College of Engineering and Computer Science
2016 USDE HSI-STEM/AIMS^2 Project
YEAR 1 ANNUAL PERFORMANCE REPORT (APR)
December 2017 Submission Timeline

Groups	Events	Day	Date	Time
CSUN evaluation team	Present draft APR submission timeline to HSI-STEM/AIMS^2 project team (at the AIMS^2 meeting)	Thursday	April 20	by 3:00 pm
CSUN evaluation team	With COC, GCC, MC, and PC project team members: Share APR requirements for performance measure data for performance measures 1a, 1b, 2a, 3a, 3b in Section A/APR *AND* requirements to describe project activities associated with performance measure data in the explanatory sections of APR/Section A	Thursday	April 20	by 3:00 pm
CSUN evaluation team	With CSUN faculty mentors: Share requirements to describe project activities associated with performance measure data in the explanatory sections of APR/Section A	Thursday	April 20	by 3:00 pm
CSUN evaluation team	From CSUN IR office: Request institutional data for data production of Section A/APR performance measures 1a, 1b, 2a, 3a, 3b, 6a, 6b, 6c. Year 1 APR requires baseline AND first-year project data.	TBD	April TBD	TBD
COC, GCC, MC, PC	**From COC, GCC, MC, and PC project team members: Send performance measure data for performance measures 1a, 1b, 2a, 3a, 3b. Year 1 APR requires baseline AND first-year project data**.	**Friday**	**September 15**	**by 5:00 pm**
CSUN faculty mentors	*From CSUN faculty mentors: Send descriptions of ALL project activities to date using the project activity record.*	*Friday*	*September 15*	*by 5:00 pm*
COC, GCC, MC, PC	**From COC, GCC, MC, and PC project team members: Send descriptions of ALL project activities to date using the project activity record**	**Friday**	**September 15**	**by 5:00 pm**
CSUN evaluation team	Compile performance measure data/explanatory descriptions for performance measures 1a-6c in APR Section A	Friday	September 29	by 5:00 pm
CSUN evaluation team	Review COC/GCC/MC/PC performance measure data (performance measures 1a, 1b, 2a, 3a, 3b) in Section A/APR and sends requests for revisions to COC, GCC, MC, and PC project team members	Friday	October 6	by 5:00 pm
COC, GCC, MC, PC	**From COC, GCC, MC, and PC project team members: Send revisions of performance measure data for performance measures 1a, 1b, 2a, 3a, 3b.**	**Friday**	**October 20**	**by 5:00 pm**
CSUN evaluation team	Finalize performance measure data/explanatory descriptions for performance measures 1a-6c in APR Section A	Friday	October 27	by 5:00 pm
Project PI/Co-PI	Request budget data (after end of current grant period)/Section B information from the TUC	Friday	November 3	by 5:00 pm
CSUN evaluation team	Send draft APR Section A to Project PI/Co-PI	Friday	November 3	by 5:00 pm
Project PI/Co-PI	Draft APR Section B	Friday	November 17	by 5:00 pm
CSUN evaluation team	Send Project PI/Co-PI revised (from feedback) draft APR Section A	Monday	November 27	by 5:00 pm
Project PI/Co-PI	Assemble draft APR Sections A/B	Friday	December 1	by 5:00 pm

Groups	Events	Day	Date	Time
Project PI/Co-PI	Send draft APR to AIMS^2 2016 team for review ahead of December AIMS^2 meeting	TBD	December TBD	TBD
Project PI/CSUN	Present Section B (Project PI/Co-PI) and Section A (CSUN evaluation team) draft APR to HSI-STEM team and lead discussion/respond to questions/request feedback at the AIMS^2 meeting	TBD	December TBD	TBD
Project PI/Co-PI	Contact USDE program officer to confirm APR submission date/text limits	TBD	December TBD	TBD
CSUN evaluation team	Revise draft APR submission timeline with submission date from USDE program officer	TBD	December TBD	TBD
AIMS^2 2016 team	Send feedback on draft APR	TBD	December TBD	TBD
Project PI/CSUN evaluation team	Revise Part B (Project PI/Co-PI)/Part A (CSUN evaluation team) draft APR based on feedback from AIMS^2 2016 team	TBD	December TBD	TBD
Project PI/Co-PI	Email ORSP with draft APR and asks for feedback/questions/concerns (compliance)	TBD	December TBD	TBD
CSUN ORSP	Contact Project PI/Co-PI with questions/concerns (compliance) on draft APR	TBD	January 2018 TBD	TBD
CSUN ORSP	Submit final APR to USDE	TBD	January 2018 TBD	TBD