

Format for Project Final Report

I. Report Title, Author, Organization, Grant Number, Date

II. Executive Summary

A brief and succinct summary of Final Report.

III. Purpose

A. Overarching goal(s) of the project.

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B. Hypotheses (if applicable) and objectives of the project.

IV. Approach

A. Detailed description of the work that was performed.

B. Project management: List individuals and/or organizations actually performing the work and how it was done.

V. Findings

A. Actual accomplishments and findings.

B. If significant problems developed which resulted in less than satisfactory or negative results, they should be discussed.

C. Description of need, if any, for additional work.

VII. Applications

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).

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

A. 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

VIII. Evaluation

Describe the extent to which the project goals and objectives were attained. Provide explanation for modification of goals and objectives.

Project Final Report

7/16/2007

NOTICE

Subsequently, all NOAA COP recipients with approved grants will be asked to file a COP Project Final Report in the specified format upon expiration or termination of grant support. Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format. The use of the Project Final Report format will provide the level of detail required to evaluate the effort invested by investigators and staff on project management; any actual accomplishments and research findings; and what goals and objectives were attained. The proposed final report format is compatible with the format in use by other agencies that participate in joint projects with COP, e.g. the National Science Foundation.

Public reporting burden for this collection of information is estimated to average 600 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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