Findings**

**Training and Development**

**Outreach Activities** (including seminars and public outreach)

**Journal Publications**

**Books or Other One-time Publications**

**Web/Internet Site**

**Other Specific Products**

Include manuscripts submitted, conference abstracts, etc.

**Contributions**

**Contributions within Discipline**

**Contributions to Other Disciplines**

**Contributions to Human Resource Development**

**Contributions to Resources for Research and Education**

**Contributions Beyond Science and Engineering**

**Conference Proceedings**

**Please upload any reports submitted to the foreign host!**

For technical help with submission of Final Reports, please call 1-800-673-6188.

**PROJECT OUTCOMES REPORT (POR)**

In addition to the Final Report, the Project Outcomes Report for the general public must be submitted electronically via [www.research.gov](http://www.research.gov) by December 1 of the year in which they participated in the EAPSI program. Log-in on [www.research.gov](http://www.research.gov) website as NSF user.

Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website **exactly as it is submitted**.

Grantees are to ensure that the report does not contain any confidential, proprietary business information; unpublished conclusions or data that might compromise the ability to publish results in the research literature; or invention disclosures that might adversely affect the patent rights or those of the organization, in a subject invention under the award. Responses are not to contain any private personally identifiable information such as home contact information, individual demographic data or individually identifiable information collected from human research participants.

Frequently Asked Questions on Project Outcomes Report:

<http://www.nsf.gov/pubs/policydocs/porfaqs.jsp>

For technical help with submission of Project Outcomes Report, please call 1-800-381-1532.

**HOST LOCATION SPECIFIC REPORTS**

The co-sponsoring organizations in Australia, China, Japan, Korea, New Zealand, Singapore and Taiwan have independent reporting requirements and deadlines. EAPSI participants are expected to comply with the guidelines of foreign co-sponsoring organizations, in addition to those of NSF. **Please upload your host location specific reports with the Final Report to NSF**.

**SURVEYS AND EVALUATIONS**

EAPSI program staff may contact EAPSI applicants, both awardees and non-awardees, and request that applicants provide evaluations of their experience. Although EAPSI applicants are not required to complete the surveys, we ask you to participate and provide honest evaluations to help improve the program. If you have questions or concerns about the surveys, please contact EAPSI program staff directly.

For more information on Program Evaluation, please visit the website of the Office of Management and Budget (OMB):

<http://www.whitehouse.gov/omb/performance/evidence-based-government>