

Reporting Requirements by Awardees of the Higher Education Multicultural Scholars (MSP) Grants

*Recommend Project Director (PD) Develop Logic Model for Effectively
Managing their MSP Award for Successful Outcomes for Scholars and Investment*

Required Reporting	Content	Mechanism with Timeline	How to Submit	Recipient of Completed Report
Appointment Form for Scholars	Fill in ALL of the data requested in the form. . Indicate URL for your project.	NIFA Form 2010: As soon as student is appointed as a Multicultural Scholar	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Fax to Program Office OR (iii) as a last resort, mail	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@nifa.usda.gov Fax: 202-720-2030 Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251
Exit Form for Scholars	Fill in ALL of the data requested in the form. . Indicate URL for your project.	NIFA Form 2010: As soon as student leaves program or is terminated as a Multicultural Scholar	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Fax to Program Office OR (iii) as a last resort, mail	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@nifa.usda.gov Fax: 202-720-2030 Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251
Annual Update Form on - PROGRESS OF EACH SCHOLAR in Training under an MSP Award	Fill in ALL of the data requested in the form. Be sure to include presentation, service learning, experiential learning, awards and recognition of Scholars. Indicate URL for your project.	NIFA Form 2010: Each year on the anniversary of the appointment of the student as a Multicultural Scholar NIFA Form 2010 - http://www.nifa.usda.gov/funding/all_forms.html .	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Fax to Program Office OR (iii) as a last resort, mail	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@nifa.usda.gov Fax: 202-720-2030 Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251
ANNUAL PROGRESS REPORTING ON AWARD PROJECT MANAGEMENT (not academic progress of the individual student)	Fill in the data in the CRIS web form site describing progress towards achieving goals of funded project; highlight success and report challenges and measures taken to address each; overall progress of training of scholars to impact on workforce. Indicate URL for your project.	CRIS Web Forms: The annual project reporting in CRIS is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).	CRIS Web Forms Site http://cwf.uvm.edu/cris/ Accomplishment Report	Current Research Information System (CRIS) From the menu please select: Accomplishments Report Select your state Your participating site is: SERD The password is: teach You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.
SEL Outcomes	MSP Scholars prepare and PD will submit a SEL accomplishments report after completing training activity where SEL funds were used. . Indicate URL for your project.	Report is prepared in full describing SEL goals, methods used with timeline, outputs and outcomes. Report may include graphics.	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Fax to Program Office OR (iii) as a last resort, mail	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@nifa.usda.gov Fax: 202-720-2030 Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251

Information provided is current as of 3/2010