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Earth Science Data Systems (ESDS) Program, HQ SMD

Citizen Science for Earth Systems Program (CSESP)
Documentation and Reporting Standards

Version 1.0

Citizen Science for Earth Systems Program (CSESP)
Documentation and Reporting Standards

The Documentation and Reporting Standards document details the documentation and reporting requirements for the Implementation Phase of the NASA HQ's Earth Science Data Systems (ESDS) Program's Citizen Science for Earth Systems Program (CSESP) projects. The document may be tailored at the discretion of the Program Officer/Program Manager to reflect any new reporting requirements.

Change History Log

Revision	Effective Date	Description of Changes
1.0	8/17/2018	Baseline document

National Aeronautics and Space Administration Science Mission Directorate - Division of Earth Science

Citizen Science for Earth Systems Program (CSESP)
<<YYYY>>

Documentation and Reporting Standards
(<<Month YYYY>>)

This appendix provides information about documentation and reporting requirements for NASA HQ's ESDS Program's Citizen Science for Earth Systems Program (CSESP) projects, <<ROSES-YYYY program number>>. This document describes reporting expectations for the Implementation Phase. In this document, the recipient is referred to as the Principal Investigator (PI).

Deliverables
1. Data Management Plan
2. Mid-Term Reports
3. Annual Progress Reports
4. Final Report

Table 1: Reporting Schedule

Schedule	Deliverables
Project Initiation	Data Management Plan
6, 18, and 30 months from start date	Mid-Term Reports
12 and 24 months from start date	Annual Progress Reports
End of project	Final Performance Report Updated Data Management Plan

General Reporting Requirements
- PIs are responsible for uploading all progress reports to the Earthdata Wiki space established or all CSESP projects. Reports will be submitted via the project's Reports page within the individual project's wiki space, for which a link will be provided prior to the project's official kick-off meeting with NASA HQ.
- Upload all reports as PDF files only.
- All information pertaining to progress reports and progress report submissions available on the Earthdata Wiki supersedes emails or reminders sent on behalf of NSSC.

- All submitted reports should include a cover page that clearly identifies the project. The cover page should include all of the following information:
  o Project Title
  o Proposal Number (i.e., project number)
  o Co-Operative Agreement Number
  o Name of PI(s)
  o Name of Institution(s)
  o Report Type (Quarterly, Mid-Term, or Final)
  o Submission Date (actual, not due date)
- The Narrative of the submitted report should contain information about the project. This information is specified below under "Content Instructions for Deliverables".

Content Instructions for Deliverables
1. **Data Management Plan** (submitted within one month of project initiation)
   - *Purpose*: Addresses the management of data from Earth science missions from the time of collection to their entry into permanent archives.
   - *Format*: Provide a DMP adhering to the specifications described at https://science.nasa.gov/researchers/sara/faqs/dmp-faq-roses/ for all data products generated by the project.
   - The DMP shall be updated as needed during the project, and a final version shall be submitted at the conclusion of the project.

2. **Mid-Term Progress Reports** (submitted 6, 18 and 30 months after project initiation)
   - *Purpose*: Provides a brief update of project activities
   - Assigned via "Tasks" in the Wiki
   - *Format*:
     o **Cover Page,** which should include all of the following:
       ▪ Project Title
       ▪ Proposal Number (i.e., project number)
       ▪ Co-Operative Agreement Number
       ▪ Name of PI(s)
       ▪ Name of Institution(s)
       ▪ Report Type (Quarterly, Annual, or Final)
       ▪ Submission Date (actual, not due date)
     o **Narrative**
       ▪ 3-page limit
       ▪ Report should be written in narrative structure using full sentences; bulleted lists will not be acceptable as the only form of content in the report
       ▪ Prompts:

- At what stage are you in your project?
- Are you ahead or behind schedule? If you are behind schedule, why?
- What are some, if any, obstacles that you have run into? How did/will you solve them?
- Will any unforeseen issues or circumstances prevent you from completing the next phase/milestone?
- Has the project shifted or changed in any way (positively or negatively)?
- Please note any significant accomplishments or completed deliverables.
  - References (as needed)

3. **Annual Progress Reports** (submitted 12 and 24 months after project initiation)
   - *Purpose*: Serve as a measure of achievement on the project and disclose any issues that may need to be resolved
   - Assigned via "Tasks" in the Wiki
   - *Format*:
     - *Cover Page,* which should include all of the following:
       - Project Title
       - Proposal Number (i.e., project number)
       - Co-Operative Agreement Number
       - Name of PI(s)
       - Name of Institution(s)
       - Report Type (Quarterly, Annual, or Final)
       - Submission Date (actual, not due date)
     - *Narrative*
       - 8-page limit
       - Report should be written in narrative structure using full sentences; bulleted lists will not be acceptable as the only form of content in the report.
       - Qualitatively and quantitatively compare results/accomplishments to established goals.
       - Report Sections:
         - Technical Status
           - Summarize accomplishments for the preceding months, including technical accomplishments, technology development results, and results of tests and/or demonstrations. *Details will vary by project. May also include audiences, collaborations, publications and presentations.*
         - Schedule Status
           - Provide the status of major tasks (including completed tasks, tasks in progress, and delayed tasks) and any

variance from the planned schedule; provide rationale for each delayed task along with recovery plans, as appropriate.

- Citizen Science Status
  - Summarize accomplishments related to the citizen science activities noted in the project, including development of outreach or training materials, recruitment activities, and implementation activities, and the status of current results of data collection by citizen science project participants.
- References (as needed)

4. **Final Report** (At close of project)
   - *Purpose*: Records the major activities, accomplishment(s), and evaluation of the project during the funding lifecycle; includes plans for sustainability and significance and metrics/statistics for success
   - Assigned via "Tasks" in the Wiki
   - *Format*:
     - ***Cover Page***, which should include all of the following:
       - Project Title
       - Proposal Number (i.e., project number)
       - Co-Operative Agreement Number
       - Name of PI(s)
       - Name of Institution(s)
       - Report Type (Quarterly, Annual, or Final)
       - Submission Date (actual, not due date)
     - ***Narrative***
       - 10-page limit
       - Report should be written in narrative structure using full sentences; bulleted lists will not be acceptable as the only form of content in the report
       - Report Sections:
         - Summary of the final 12 months of the project
           - 1-3 pages
           - Briefly summarize the activities over the past 12 months, highlighting accomplishments since the last Annual Progress Report.
           - Discuss technological and scientific accomplishments of the project. Include:
             - Technical accomplishments
             - Technology development results
             - Results of tests and/or demonstrations
           - Evaluate the success of the citizen science project component. Include:
             - Development of outreach or training materials

- Recruitment activities
- Number of recruited and retained participants
- Activities or current results of data collection by citizen science project participants
- Summary and evaluation of the entirety (36 months) of the project
    - Summarize the accomplishments made during the past 36 months of the project. Projects should be assessed both qualitatively and quantitatively based on whether or not the goals for the project were achieved. It is important to demonstrate that the collaborations related to the citizen science project component have occurred and if not, explain why.
    - Summarize the technological and scientific accomplishments of the project. Summaries should include assessments on technical accomplishments, technology development results, and results of tests and/or demonstrations.
    - Summarize the success of the citizen science component. Summaries should include evaluations of outreach or training materials, recruitment activities, and the number of recruited and/or retained participants (include also the numbers from the Prototype Phase and explain any variance against the Implementation Phase). Evaluate the activities or current results of data collection by citizen science project participants.
    - Discuss any/all lessons learned and how those lessons will impact the project moving forward.
    - Describe products that resulted from the project.
    - Explain any publication or distribution plans (either during the duration of project or in near future).
    - Discuss any existing plans to continue the project past the Period of Performance close date (and subsequent end of the Cooperative Agreement).
        - If project continuation is due to a needed no-cost extension, please provide justification.
        - If project continuation is due to other reasons such as alternate funding sources or increased interest, please include pertinent information.
- References (as needed)
    - Table of Deliverables
        - Using the table template below, include a record of deliverables. For "Complete" deliverables, include any and all information and/or references in the Results/Artifacts column. For "Incomplete" and "Partial" deliverables, include the reason and/or justification for lack of completion in the last column. This table should appear on a separate page directly

after the project narrative and does not count towards the narrative page
limit.

Deliverable	Completion Status (Complete/Incomplete/Partial)	Results/Artifact	Reason/Justification for "Incomplete" or "Partial" status