

NOAA RESTORE Science Program Semi-Annual Progress Report

Award Number:

Amount of Award:

Project Title:

Lead 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. Reference your *milestone chart* worksheet when completing the below sections.
- b. If your milestones or timeline have changed since your last progress report, update your *milestone chart* 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. Update the "Status" column (likely column F) in your *milestone chart* worksheet by selecting one of the options in the drop-down menu for each milestone or task with a listed start date (likely column D) prior to your progress report due date. Provide a succinct written update in your progress report for each milestone/task.
- d. Submit your updated *milestone chart* 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. 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, 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: Provide the status (undergoing QA/QC, in preparation to be submitted to a data archive, submitted, publicly available, or limited release) and location (data archive, internet address, accession number, and/or DOI) of all datasets and data services. Append a copy of any metadata submitted to a non-NOAA data archive or web service provider.
- e. Non-digital data, including biological specimens, preserved samples, paper, or analog records, *etc.* (list all non-digital datasets and their disposition, and append a copy of the associated documentation).
- f. Patents (append a copy of each to your report).
- g. Workshops (append the agenda, attendees, workshop summary, and workshop outputs to your report).

- h. Presentations [list the venue (*e.g.*, conference name), authors, title, type (oral or poster), and date].
- i. Outreach products (*e.g.*, website, newsletter articles; append a copy of the products or provide relevant website addresses).

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. Summarize end user interactions (*e.g.*, we shared something) and management applications (*e.g.*, they did something with what we shared) that took place during this reporting period by answering the questions and populating the table below (add rows as necessary). Include end users in the table with whom you had regular, sustained interactions or a single significant interaction and then in prose answer the following two questions for each end user:
 1. What was shared (*e.g.*, knowledge, findings, products, training, methods, technology, etc.) and with whom?
 2. Was it used? If so, how (*e.g.*, management action, decision-making, strategic planning, issuance of regulations, policy-changes, public outreach, etc.)?

End User Name	Organization	Email Address

IV. **Primary accomplishments:** 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 and actual expenditures this period and explain differences between them, if any.
- b. Describe 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 efforts during the current 6 month reporting period. Include the following details:
 1. Identify the parties involved (names and affiliations)
 2. Describe the planned or completed activities (activity type, timeframe for completion, location of event, etc.)
 3. Describe the method of leveraging (additional funding or in-kind contribution)

Signature of Lead Investigator

Date

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 progress report format will enable program staff to monitor each award.

Public reporting burden for this collection of information is estimated to average 360 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.