



Army Educational Outreach Program
FY14 Annual Program Report Template
[Program Name Here]





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This report has been prepared for the AEOP Cooperative Agreement and the U.S. Army by [Consortium Member] under award #_____.

[Insert Consortium Member Logo]

Program Contact Information

[Provide contact info for, at minimum, program administrator and PI]

Name

Title

Organization

Phone number

[email](#)



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Program Overview

Provide a one or two paragraph overview of your program.

Accomplishments

Provide the following for each program objective listed in the Proposed Work section of the current FY Annual Program Plan.

1. What were the major activities conducted to accomplish the current FY target for the objective. Report major activities undertaken by of the program administrator as well as a selection of 3-5 different site-level activities.
2. What were the results of those activities? Specifically, what progress was made toward achieving the FY target for the objective?
3. What is the proposed FY (next year) target for for the objective, considering the 3-year target?
4. What is planned to accomplish the next year's target for the objective?

The following structure can be used for each program objective (replicate as needed). Information in the top two rows ("Objective" and "FY14 Target") should be copied directly from the approved FY14APP.

Objective: [STATE OBJECTIVE] (Supports AEOP Goal [STATE GOAL #], Objectives [STATE OBJECTIVE LETTERS]) Proposed Plan: [STATE PROPOSED PLAN]
FY14 Target: [STATE TARGET]
Major activities: [REPORT ACTIVITIES OF PROGRAM ADMINISTRATOR] [REPORT SELECTED SITE-LEVEL ACTIVITIES]
Results: [REPORT RESULTS] [REPORT PROGRESS TOWARD ACHIEVING FY14 TARGET]
FY15 Target: [STATE TARGET]
FY15 Plan: [STATE PLAN TO ACCOMPLISH FY15 TARGET]



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Changes / Challenges

1. What changes (if any) were made to the plan for meeting FY14 targets for each objective? What were the reasons for the changes?
2. Do any of these changes have significant impact on budget/expenditures?
3. What challenges or delays (if any) prevented the program from meeting FY14 targets for each objective? What actions or plans were implemented to resolve those challenges or delays?
4. Do any of these challenges or delays require the assistance of the Army, the Consortium, or the Lead Organization to resolve? Please specify.

Products

1. For all programs, list and briefly describe any products resulting from the administration of the program (program administrator or site coordinator) during FY14.
 - Websites and social media (provide website urls, social media handles, etc.)
 - Instructional materials and other educational aids or resources
 - Audio or video products
 - Guiding documents
 - Marketing or promotional materials
 - Presentations¹ (provide citations)
 - Publications² (provide citations)
 - Educational research or evaluation assessments
 - Other
2. In addition to the above, how many of each product resulted from the Army/AEOP-sponsored research conducted by students participating in apprenticeship programs?
 - Abstracts
 - Presentations
 - Publications
 - Patents

¹ Presentations include things like conference contributions (oral or poster) or presentations to the public, news media, educational agencies, and other associations. Conference booths may also be reported.

² Publications include things like peer reviewed articles, technical papers and reports, books or book chapters, news media releases.



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- Other

Participants

Recruitment and selection of participants

1. Who is the audience(s) targeted by your program and how was the program was marketed to the audience(s)? Report major activities undertaken by of the program administrator as well as a selection of 3-5 different site-level activities toward marketing and recruitment.
2. What criteria were used to select participants for the program? Report any efforts of the program administrator (including guidance provided to sites) as well as a selection of 3-5 different site-level criteria.
3. AEOP Pipeline: Explain any efforts that were made to specifically recruit alumni of other AEOP initiatives into your program? Explain any efforts to specifically recruit alumni of your program into other AEOP initiatives?

Participant numbers and demographic characteristics

1. How many of each participant group enrolled in the program? How many of each group applied and/or were selected/invited to participate? Report data using the following categories and enter “NA” where not applicable.

	Applied	Selected	Enrolled
Participant Group	No.	No.	No.
Elementary school students (grades K-5)			
Middle school students (grades 6-8)			
High school students (grades 9-12)			
Undergraduate students (including community college)			
Graduate students (including post-baccalaureates)			
In-service K-12 teachers			
Pre-service K-12 teachers			
College/university faculty or other personnel			
Army/DoD Scientists & Engineers			
Other volunteers (e.g., if a competition program)			



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2. For the target audience(s) listed in the previous section (replicate the table as needed), how many were enrolled in the program per program site? How many of each group applied and/or were selected/invited to participate per program site?

[Identify Participant Group]	Applied	Selected	Enrolled
Site	No.	No.	No.
(List each site by name)			

3. For the target audience(s) listed in the previous section (replicate the table as needed), what are the demographic characteristics of the applicants and enrolled participants? Report data using the following categories:

[Identify Participant Group]	Applied		Enrolled	
Demographic Category	No.	%	No.	%
Gender				
Male				
Female				
Choose not to report				
Race/ethnicity				
Native American or Alaskan Native				
Asian				
Black or African American				
Hispanic or Latino				
Native Hawaiian or Other Pacific Islander				
White				
Choose not to report				
School setting (students and teachers)				
Urban (city)				
Suburban				
Rural (country)				
Frontier or tribal School				
DoDDS/DoDEA School				
Home school				



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Online school				
Choose not to report				
Receives free or reduced lunch (students only)				
Yes				
No				
Choose not to report				
English is a first language (students only)				
Yes				
No				
Choose not to report				
One parent/guardian graduated from college (students only)				
Yes				
No				
Choose not to report				
Documented disability (students only)				
Yes				
No				
Choose not to report				

4. For the target audience(s) listed in the previous section (replicate the table as needed), what are the rates of past AEOP participation of the applicants and enrolled participants? Report data using the following categories:

[Identify Participant Group]	Applied		Enrolled	
AEOP element	No.	%	No.	%
Camp Invention				
Junior Solar Sprint				
eCYBERMISSION				
West Point Bridge Design Competition				
Junior Science & Humanities Symposium				
Gains in the Education of Mathematics and Science				
UNITE				
Science and Engineering Apprentice Program				
Research and Engineering Apprenticeship Program				
High School Apprenticeship Program				
College Qualified Leaders				
Undergraduate Research Apprenticeship Program				



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STEM Teachers Academy				
SMART Scholarship				
NDSEG Fellowship				

Organizations participating or served

1. How many of each organization are served by the program? Report data in the following categories:

Organizations	No.
K-12 schools	
Title 1 K-12 schools	
Colleges/universities (including community colleges)	
Army/DoD laboratories	
Other collaborating organizations (educational agencies, professional associations, external sponsors, etc.)	

2. Please list all colleges/universities served by the program.
3. Please list all Army/DoD laboratories served by the program.
4. Please list other collaborating organizations served by the program.

Other Impacts

Have the FY14 program activities impacted human and/or infrastructure resources in any additional areas beyond the primary objectives of the program? If so, please describe any activities and results of those activities, especially pertaining to the following:

- Engagement opportunities for the public (beyond those persons typically considered program participants) to increase interest in STEM, perception of STEM's value to their lives, or their ability to participate in STEM
- Professional development for pre-service or in-service STEM teachers to improve their content knowledge and pedagogical skills
- Development and/or dissemination of instructional materials or educational resources
- Support for the development or advancement of STEM personnel (i.e., Army Scientists & Engineers, Army-sponsored university faculty and other personnel), programs, or other physical infrastructure
- Contributions having intellectual merit or broader impact to the field of informal science education and outreach



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If any of these activities are conducted through websites and/or social media, the summary of results should include the analysis of key website or social media analytics.

Funding, Budget, and Expenditures

1. Provide an overview of FY14 funding

FY14 Funding Overview	Amount
Carry-forward funding from FY13	
New funding received in FY14	
Total budget for FY14 (FY13 carry-over plus FY14 new funding)	
Total FY14 expenses (estimate for 30 Sept)	
Carry-forward funding from FY14 into FY15 (total FY14 budget minus estimate of total FY14 expenses)	

2. Funding to the cooperative agreement comes from a variety of sources (general purpose funds, laboratory specific stipend funds, and Navy and Air Force funds for JSHS, etc.). The type of funding is indicated on AEOP CA modifications. What type of funds supported your program in FY14 (include funding carried over from FY13 in your totals)?

FY14 AEOP CA Funding Type/Source	Amount
General purpose funds	
Laboratory specific stipend funds - [Indicate Laboratory and replicate row as needed so that each contributing laboratory is represented on a separate line]	
Total laboratory specific stipend funds	
Air Force/ Navy JSHS funds	
Total FY14 funding (add types of funding, should be equivalent to "Total budget for FY14" in table above)	

3. How do your actual FY14 expenditures (estimate for 30 Sept cut-off) compare with your approved FY14 budget? Report totals in the following categories:

	Approved FY14 Budget (includes FY13 carry-over and new FY14 funding)	Actual FY14 Expenditures (estimate through 30 Sept)	Carry-over from FY14 into FY15



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Marketing & Outreach (include additional funding received through special AEOP Cross-Marketing RFP process)			
National Event (where applicable)			
Scholarships/awards			
Stipends			
Other direct costs (including salary & fringe); Number of FTEs = [Indicate number of FTEs including PT wage workers]			
Overhead – Indirect Rate= [Indicate Indirect Rate and to which costs the indirect applies (i.e. labor, direct costs, etc.)]			
TOTALS (should match totals provided in tables above)			

4. Calculate average cost per student and explain how the calculation was made.

Fast Facts

Complete the summary chart below. Report data using the following categories and enter “NA” where not applicable.

FY14 [Enter Program Name]	No.
Applications & Participants	
Student Applications	
Student Participants	
Student Participation Rate (no. participants/no. applications x 100)	%
Teacher Applications	
Teacher Participants	
Teacher Participation Rate	%
Near-Peer Mentor Applications	
Near-Peer Mentor Participants	
Near-Peer Mentor Participation Rate	%
Partners	
Participating Colleges/Universities (including community colleges)	



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Participating Army/DoD Laboratories	
Science & Engineer Participants	
Apprenticeships, Awards & Stipends	
Apprenticeships Provided	
Scholarships/Awards Provided	
Expenses Toward Scholarships/Awards	\$
Expenses Toward Stipends	\$
Budget & Expenses	
FY14 Total Budget (including carry-over from FY13 and new FY14 funding)	\$
FY14 Total Expenses (estimate through 30 Sept)	\$
Carry-Over from FY14 to FY15	\$
Average cost per student	\$