**PLAN**

**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

**CREATE**

**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?