

APPENDIX E

Reporting Guidelines

Annual Project Report

Annual Project Reports should address progress in all activities of the project, including any activities intended to address the Broader Impacts criterion. These reports are not cumulative, and should be written specifically for the most recently completed budget period.

Annual reports need to be uploaded to the Grants Online database and are due on:

- **June 1 start date → March 30 due date for the annual report**
- **July 1 start date → April 30 due date for the annual report**
- **August 1 start date → May 30 due date for the annual report**

Annual project reports should include the following:

- Current contact information
- Summary – a brief synopsis of the work outlined below
- Academic progress
- Participants and partners(individual and organizational)
- Research-related accomplishments
 - Research
 - Academic
 - Policy and management
 - Grants, advising, collaboration
- Education- and outreach-related accomplishments
 - Research/Academic
 - Professional Development/Scientific Meetings
 - Policy Meetings
 - Mentoring
- Publications, presentations and other specific products
- Graduation Plans
- Program/Research Collaboration summary (if applicable)

Attachments to include with your report

- Academic advisor certification
- Budget spreadsheet
- Applicable receipts

Final Project Report

The Final Project Report should address progress in all activities within the duration of the project period, from beginning to end, including any activities intended to address the Broader Impacts criterion. These reports are cumulative.

Final reports are due three (3) months after your project period ends and need to be uploaded into the Grants Online database.

- Current contact information or contact information that you will be using after graduation
- Summary – a brief summary, prepared specifically for the public, of the nature and outcomes of the project. You should be thinking back to your message box and the key points that you feel outline the accomplishments/results of your scholarship. This description should be a brief (generally, two to three paragraphs) summary of the project's results that is written for the lay reader. Principal Investigators are strongly encouraged to avoid the use of jargon, terms of art, or acronyms.
- Academic progress
- Participants and partners (individual and organizational)
- Research-related Accomplishments
 - Research
 - Academic
 - Policy and management
 - Grants, advising, collaboration
- Education- and outreach-related accomplishments
 - Research/academic
 - Professional development/scientific meetings
 - Policy meetings
 - Mentoring
- Education and outreach strategy: Scholars must implement the education and outreach strategy that was outlined in the "Statement of Intent" portion of their scholarship application. This also includes collaborations that were outlined in the Letter of Support. Please include the following information in your final report:
 - Original statement as outlined in the "Statement of Intent" portion of your scholarship application;
 - Dates and names of activities conducted to support education and outreach strategy;
 - Number of participants; and
 - Any evaluation data, results, or products.
- Publications, presentations and other specific products
- Thesis/dissertation summary
- Program/research collaboration summary (if applicable)

Attachments

- Transcripts
- Final budget

Performance Measurements

- Outputs
 - Number of all publications, collections, data sets, software, as well as educational materials
 - Number of scientific research hours conducted in or for national marine sanctuaries
 - Number of program hours (program collaborations other than scientific research, such as education, outreach, policy, resource protection, etc.) conducted in or for national marine sanctuaries
 - Number of hours outside of the required program collaboration working with national marine sanctuaries. For example, helping out at Capitol Hill Ocean Week in Washington, D.C. or volunteering at the Great Lakes Maritime Heritage Center in Alpena, Michigan for Thunder Bay National Marine Sanctuary
 - Number of impressions made at conferences, outreach events, scientific publications, etc. Please provide as many details as possible for each event or publication, including how, where, when, size of audience, and resulting impact.
- Outcomes
 - What are you doing as an ambassador of the NOAA Office of National Marine Sanctuaries?
 - Describe the outcomes of your education and outreach strategy. Please include descriptions of the activities completed.
 - Activities/impacts associated with the *Broader Impacts* criterion (this is the so-what of the research).
 - Describe the project outcomes or findings that address the intellectual merit and broader impacts of the work. This description should be a brief (generally, two to three paragraphs) summary of the project's results that is written for the lay reader. Principal Investigators are strongly encouraged to avoid the use of jargon, terms of art, or acronyms.