Evaluation 101

Principal Investigator "To-Do" Checklist: Before Launching Your Project Evaluation

What to Do	To/With Whom
Announce or discuss NSF grant award.	Evaluator, partners and advisors/advisory groups Colleagues at your institution - SRO/grant writer & Data person - Fellow faculty - PR/Marketing Dept. - Business & Purchasing Offices The public– with attribution to NSF!
Process contracts.	Evaluator Partners (include providing data as contract obligation)
Discuss evaluation expectations, processes, activities, and timeline (note IRB considerations).	Evaluator
Review goals/objectives and identify data capture needed (and by whom) for the evaluation.	Evaluator
Determine data definitions, time frames for data capture (e.g., by semester), reporting frequency/dates for project. Don't forget to include current status or recent history for baseline data. Review data management plan.	Data Person
Communicate data needs/timelines/reporting dates to partners from whom you will need data.	Co-PIs, partner institutions/organizations
Review/set goals for success if not specific in proposal (actual numbers, not just %) with interim benchmarks for gauging progress.	Evaluator, Co-PIs, partners
Plan evaluation activities and discuss evaluation tools to be used. Use uniform tools (e.g., surveys) across partnership and include the capture of demographic data and other information that will be needed for the ATE Annual Survey (if not specifically for your project).	Evaluator, Co-PIs
Discuss evaluation reports to be provided and reporting dates (align deadlines to your reporting needs: NSF annual report, advisory meeting, etc.).	Evaluator