**STEP 1:** Choose your goals and objectives.

*Pick one or more of these from the NSF Guidelines (2013):*

- Full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM)
- Improved STEM education and educator development at any level
- Increased public scientific literacy and public engagement with science and technology
- Improved well-being of individuals in society
- Development of a diverse, globally competitive STEM workforce
- Increased partnerships between academia, industry, and others
- Improved national security
- Increased economic competitiveness of the United States
- Enhanced infrastructure for research and education

**STEP 2:** Create activities based on your goals and objectives.

**Goal 1:**

**Goal 1 Activity:**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

**Goal 2:**

**Goal 2 Activity:**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
EVALUATE

STEP 3: Choose an evaluation method that fits your goals, objectives, and activities
• You might want to consider hiring a professional evaluator to design and/or evaluate your broader impacts activities
• If necessary, choose an evaluation method for each part of your broader impacts plan.
• Some evaluation methods to consider are surveys, interviews, observations, tests, and case studies.

Goal 1: ____________________________________________________________
Goal 1 Activity: ______________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Goal 1 Evaluation Method: _____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Goal 2: ____________________________________________________________
Goal 2 Activity: ______________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Goal 2 Evaluation Method: _____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

WRITE

STEP 1: State your goals and objectives.

STEP 2: Describe your activities in detail—include information about your collaborators and existing resources that will help you implement your plans.

STEP 3: Describe how you will evaluate your activities—include information on internal and external evaluators and methods and tools to be used.

STEP 4: Ask yourself these questions:
• Have I clearly stated what I want to do?
• Have I clearly stated why I want to do it?
• Have I clearly stated how I plan to do it?
• Have I clearly stated how I will measure success?
• Have I clearly stated what the benefits will be if the project is successful?