

## **FORMAT for Annual Progress Report**

A. Grant Number:

B. Amount of Grant:

C. Project Title:

D. Grantee:

E. Award Period: From: \_\_\_\_\_ To: \_\_\_\_\_

F. Period Covered by this Report: From \_\_\_\_\_ To \_\_\_\_\_

G. Summary of Progress and Expenditures to Date:

1. Work Accomplishments: (as related to project objectives and schedule for completion)

a. Provide a brief summary of progress, including results obtained to date, and their relationship to the general goals of the grant; and

b. Provide a brief summary of work to be performed during the next year of support, if changed from the original proposal; and indication of any current problems or unusual developments that may lead to deviation of research directions or delay of progress toward achieving project objectives.

2. Applications:

This section should describe specifically the outputs and management outcomes achieved. Outputs are defined as products (e.g. publications, models) or activities that lead to outcomes (changes in user knowledge or action). In cases where proposed management outcomes are not fully achieved, indicate the progress made during the reporting period. Also, indicate expected outputs and management outcomes for the next year of support.

a. Outputs

- i. New fundamental or applied knowledge
- ii. Scientific publications
- iii. Patents
- iv. New methods and technology
- v. New or advanced tools (e.g. models, biomarkers)
- vi. Workshops
- vii. Presentations
- viii. Outreach activities/products (e.g. website, newsletter articles)

b. Management outcomes - I. Management application or adoption of:

- i. New fundamental or applied knowledge
- ii. New or improved skills
- iii. Information from publications, workshops, presentations, outreach products
- iv. New or improved methods or technology

- v. New or advanced tools
  - c. Management outcomes - II. Societal condition improved due to management action resulting from output; examples:
    - i. Improved water quality
    - ii. Lower frequency of harmful algal blooms
    - iii. Reduced hypoxic zone area
    - iv. Improved sustainability of fisheries
  - d. Partnerships established with other federal, state, or local agencies, or other research institutions (other than those already described in the original proposal).
3. Expenditures:
- a. Describe expenditures scheduled for this period..
  - b. Describe actual expenditures this period.
  - c. Explain special problems that led to differences between scheduled and actual expenditures, etc.

Prepared By:

Signature of Principal Investigator

Date

**NOAA COP Annual Progress Report Form**

**7/16/2007**

## NOTICE

Subsequently, all NOAA COP recipients with approved grants will be asked to file a COP Annual Progress Report in the specified format. The first section of the proposed format is taken from the COP implementation plan and has some advantages in that previously-funded investigators will be familiar with the format. Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format. This annual report format will enable COP program staff to monitor each project supported by an award.

Public reporting burden for this collection of information is estimated to average 300 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

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