



# How to complete your In-kind Program Annual Evaluation

Aprajita Verma on behalf of Greg Madejski, Steve Margheim, Phil Marshall,  
Knut Olsen, Steve Ridgway, and Bob Blum



U.S. DEPARTMENT OF  
**ENERGY**

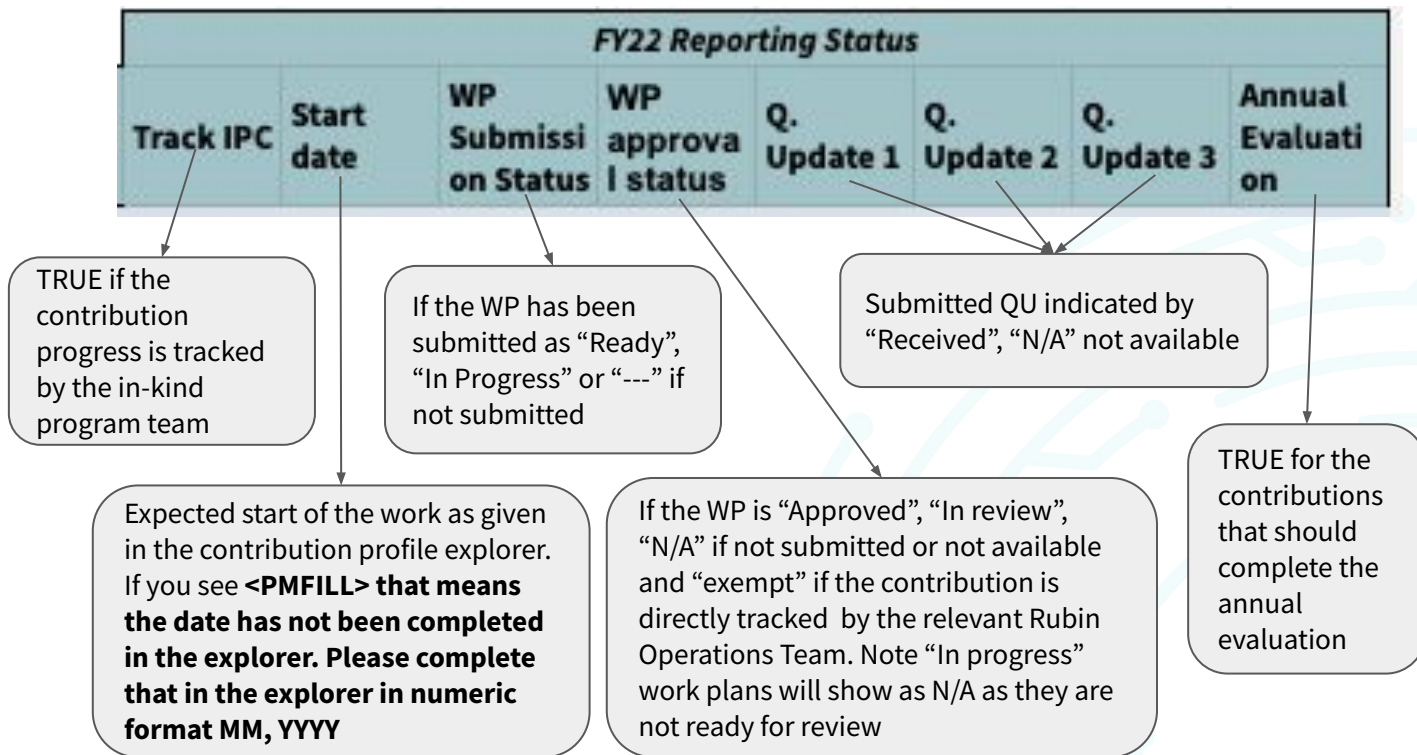
# FY22 Program Summary

The FY22 status headings are:

In an email, the Program Manager would have received a PDF snapshot of their program status.

This summary gives you information on the status of the program.

*We are working on making this summary electronically accessible to you and the contribution viewer previously announced.*



# Annual Evaluation - CLs & PMs

## FY22 Annual Evaluation Form

aprajitaverma1@gmail.com [Switch account](#)



\* Required

Email \*

Your email

Contribution ID \*

The contribution ID is a unique identifier for your contribution of the form XXX-YYY-SN where N is the number for each contribution in a program as given in your proposal. The correct ID must be filled in here. If you are unsure of your contribution ID, please ask your program manager who has all the ID numbers in the program or email [jikh@lsst.org](mailto:jikh@lsst.org)

Your answer

Submitted by name \*

Please add the name (Last Name, First Name) of the main person who wrote and submitted this form. Other contributors can be added in the next question.

## For any contribution where the Annual Evaluation box is TRUE

Please contact the relevant Contribution Leads and forward them this information.

The Annual Evaluation Form is available at:

<https://ls.st/ikc-ae>

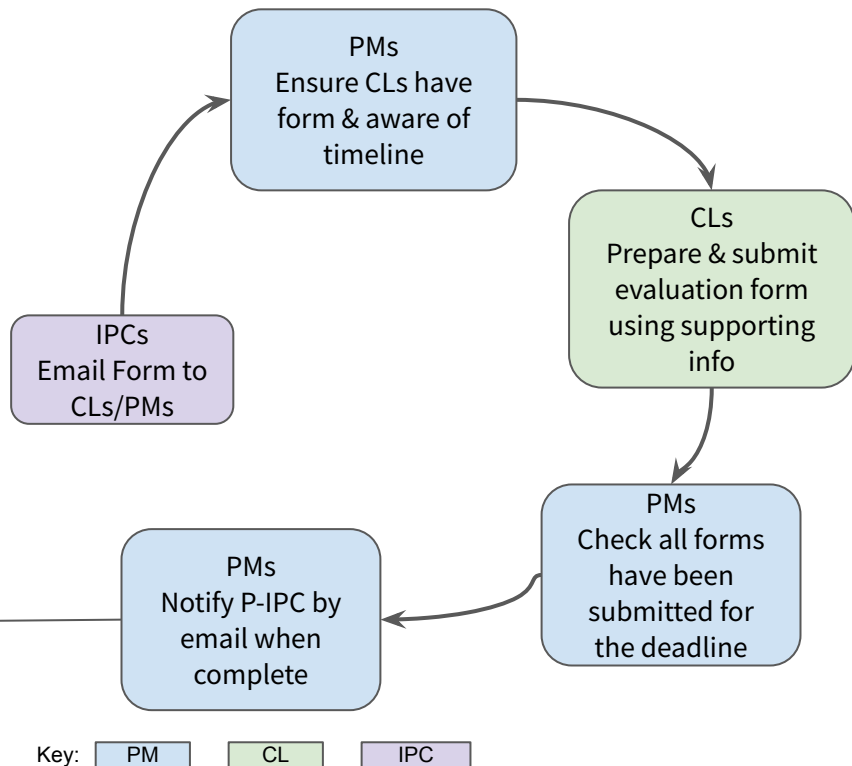
Please review the subsequent slides for more information before you fill out the form.

## For any contribution where the Annual Evaluation box is FALSE

If any start dates of the contributions in your program are showing as <PMFILL> in the program summary, PMs should ask the CLs for the Expected start date (Month, Year) and update D17 in the Profile Explorer.

If a contribution is due to start in the next three months (or earlier) and doesn't have a work plan, please complete a [work plan](#) ASAP

# Annual Evaluation - CLs & PMs



Part of the Annual Cycle for reporting

A chance to take a more holistic review of the progress made.  
Annual reports are:

- **Completed by Contribution Lead (CL)**
- **Coordinated by Program Manager (PM)**
- **Reviewed by Recipients & In-kind Program Coordinators (IPCs)**
- **IPC report to Director of Operations (DoO) who will make recommendations**

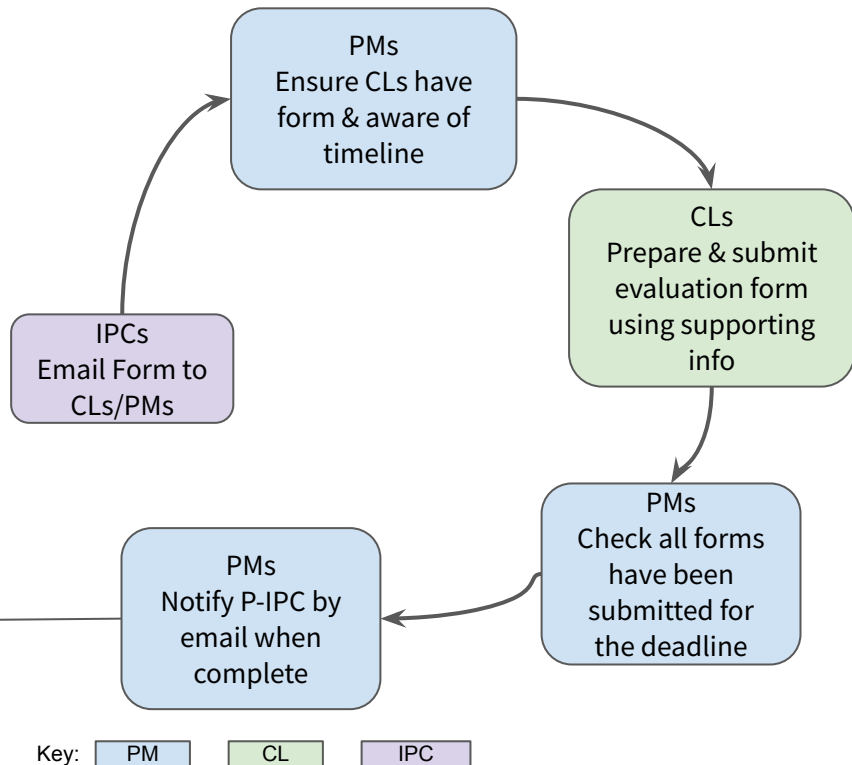
Colours above correspond to the different parties responsible for elements following flow charts.

*To complete the Annual Evaluation, the CLs should have the following supporting information. If you have queries on any of these please contact [jikh@lsst.org](mailto:jikh@lsst.org).*

- Proposal
- Work Plan
- Quarterly updates submitted to date
- Contribution Profile Explorers

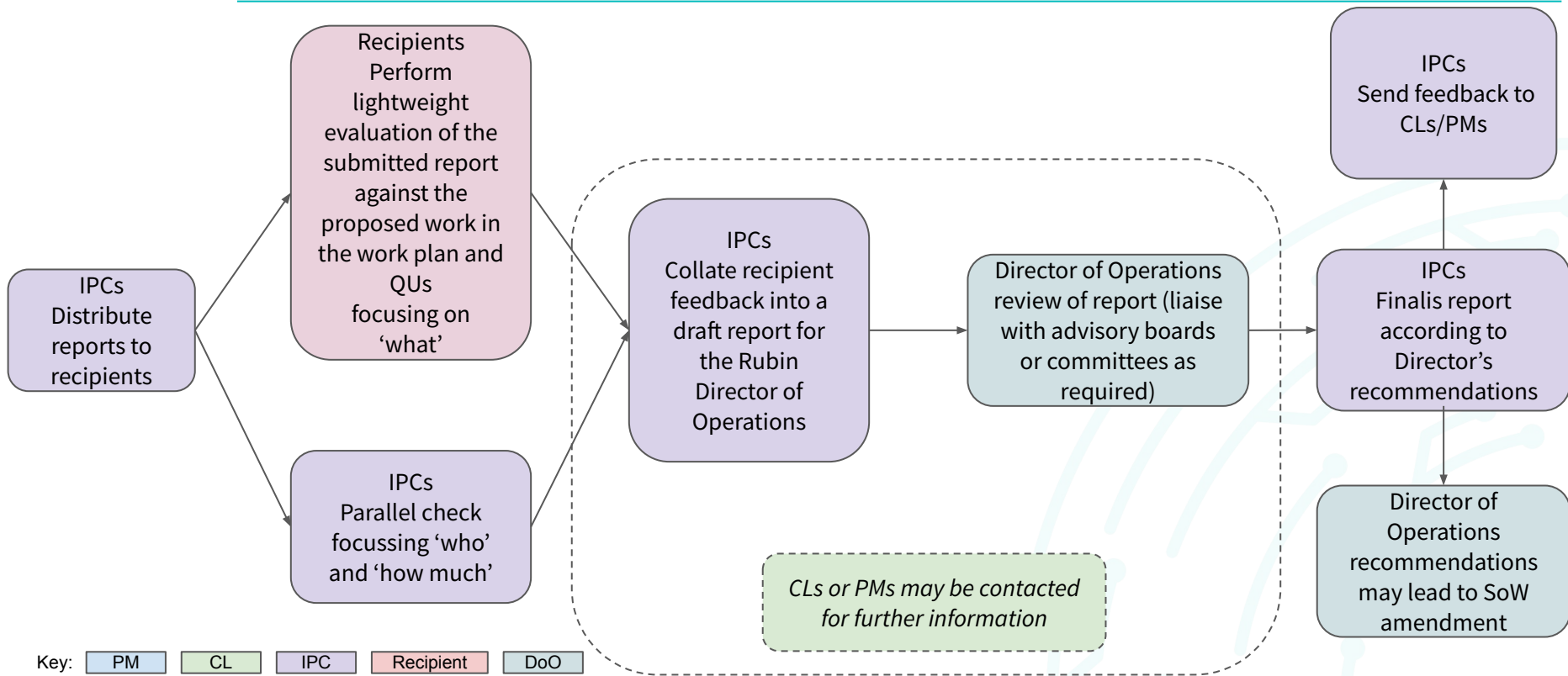
# Annual Evaluation Submission - CLs & PMs

What will be asked:



- ❑ **Who has been working towards the contribution?**
  - ❑ Those contributing effort towards e.g. S/W development
  - ❑ Those working on preparing contributions e.g. for Telescope Time, IDACs, datasets etc.
- ❑ **What has been achieved?**
  - ❑ Summarise the key milestones achieved over the past year, with reference to the work plan and its quarterly updates
  - ❑ Highlight any issues arising
  - ❑ Note any changes of direction
  - ❑ How the work is planned to proceed over the next year
  - ❑ Detailed plan of work for the next quarter
- ❑ **How much time/resource has been spent, allocated, delivered?**
  - ❑ Confirm the resource (e.g. FTE, Tel nights, dataset delivery, hardware purchased etc.)
  - ❑ Highlight changes to the accepted program

# Annual Evaluation Review Flowchart



# 2022 Annual Evaluation Review Timeline - Revised

<del>Wed September 7, 2022</del> Thu September 8, 2022	Annual evaluation form sent to PMs & CLs
<b>Fri September 23, 2022</b>	<ul style="list-style-type: none"> <li>● <b>CLs (coordinated by PMs) return completed evaluation forms</b></li> <li>● Forms shared with in-kind recipient contacts</li> </ul>
<b>Fri October 14, 2022</b>	<b>Recipient comments due</b>
Fri October, 14-28 2022	IPCs review and collate forms and feedback Collate any issues for Rubin Director of Operations Write feedback for CLs
Fri October 28, 2022	Collated draft Annual Evaluation report shared with Director of Operations and feedback drafts with Recipients
Early November, 2022	Director of Operations review of draft report (may call on the CEC, or other groups etc.) <b>Requests for additional information from CLs may be sought by IPCs</b> IPCs collate any feedback or implement actions requested by the Director of Operations
<b>Mid-November, 2022</b>	<b>Transmit feedback to the PMs &amp; CLs</b>
Mid-Nov - mid Dec	IPCs collate all proposed amendments to the Statements of Work (as needed) for the Director IPCs Finalise report to Director of Operations by mid-Dec

# If you have any questions....

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Please contact us at:

[jikh@lsst.org](mailto:jikh@lsst.org)