General Programmatic Terms and Conditions (PTC) for the Integrative Graduate Education and Research Traineeship Program (IGERT) Cooperative Agreements, (NSF 08-540)

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 Official 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 Official and approval by an NSF Grants Officer.

2. **Project Description:** The Integrative Graduate Education and Research Traineeship (IGERT) program has been developed to meet the challenges of educating U.S. Ph.D. scientists and engineers who will pursue careers in research and education, with the interdisciplinary backgrounds, deep knowledge in chosen disciplines, and technical, professional, and personal skills to become, in their own careers, leaders and creative agents for change. The program is intended to catalyze a cultural change in graduate education, for students, faculty, and institutions, by establishing innovative new models for graduate education and training in a fertile environment for collaborative research that transcends traditional disciplinary boundaries. It is also intended to facilitate diversity in student participation and preparation, and to contribute to a world-class, broadly inclusive, and globally engaged science and engineering workforce.

    The IGERT Resource Center will provide information and tools through a web-based, electronic venue for sharing, interaction, communication and information dissemination with, among and about both the IGERT program, overall, and IGERT projects. The electronic venue IGERT Resource Center will be the primary site for comprehensive information about and for IGERT and IGERT projects. The Resource Center will develop and maintain a web-based electronic presence and develop an e-community for IGERT.

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. Among the governing components will be the an external Advisory Committee comprised of the PI, other members of the

Awardee's organization, as deemed appropriate, members from the IGERT community (investigators and trainees), and experts in aspects collaboration and resource center development and maintenance will be established. The cognizant IGERT Program Officer or their designee will also be an ad hoc member of the Advisory Committee.

4. **Governing Responsibilities:** The Awardee will ensure efficient and effective performance of all project responsibilities by the governing components throughout the award period. These responsibilities include:

The frequency and mechanisms for meeting of the Committee will be determined by the workplan of the Resource Center to be developed by the Awardee and approved by the cognizant IGERT program officer. The role and responsibilities of this Advisory Committee include acting as a sounding board for and developer of ideas for implementation of the goals, features and benefits of the Resource Center. The Advisory Committee can also act as the link between the Awardee and the external community, aiding in soliciting valid input for the development and testing of features for the Resource Center.

The Advisory Committee will help to develop the evaluation and assessment plan for the Resource Center to include project goals and metrics for all elements of developing and implementing the Resource Center; a description of how the IGERT community will be involved in developing, maintaining and upgrading services; examples of measurable evaluation questions and indicators based on the project goals that will be used; and a summary design of the proposed evaluation, including proposed data collection methods, timeline, and assignment of responsibilities. The timeline for this assessment will be linked with the timeline for implementation of the features and benefits of the Resource Center and will include recommendations for what will be reported to NSF at what time intervals.

The Advisory Committee can also take on other roles and responsibilities as developed by the Awardee in conjunction with the cognizant Program Official.

5. **Reporting Requirements:** The Awardee will provide ad hoc and regular reports as designated by the NSF cognizant Program Official with content, format, and submission time line established by the NSF cognizant Program Official. The Awardee will submit all required reports via FastLane using the appropriate reporting category; for any type of report not specifically mentioned in FastLane, the Awardee will use the "Interim Reporting" function to submit reports.

A Project Plan with timelines, milestones, budget and stagegates for work completion will be developed by the Awardee and PI in conjunction with the

cognizant IGERT Program Officer. This Project Plan will be the work plan against which project compliance will assessed. The PI will submit:

A. Accomplishments and progress as compared with Project Plan timelines, milestones, budgets and stagegates
B. Reasons for any deviations from the developed Project Plan
C. Any anticipated changes or deviations from the Project Plan

6. **Ongoing Project 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 assess to all project documentation. The Awardee will facilitate and coordinate all activities related to ongoing management and oversight of the project, including desk and on-site reviews, in consultation with the cognizant NSF Program Officer, including provisions of all requested materials, assurance as to availability of all key personnel, and commitment to providing timely response to all review and information request inquiries.