Usage of this form is not approved for other program offices. OMB Approval No. 0648-0384
Expiration Date 02/28/2029

FORMAT for Annual Progress Report

A. Grant Number:

B. Amount of Grant:

C. Project Title:

D. Grantee Organization:

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 — For each, please list full citations including digital object identifiers (DOI). For copyrighted publications, attach a pre-published manuscript in PDF and the published PDF.
iii. Data — In citation format, provide the location (data facility, internet address, accession number, and/or DOI) of all datasets and data services.
iv. Patents
v. New methods and technology
vi. New or advanced tools (e.g. models, biomarkers)
vii. Workshops
viii. Presentations
ix. 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: improved water quality, lower frequency of harmful algal blooms, reduced hypoxic zone area, and improved sustainability of fisheries).

d. Partnerships established with other federal, state, or 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

Annual Progress Report Form

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 480 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, CRP/COP Office, 1305 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.

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.