

# FAQs for the AISL OPMS Closeout Survey

These Frequently Asked Questions are organized by the nine sections that comprise the Closeout survey. They address common questions about how to complete the Online Project Monitoring System (OPMS). If you have a question that is not answered here, please contact your Westat contact person or email [AISLhelp@westat.com](mailto:AISLhelp@westat.com). For information on how to navigate the survey, see the PowerPoint “Navigating the Survey.”

## Section A: Project and Lead Organization

**Can I change my contact information?** Yes, you can change or update all of the contact information for your lead organization.

**Can I change the lead organization type I entered in the Baseline?** No. Some information entered in the Baseline is permanent; in this section you can only update information for your lead organization’s main contact and the project’s public venues.

**Can I add new venues?** Yes, you can add as many new venues as necessary.

**What if a venue I added in an earlier report is no longer active?** If you added a venue in the Baseline or an earlier Annual report and your project will no longer use that venue, you can select “no longer part of project” in the venue use column. If you may still use the venue but have not yet, you can select “not used over the grant period.”

**Can I change information (e.g., zip code) about a venue entered in an EARLIER report?** No, once you have entered information about a venue’s zip code in an earlier report, that information is saved. Instead, you can indicate that the venue is “no longer part of the project” and add a new one with the correct information.

**Can I change information (e.g., zip code) about a venue entered in THIS report?** Yes. Click the “Edit” button in the right-hand column for that venue and you will be able to edit any information about a venue you have entered in the current report.

## Section B: Key Personnel of the Project Team

**Can I add new key personnel?** Yes, you can add as many new key personnel members as applicable. You will answer the same set of questions about these people as you did for people entered in the Baseline.

**What if a key personnel member I added earlier is no longer working on the project?** If a person you entered in a previous report is no longer on the project, check the box in the column “no longer key personnel.” You will not need to update any information about this person.

**Can I change the name of a key personnel member?** No. You are able to update all other information about this person, but you will not be able to change the person's name. This restriction is because the information we have saved in the OPMS database is linked to that name, and changing it would cause problems for our system.

**Why do I have to review questions I've already answered about key personnel entered in a previous report?** We realize that information about your key personnel members may have changed and we want to make sure our information is as up-to-date as possible. If there have been no changes, simply click "save and continue" at the bottom of the page to confirm that you have reviewed this information.

## **Section C: Organizational Partners**

**Can I add new organizational partners?** Yes, you can add as many new organizational partners as necessary.

**Can I change the name of the organization?** No. You are able to update all other contact information about the organization, including the name of the primary contact person, but you cannot change the name of the organizational partner. This restriction is because the information we have saved in the OPMS database is linked to that name, and changing it would cause problems for our system.

**What if I'm no longer working with an organizational partner?** If an organization you entered in an earlier report is no longer working on the project, you can check the box in the column "no longer an organizational partner." You will not need to update any information about this organization.

**Why do I have to review questions I've already answered about organizational partners entered in a previous report?** We realize that information about your organizational partners may have changed and we want to make sure our information is as up-to-date as possible. If there have been no changes, simply click "save and continue" at the bottom of the page to confirm that you have reviewed this information.

## **Sections D and E: Products, Programs, and Experiences for Public and Professional Audiences**

**If in an earlier report, I said my project does not have public audience deliverables but now it does, can I change my response to D1 to "Yes"?** Yes, you can change your response and add deliverables at this time.

**If in an earlier report, I said my project does not have professional audience deliverables but now it does, can I change my response to E1 to "Yes"?** Yes, you can change your response and add deliverables at this time.

**Can I add a new deliverable?** Yes, you can add as many new deliverables as necessary.

**Can I delete an old deliverable?** No. However, when you click on the name of the deliverable, you will be able to indicate if the deliverable has been suspended or cancelled and if it has ever reached audience

members. The subsequent questions that you answer about the deliverable will be limited based on if the it has ever reached audience members.

**Can I delete a new deliverable?** Yes. On the deliverable main page next to each new deliverable you add, there is a “delete” button. If you delete a deliverable by accident, please call your Westat contact person and we will help you restore this information, if possible.

**What do I do if my deliverable type has changed?** You are not able to change a deliverable type for a deliverable entered in an earlier report. You can note the change of deliverable type as a status change in questions D2 or E2. However, the deliverable type affects which delivery methods you can select. If your deliverable type is now in a completely different category (e.g., it used to be a video and now it’s an after-school program) you should consider marking this deliverable as suspended/cancelled and add a new deliverable to reflect this new deliverable type.

**What if there have been significant changes to my deliverable since I entered it?** In questions D2 and E2, you can indicate the status of the deliverable and explain any changes to the deliverable.

**Why do you ask if my project obtained a count for any public audience characteristics?** NSF would like to collect data on how many people in each public audience characteristic group every project reached. However, we realize that projects often collect this information in a variety of forms, and no one way of asking for this information will meet the needs of all projects. Consequently, we will work with individual projects to collect this information instead of gathering these data through the OPMS.

**Can I add a new impact?** Yes, you can add as many impacts as necessary.

**Can I delete an old impact?** No. If an impact entered in a previous report is no longer applicable, you will select “Impact is no longer applicable” in D11 or E10. You will need to explain why the impact is no longer applicable in D11e or E11e.

**How do I know if an impact has been met?** This determination is one that your project and your evaluator should make based on your summative evaluation and other data that you may have collected.

**Is there any penalty for not achieving an impact?** No, none of the data in this system will be used punitively. We ask that you enter complete and accurate information. The reasons why you could not achieve an impact or implement a deliverable may be as useful to the AISL field as the information about impacts that you did achieve through a deliverable.

**Why don’t I enter my anticipated reach information when I add new deliverables?** In the Closeout, we only ask about what your project has *already* accomplished in terms of reaching audiences, not what it *intends* to accomplish in the future. Thus, we do not need to collect *anticipated* reach numbers, only actual ones for the entirety of the project. If your project will reach audience members in the future, please include this information in Section H: Future Directions.

## **Section F: Formative and Summative Evaluation Questions**

**Can I change the contact information for my evaluator(s)?** Yes. You can update and change any information for your formative and summative evaluators.

**Can I change an evaluation question?** You cannot revise the actual question, but you can change the evaluation designs that you used to answer the evaluation question.

**Can I delete an evaluation question?** You cannot delete questions that were entered in an earlier report, but you can check the box that indicates that they are “no longer applicable” to your project. You can delete questions that were entered in this report.

## **Section G: Project Accomplishments and Lessons Learned**

**What are you going to do with the deliverable products I upload?** Uploading these products will provide NSF with an easily searchable database of materials that AISL projects have created. At some point, these products may also be made available to other AISL projects.

**Can I delete products I uploaded in an earlier report?** No. Because these products are saved in a database, it would cause technical difficulties if projects could delete them. Consequently, you may want to wait to upload a product until it is in its final form.

## **Section H: Future Directions**

**What if my project has not yet decided its future plans?** Please answer to the best of your ability, and explain any reason that you are uncertain about your response.

**What information should be included in my project’s future plans?** The information will vary based on your project, but you may choose to include any changes to deliverables, any new deliverables, target audiences you expect to reach, anticipated reach counts, and any other information you believe may be relevant.

## **Section I: Research Questions**

**Can I change a research question?** You cannot revise the actual question, but you can change the study designs that you used to answer the research question.

**Can I delete a research question?**

You cannot delete questions that were entered in an earlier report, but you can check off that they are “no longer applicable” to your project. You can delete questions that were entered in this report.