

## INTERNSHIP PROGRAM

### Progress Report / Performance Evaluation

#### Instructions to Principal Investigators

**PERFORMANCE EVALUATION PROCESS.** OCAST requires each Principal Investigator, who is funded under the Oklahoma Applied Research Support (OARS) Internship Program, to submit an annual progress report sixty (60) days prior to the ending date of each contract period except for the end of the final contract period. Each PI must submit a final report thirty (30) days after the end of the final contract period. Failure to submit the annual report as required may result in a gap in funding or loss of funds.

Project performance is evaluated by reviewers, a majority of whom reside outside Oklahoma, who are nominated and approved by the Applied Research Committee. Any questionable progress report may be submitted to another reviewer for additional evaluation. An unsatisfactory performance evaluation may initiate an impartial on-site inspection if a satisfactory explanation is not provided. Continued funding is contingent on satisfactory annual performance evaluations and availability of funds.

**PROGRESS REPORT REQUIREMENTS.** OCAST requires each progress report and final report to be prepared in the format described below. Reports which are incomplete or are not completed in the required format may be returned for satisfactory completion. The progress report consists of the following:

1. **Cover Page.** The following information must be provided on a cover page for the report:
  - a. Project number and title
  - b. PI Name and sponsoring organization
  - c. Co-PI name(s) and sponsoring organization(s)
  - d. Intern Mentor(s) and location(s) of intern performance
  - e. Benefiting firm(s) and location(s)
  - f. Other organizations providing project resources (list in order of decreasing support level)
  - g. Current funding period
  - h. Overall funding period (if a final report)
  - i. Dates the report covers
  - j. Report due date
2. **Executive Summary.** Briefly summarize work-to-date for a lay reader; do not include details which must be kept proprietary (1 page maximum).
  - a. Describe the benefits of the intern experience to student and faculty interns, the involved industry, the two-year or four-year higher education institution, and the State of Oklahoma of this OCAST funded research project.
  - b. State the number of interns and their Oklahoma hometown, the name and location of the organizations hosting the interns and the name and location of the benefiting firms.
  - c. Describe the research objectives reached by each intern.
3. **Organization Participants.** For an annual report, list the organizations currently participating in the project, state the type of organization for each – business/industry, university, non-profit – and describe the type and level of involvement of each. Discuss any changes in organizational participation planned/anticipated for the upcoming year. For a final report, list the organizations which participated in the project, state the type of organization for each – business/industry, university, non-profit – and describe the type and level of involvement of each. (1 page maximum).
4. **Intern Selection Process.** Describe the steps used to obtain a pool of potential interns as well as the intern selection process. Describe how the interns were assigned and their progress monitored. Include in an Appendix copies of handouts, flyers, and posters.

5. **Intern Characteristics and Reports.** State the number of interns and their Oklahoma hometown, the name and location of the organizations hosting the interns and the name and location of the benefiting firms. Indicate field of study, degree pursued or held, by the student and/or faculty intern. Describe intern future plans which have been influenced by the internship experience. Briefly summarize intern prepared reports and attach the report(s) as an Appendix. Remove any 'grade mark' from the report.
6. **Work Accomplished.** Discuss the research completed on the project during the current funding year; specifically assess (a) the **significant** technical achievements, (b) the **notable** technical achievements, and (c) the success in achieving the project objectives in the time projected including comments on planned but **unachieved objectives**.
7. **Publications.** List journal articles and other publications, which have been submitted and/or published during the funding period, that incorporate any portion of the work supported by the OCAST contract; categorize under the headings of *refereed, non-refereed, books, chapters, abstracts and presentations*. List with bibliographic information any newspaper articles or other descriptions of the research in newsletters, lay magazines, etc. and attach a copy to the report as an Appendix.
8. **Work Plan.** Discuss project plans for the coming year including a time line and any significant changes in the personnel or the research project(s) proposed in the original application for funding. In a final report, describe how the internship program will continue beyond the OCAST support.
9. **Benefits and Economic Impact.** Describe the benefits of the intern experience to student and faculty interns, the involved industry, the two-year or four-year higher education institution and the State of Oklahoma of this OCAST funded research project. Include benefits to other students and faculty members who were not formally a part of the internship program. Include letters or statements from businesses that have collaborated on the project that quantify the economic benefits, actual or projected, as a result of the project. The quantification could include:
  - a. Percent increase in productivity
  - b. Percent increase of market share
  - c. Dollar amount of increase in sales
  - d. Dollar savings in cost-containment
  - e. Number of jobs created or retained
10. **Intern Evaluation and Tracking.** Include sample copies of instruments used to evaluate intern/mentor/project progress. Describe the process that will be used to track the academic and professional progress of each intern for five years after the internship is served. This information will be reported to OCAST as a part of the annual Impact Report request for information that is required of all contractors. Information required, as a minimum, will be institutions of higher education attended, degrees earned, where employed, and a current address for the intern.
11. **Required Attachments Intern Journal Examples.** Include sample copies of the intern's journals and copies of the intern's posters. Also, in a final progress report include a short paragraph or two prepared by the interns discussing what they learned while working on the project and any changes in their academic goals as a result of the internship.

**SUBMISSION DEADLINE.** Annual progress reports shall be submitted no later than sixty (60) days prior to the ending date of the current funding period. Final reports shall be submitted no later than thirty (30) days after the ending date of the final funding period. For assistance contact the Contracts Compliance Officer at (405) 319-8411.

Progress reports associated with projects managed by the OK Grants website (<https://grants.ok.gov>) need to be uploaded as either a Word or PDF document file into OK Grants. If you require technical assistance with OK Grants please email [casey.harness@ocast.ok.gov](mailto:casey.harness@ocast.ok.gov).

Beginning with the following competition years, projects associated with these programs are now managed by the OK Grants website: PS12, HR13, AR13, and IP14.

Progress reports not managed by the OK Grants website can be submitted either by email to [mark.ballard@ocast.ok.gov](mailto:mark.ballard@ocast.ok.gov) or by regular mail (1 copy) to the following address:

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