

NOAA RESTORE Science Program Semi-Annual Progress Report

Award Number:

Amount of Award:

Project Title:

Lead Principal Investigator:

Lead Institution:

Award Period (month/year): From _____ To _____

Period Covered by this Report (month/year): From _____ To _____

Please complete each of the sections below, only including activities that took place during this reporting period.

I. Milestone Chart

- a. Please reference your *Milestones and Gantt timeline* worksheet when completing the below sections.
- b. If your milestones or timeline have changed since your last progress report, please update your *Milestone and Gantt timeline* worksheet to reflect the changes and provide the following in your progress report: (1) a short summary of what was changed and why, (2) how the change(s) will impact progress toward achieving project objectives, and (3) how you plan to mitigate those impacts, especially to your timeline.
- c. Please update the "Status" column (column N) in your *Milestones and Gantt timeline* worksheet by selecting one of the options in the drop down menu for each milestone or task with a listed start date (column L) prior to your progress report due date. Please provide a succinct written update in your progress report for each milestone/task.
- d. Please submit your updated *Milestone and Gantt timeline* worksheet with your completed progress report to Grants Online.

II. Outputs are products (e.g., publications, models) or activities that lead to outcomes. Outcomes are changes in user knowledge or action. Please briefly describe project outputs under each of the following categories that were completed in this reporting period:

- a. Key scientific findings.
- b. New methods, technologies, or advanced tools (e.g., models, biomarkers).
- c. Publications, including peer-reviewed journal articles, book chapters, NOAA Technical Memoranda, conference proceedings, etc. For each, please list full citations including digital object identifiers (DOI) and append a copy to your report (for open access publications, attach the published PDF; for copyrighted publications, attach a pre-published PDF and the published PDF).
- d. Data.
 - i. Provide the status (undergoing QA/QC, in preparation to be submitted to a data facility, submitted, publicly available, or limited release) and location (data facility, internet address, accession number, and/or DOI) of all datasets and data services.
 - ii. Please append a copy of any metadata submitted to a non-NOAA data facility or web service provider.
- e. Non-digital data, including biological specimens, preserved samples, paper or analog records, etc. (please list all non-digital datasets and their disposition, and append a copy of the associated documentation).

- f. Patents (please append a copy of each to your report).
- g. Workshops (please append the agenda, workshop summary, and any workshop outputs to your report).
- h. Presentations [please list the venue (e.g., conference name), authors, title, type (oral or poster), and date].
- i. Outreach products (e.g., website, newsletter articles; please append a copy of the product(s) or provide a relevant website address(es)).

III. **End Users** are resource managers or people involved in resource management. Resource management can take many forms including wildlife and fishery management, federal and state rulemaking and permitting, conservation practices by private landowners, place-based management, and restoration planning. _

- a. For your first progress report, please populate the *End Users* worksheet drawing from your initial proposal. For subsequent progress reports, please update your list of intended end users on your *End Users* worksheet, including any new end users identified since your last progress report. Please provide a short summary of the changes in your progress report.
- b. Referencing your *End Users* and *Milestones and Gantt timeline* worksheets, provide a status update(s) on end user interactions (e.g., we shared something) and management applications (e.g., they did something with what we shared). For each end user, please include the following using a bulleted format:
 - i. Name of the end user(s)
 - ii. Status of the interaction [started (provide date), ongoing, or ended (provide date)]
 - iii. What was shared (e.g., knowledge, findings, products, training, methods, technology, etc.)
 - iv. How it was used (e.g., decision-making, strategic planning, issuance of regulations, policy-changes, etc.)
 - v. What resulted from its use (e.g., cost savings, benefits to resource users, etc.)
 - vi. End user feedback and how you addressed the feedback
- c. Please submit your updated *End Users* worksheet with your completed progress report to Grants Online.

IV. **Primary accomplishments:** Please provide a short narrative of the KEY project accomplishment(s) in this reporting period (100 words or less)

V. **Financial Updates**

- a. Describe expenditures scheduled for this period.
- b. Describe actual expenditures this period.
- c. Explain problems that led to differences between scheduled and actual expenditures, if any.
- d. Describe any leveraged funding. Leveraged funding may be in the form of dollars or in-kind contributions to which a dollar value can be readily assigned, such as salary or use of equipment or a facility. Include planned (with agreements in place) or completed collaborative efforts during the current 6 month reporting period. These activities should include the following details:
 - i. Identification of the parties involved (name and affiliation)

- ii. Description of planned or completed activities (activity type, timeframe for completion, location of event, etc.)
- iii. Description of the method of leveraging (additional funding or in-kind contribution)

Prepared by:

Signature of Principal Investigator

Date

Final Report Template
April 2018

NOTICE

All NOAA RESTORE Science Program award recipients with approved cooperative agreements are required to file a Progress Report in the specified format every six months. This annual report format will enable program staff to monitor each award.

Public reporting burden for this collection of information is estimated to average 330 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 NOAA RESTORE Science Program Office, 1021 Balch Blvd., Suite 1003, Stennis Space Center, MS 39529 or email noaarestorescience@noaa.gov. All files associated with awards 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 award recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.