Usage of this form is not approved for other program offices.

OMB Approval No.
0648-0384
Expiration Date:
02/28/2029

Format for Project Final Report

I. Project Title, Principal Investigator, Organization, Grant Number, Date

II. Executive Summary

A brief and succinct summary of Final Report.

III. Purpose

A. Overarching goal(s) of the project.

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.

VI. 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 — 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).

VII. Evaluation

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

VIII. Data Management

Describe how you complied with the Data Management Plan provided in the proposal. Provide the location (internet address) of the submitted data.

Prepared by:

_____

Signature of Principal Investigator Date

Final Progress Report Template

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 720 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.