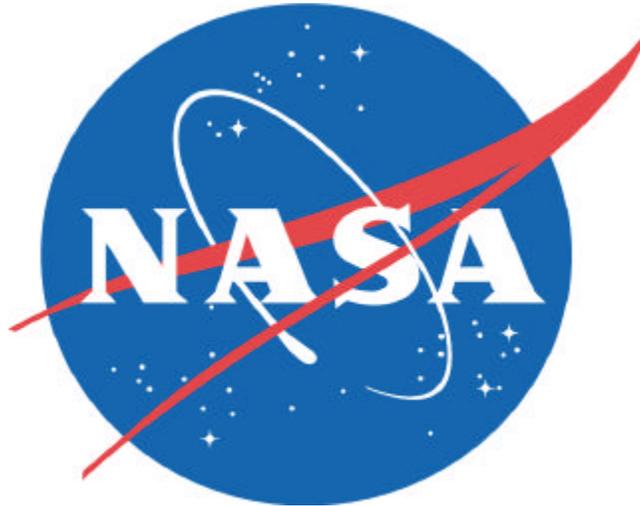


Responsible Office: NASA Office of Equal Opportunity Programs  
Subject: OEOP Evaluation and Reporting



Office of Equal Opportunity Programs  
Minority University Research and Education Division

Office Work Instruction

OEOP Evaluation and Reporting

Approved by: \_\_\_\_\_ Original signed by \_\_\_\_\_  
George E. Reese  
Associate Administrator  
Office of Equal Opportunity Programs



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## 1. Purpose

This Office Work Instruction (OWI) describes the process used by the Minority University Research and Education Division (MURED) in the Office of Equal Opportunity Programs (OEOP) for evaluating and reporting the outcomes from NASA Minority University Research and Education Programs (MUREP).

## 2. Scope and Applicability

This OWI describes the procedure for assessing the progress of individual MUREP awards that are managed by the OEOP and for evaluating and reporting on agencywide MUREP outcomes.

## 3. Definitions

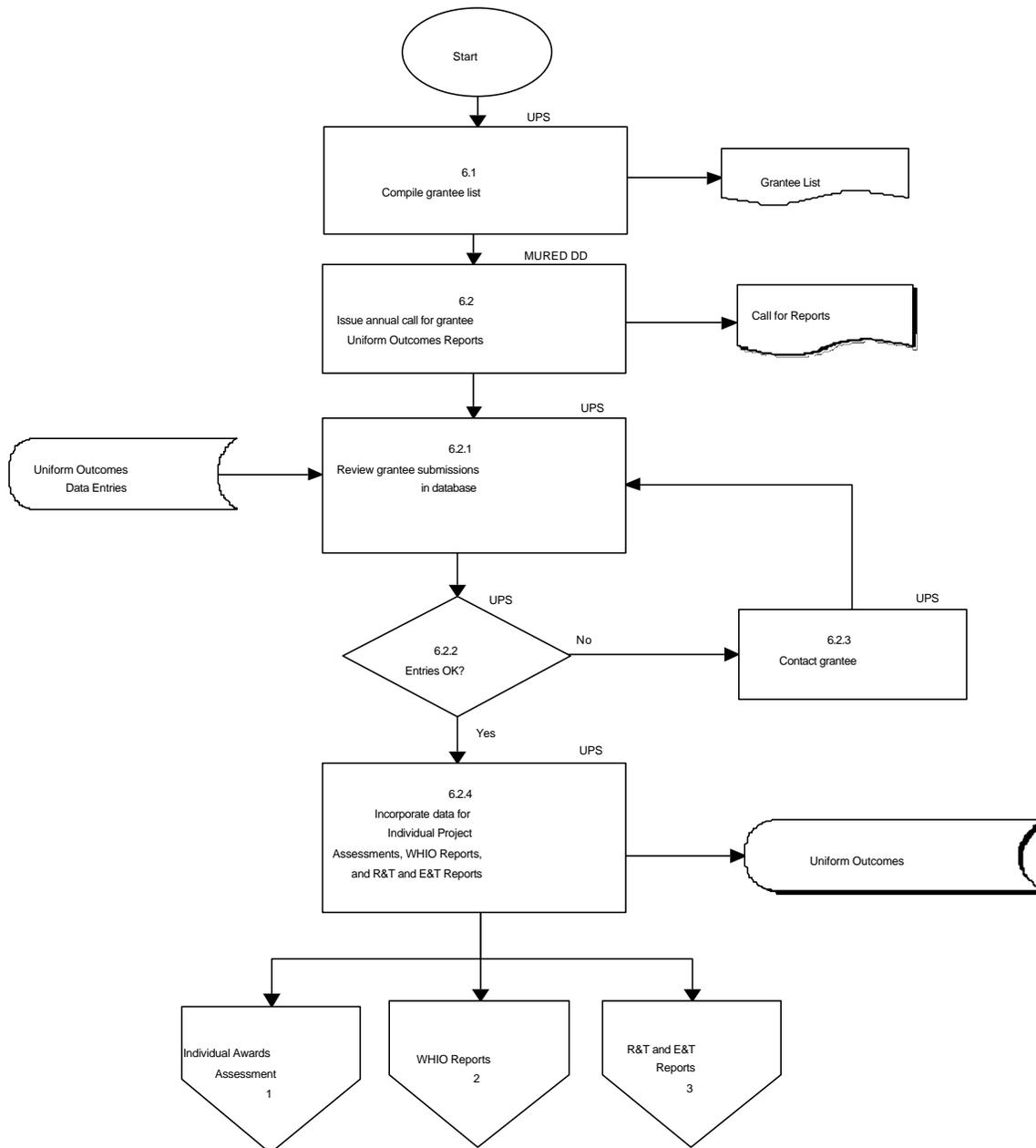
- 3.1 A-Package. Package that contains: (1) a transmittal letter and any enclosures, (2) the Action Document Summary (NHQ 117), and any pertinent background information.
- 3.2 EEHA. Educational Excellence for Hispanic Americans.
- 3.3 E&T Report. Report on MUREP Education and Training (E&T) activities.
- 3.4 FACS. Financial and Contractual Status
- 3.5 Grantee List. List of grantees who report uniform outcomes.
- 3.5 FC/JPL. NASA Field Centers and the Jet Propulsion Laboratory.
- 3.6 HBCUs. Historically Black Colleges and Universities.
- 3.7 HQ. NASA Headquarters.
- 3.8 MURED. Minority University Research and Education Division.
- 3.9 MURED DD. MURED Division Director.
- 3.10 MUREP. Minority University Research and Education Programs.
- 3.11 OEOP AA. Office of Equal Opportunity Programs Associate Administrator.
- 3.12 OMUs. Other Minority Universities, including Hispanic Serving Institutions and Tribal Colleges and Universities.
- 3.13 PA. MURED Program Assistant, responsible for providing clerical assistance for the preparation of procurement packages and financial documents.
- 3.14 R&T Report. Report on MUREP Research and Technology (R&T) activities.
- 3.15 TCUs. Tribal Colleges and Universities
- 3.16 Uniform Outcomes. Outcomes reported by MURED grantees' research and education projects kept in a password-protected database.
- 3.17 UPS. MURED University Program Specialist.
- 3.18 WHIO. White House Initiative Office, of which there are three: one for HBCUs, one for EEHAs, and one for TCUs.

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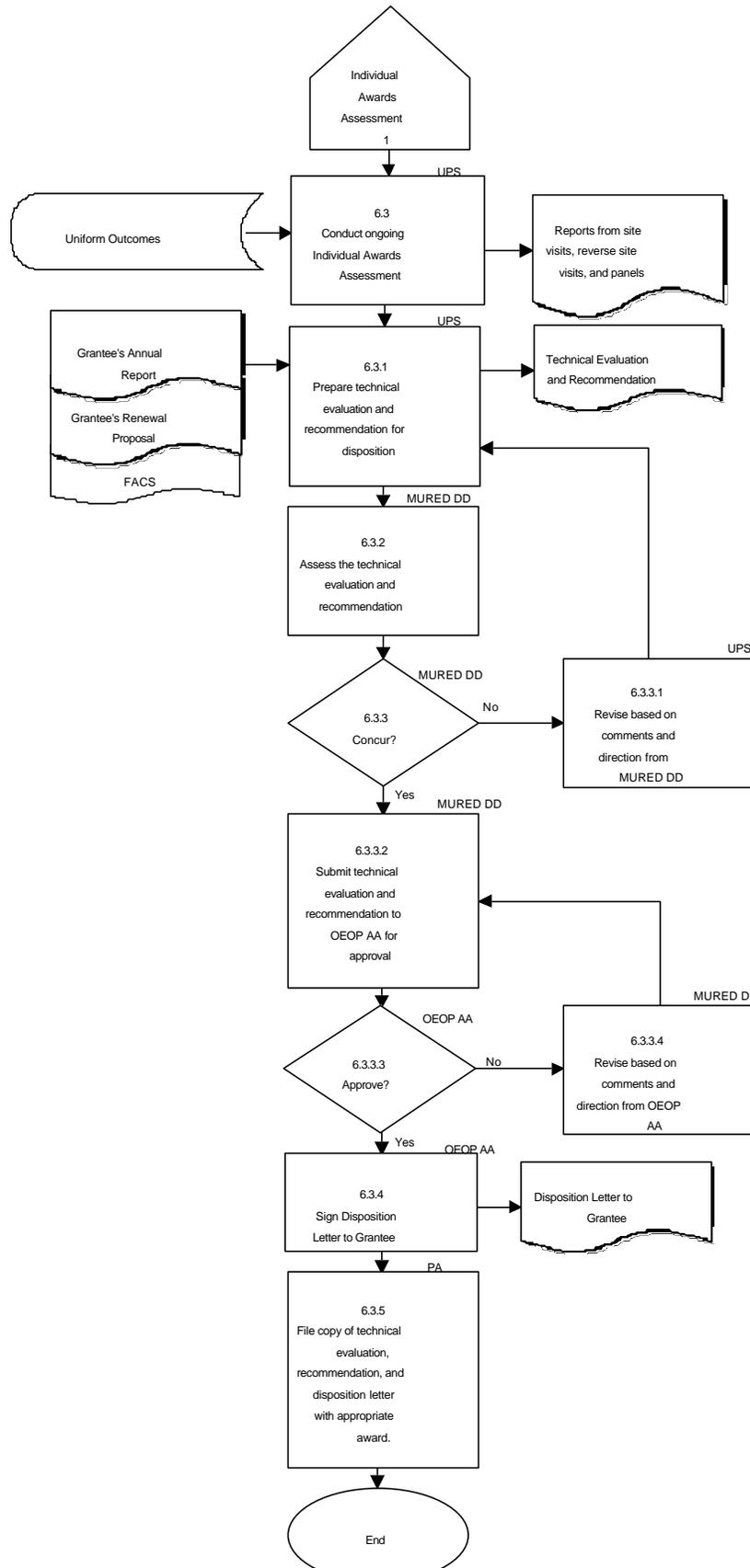
#### 4. References

- 4.1 NPD 1000.1, NASA Strategic Plan
- 4.2 NPG 1000.2, NASA Strategic Management Handbook
- 4.3 NHB 1001.3, The NASA Organization
- 4.4 NPG 5800.1D, Grant and Cooperative Agreement Handbook

#### 5. Flowchart

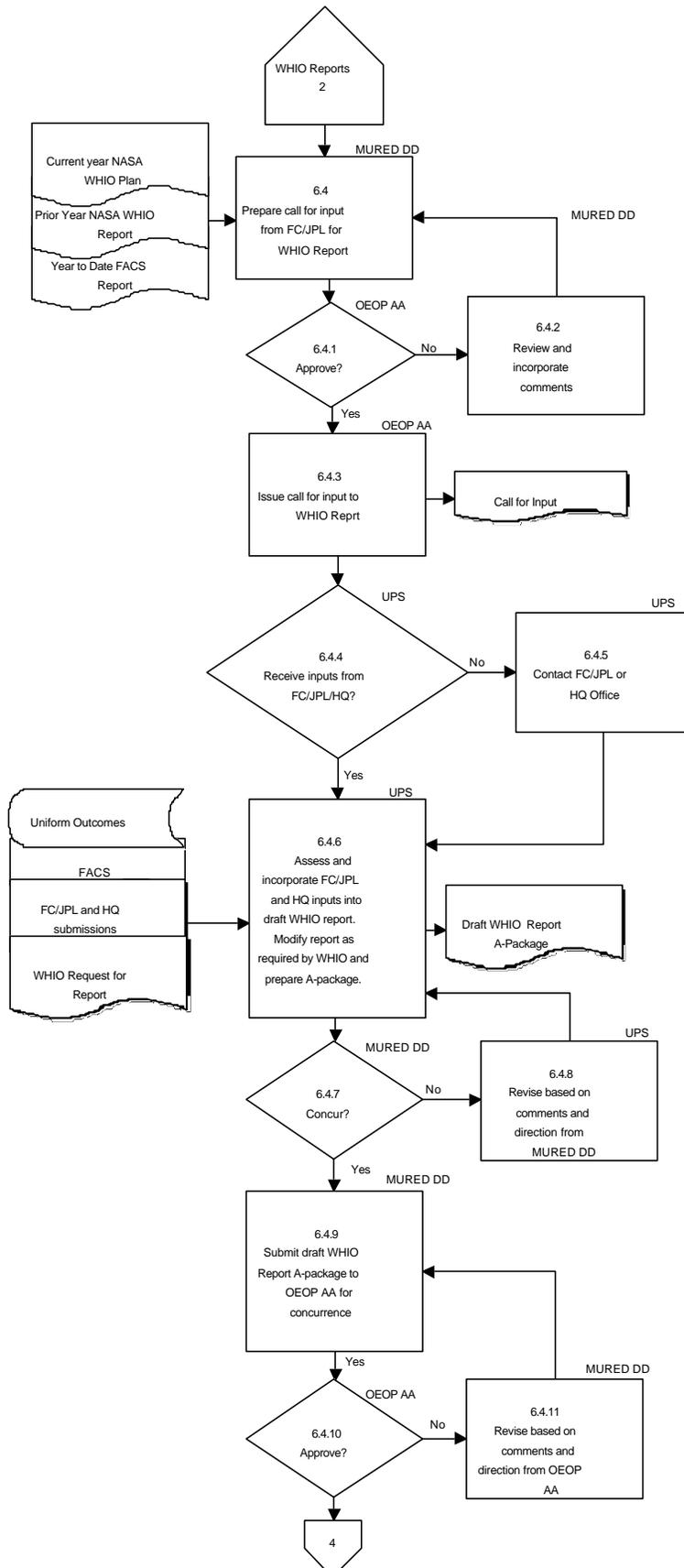


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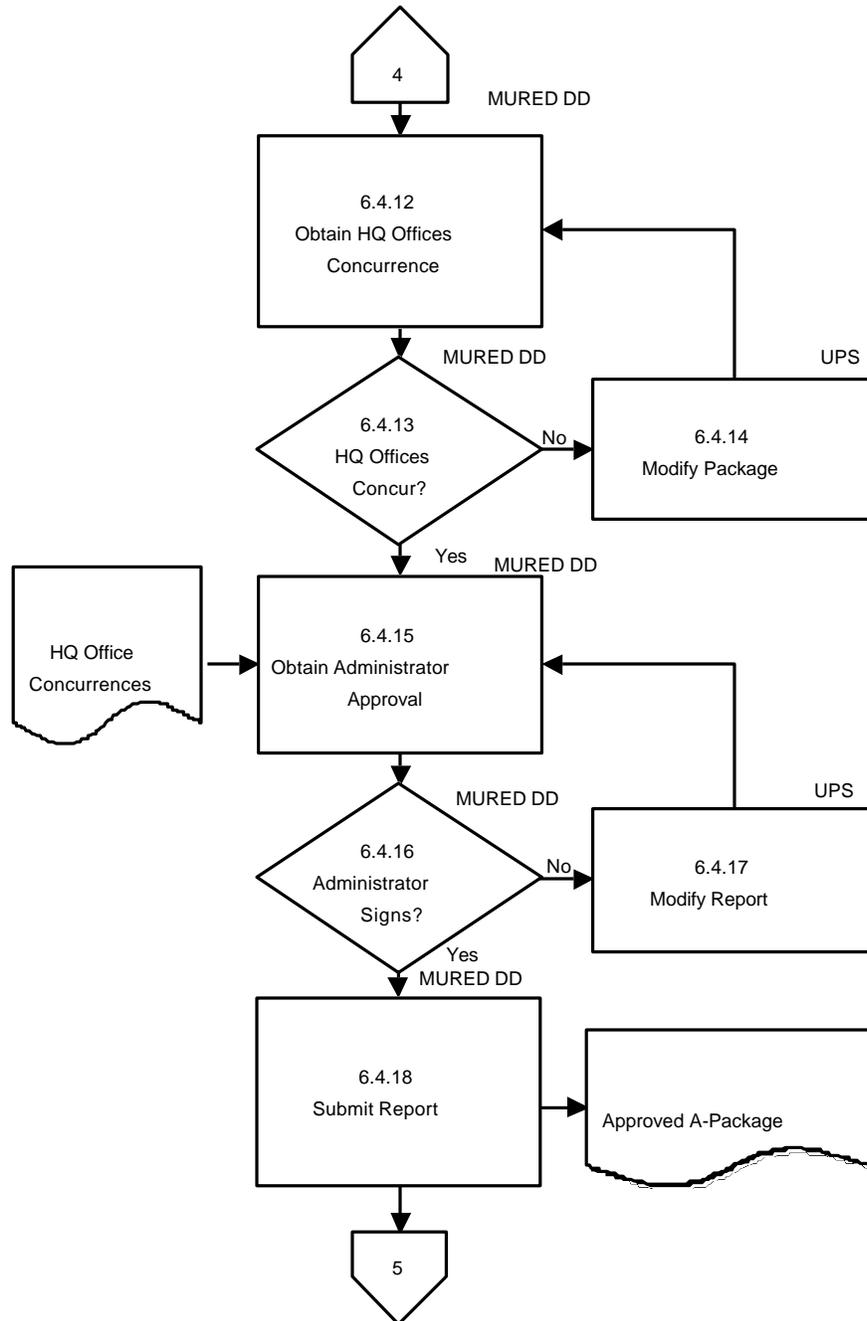
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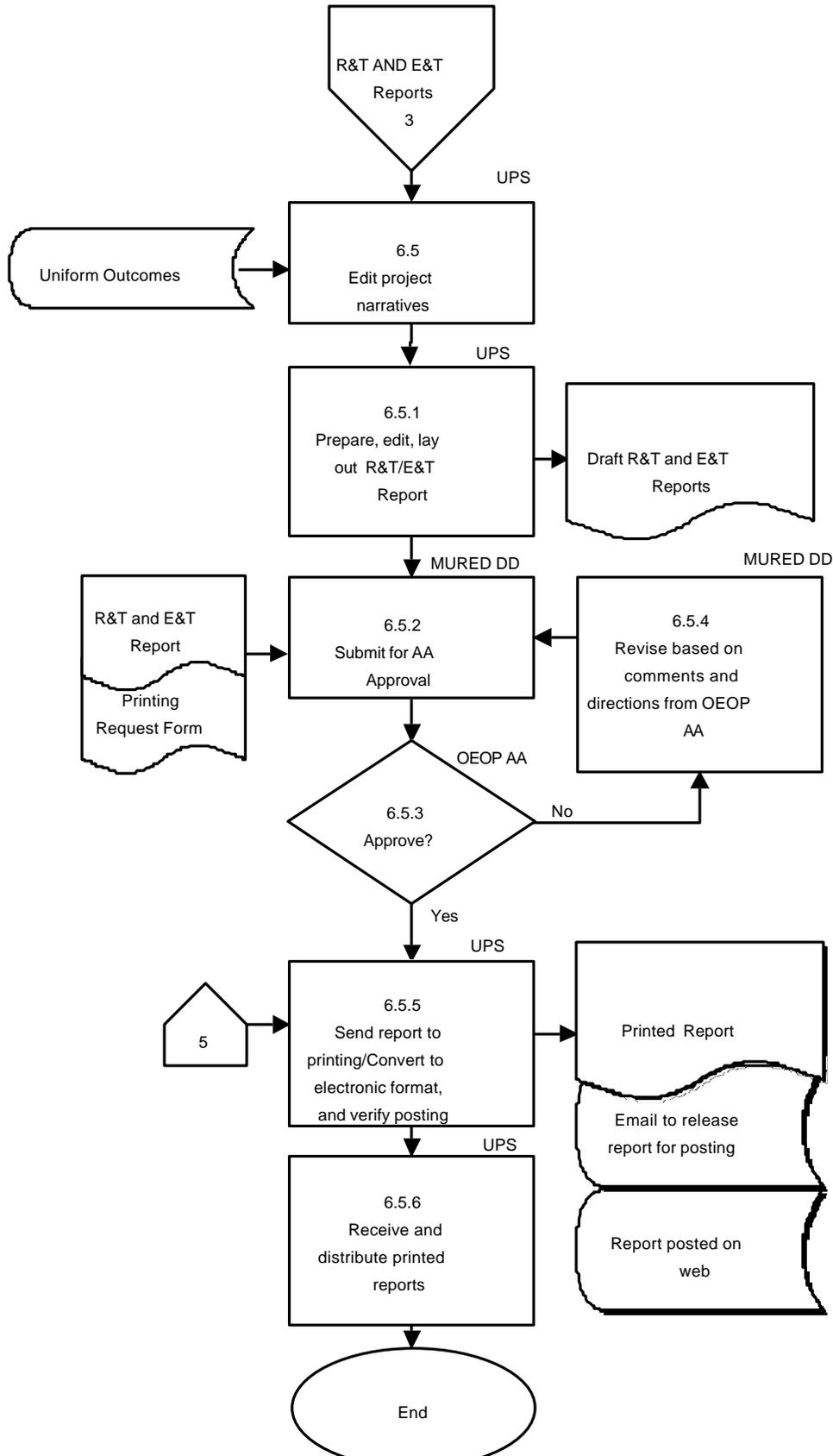


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## 6. Procedure

Step	Actionee	Action
		<b>UNIFORM OUTCOMES REPORTS:</b>
		Process begins when an award is made.
6.1	UPS	Each UPS and FC/JPL POC submits to the MURED DD a list of active grantees to be covered under the annual call for uniform outcomes reports.
6.2	MURED DD	Issue annual call for Uniform Outcomes Reports to all active MUREP grantees.
6.2.1	UPS	The UPS for each award program (e.g., URC, IRA, FAR, PAIR, PACE, MASTAP), and for other awards administered by them, reviews grantee submissions in Uniform Outcomes database.
6.2.2	UPS	Verify data entries against Grantee List to ensure entries have been received. If so, go to 6.2.4. If not, go to 6.2.3.
6.2.3	UPS	Contact grantee to get submission or corrections.
6.2.4	UPS	Incorporate data for assessments of individual awards, WHIO Reports, and R&T and E&T Reports.
		<b>ASSESSMENTS OF INDIVIDUAL AWARDS:</b>
6.3	UPS	For each individual award, conduct ongoing assessments that include such activities as site visits, reverse site visits, and/or panel reviews.
6.3.1	UPS	Prepare technical evaluation and recommendation for disposition, using prior assessments, grantee's renewal proposal and annual report, uniform outcomes data, and FACS as inputs. Submit for MURED DD concurrence.
6.3.2	MURED DD	Assess the evaluation and recommendation, and note on it concurrence or any comments.
6.3.3	MURED DD	If MURED DD concurs on the disposition, submit to OEOE AA for signature (see 6.3.3.2). This decision is made based on a review of the criteria listed in 6.3.1. If MURED DD does not concur, return to UPS for re-evaluation (see 6.3.3.1).
6.3.3.1	UPS	Revise based on comments and direction from MURED DD, and return to 6.3.1..
6.3.3.2	MURED DD	Submit technical evaluation and recommendation to OEOE for approval.
6.3.3.3	OEOE AA	Determine whether to approve technical evaluation and

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		recommendation. This decision is made based on a review of the criteria listed in 6.3.1. If approval is given, go to 6.3.4. If approval is not given, go to 6.3.3.4.
6.3.3.4	MURED DD	Revise based on comments and direction from OEOP AA
6.3.4	OEOP AA	Sign disposition letter to the grantee.
6.3.5	PA	File copy of technical evaluation, recommendation, and disposition letter with appropriate award.
		WHIO REPORTS:
6.4	MURED DD	Prepare annual call for input to the WHIO Report from HQ designated offices and FC/JPL.
6.4.1	OEOP AA	Determine whether to sign call for input. This decision is made based on the AA's professional knowledge and experience. If signed, go to 6.4.3. If not signed, go to 6.4.2.
6.4.2	MURED DD	Review and incorporate AA's comments, and re-prepare call for input (see 6.4).
6.4.3	OEOP AA	Issue call for input to WHIO Report to FC/JPL, HQ, and MURED UPS.
6.4.4	UPS	Determine what inputs have been received. If inputs have been received, go to 6.4.6. For inputs not received, go to 6.4.5.
6.4.5	UPS	Contact the FC/JPL or HQ Office to obtain unreceived inputs.
6.4.6	UPS	Assess and incorporate FC/JPL and HQ and MURED inputs for the draft WHIO Report. Modify the report as required by the particular WHIO to which it will be submitted and prepare A-package.
6.4.7	MURED DD	Determine whether to concur on the draft WHIO Report A-package. This decision is made based on the DD's professional knowledge and experience. If concurrence is given, go to 6.4.9. If concurrence is not given, go to 6.4.8.
6.4.8	UPS	Revise based on comments and direction from MURED DD, and return to 6.4.6.
6.4.9	MURED DD	Submit draft WHIO Report A-package to OEOP for concurrence.
6.4.10	OEOP AA	If OEOP AA signs, go to 6.4.12. If not signed, go to 6.4.11.
6.4.11	MURED DD	Revise based on comments and direction from OEOP AA.
6.4.12	MURED DD	If report in A-Package approved, circulate A-Package to HQ Offices.
6.4.13	MURED DD	If HQ Offices concur, go to 6.4.15. If not, go to 6.4.14.

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6.4.14	UPS	Modify package and resubmit for concurrence (see 6.4.12).
6.4.15	MURED DD	Submit A-Package to Administrator.
6.4.16	MURED DD	If Administrator signs package, go to 6.4.18. If not, go to 6.4.17.
6.4.17	MURED DD	Modify report and resubmit for Administrator signature (see 6.3.15).
6.4.18	MURED DD	Submit report to WHIO, and go to 6.5.5.
		R&T and E&T REPORTS:
6.5	UPS	Edit project narratives.
6.5.1	UPS	Prepare, edit, and lay out R&T/E&T Reports.
6.5.2	MURED DD	Submit for AA approval.
6.5.3	OEOE AA	Review Report. If approved, sign printing request form, and go to 6.5.5. If not, go to 6.5.4.
6.5.4	MURED DD	Revise based on comments and direction from OEOE AA and go to 6.5.2.
6.5.5	UPS	Send reports to printing. Convert to electronic format, and verify posting by emailing contractor to release report to External Home Page.
6.5.6	UPS	Receive and distribute printed reports to universities, FC/JPL, and HQ offices.

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Call for Reports	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Uniform Outcomes	MURED DD	Code EU	Electronic	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Reports from site visits, reverse site visits, and panels	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy

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Grantee's Annual Report	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years and then destroy
Grantee's Renewal Proposal	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Technical Evaluation and Recommendation	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Disposition Letter to Grantee	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Call for Inputs	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
FC/JPL and HQ Submissions	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
WHIO Request for Report	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32	Retain 5 years after respective program, and then destroy
Draft WHIO Report A-Package	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years and then destroy
Approved A-Package	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Printed Report	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program,

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					and then destroy
Email for Release of Report for Posting	MURED DD	Code EU	Hard Copy	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy
Report Posted on Web	MURED DD	Code EU	Electronic	Schedule 1, Item 32.A	Retain 5 years after respective program, and then destroy