

## **Format for Final Report for Cooperative Science Center (CSC) Awards 06OAR481####**

The final report is a comprehensive accounting of the three functional areas – administrative, education/outreach, and scientific/research – funded under the award. The NOAA Program Officer will review and provide feedback on acceptance of the Final Report. The NOAA Grants Management Division reviews the financial reporting and working with the Program Office determines if the full Final Report is approved. Award closeout is initiated after all reports are approved by NOAA.

Your CSC final report must stand on its own, such that a Program Officer need not refer to your proposal in order to understand the relationship between your report and the funded project. Effective reports include a succinct statement describing the originally proposed project (hypotheses, goals, strategies, and methods) at the beginning of the Approach and the section. Effective reports make links between the original hypotheses, goals, and/or strategies described in your proposal, approved plans, and the various findings and completed activities from the performing period. The content of your report, including PDF attachments, should not depend on access to internet hyperlinks. Please write a report that is as to the point, complete, and accurate as possible.

### **Guidance for Final Report**

**I. Report Title**, Authors, Institutions/Organizations, Award Number, Award Performing Period (Start Date through End Date)

### **II. CSC Abstract**

A brief (one paragraph) description of the Final Report.

### **III. CSC Project Outcomes Report**

A. A stand-alone description of the CSC award that is intended for viewing by the general public, to present a complete picture of the results of the funded CSC.

**Note:** There is increasing public and congressional interest in assuring that federal dollars are well spent, so while the outcomes report should be brief and accurate, PIs should strive to help the public appreciate the value of the work completed. The Outcomes Report should:

- not include any unpublished information, data, inventions or any other confidential information.
- not include any personally identifiable information such as names of participants.

- B. The Project Outcomes Report should be written in an accessible language and makes a clear argument as to why the accomplishments and findings of the CSC education and outreach, and scientific/research are of interest to American taxpayers.
- C. The Project Outcomes Report does not exceed one (1) full page in length.

#### IV. **CSC Executive Summary**

A brief and succinct summary of Final Report.

#### V. **CSC Purpose**

- A. Detailed description of problem or impediment (for example, of fishing industry) that was addressed.
- B. Objectives of the project.

#### VI. **CSC Approach for Administrative, Education and Outreach and Scientific/Research Functions**

- 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.
- C. Be careful to identify the key participants, activities and findings that are specific to the collaborative components of the award.

#### VII. **CSC Accomplishments and Findings**

- A. Describe actual accomplishments and findings specific to the award.
- B. If significant problems development which resulted in less than satisfactory or negative results, they should be discussed.
- C. Description of need, if any, for additional work.
- D. Include list of conference presentations and other presentations **that result from the award.**

#### VIII. **Evaluation**

- A. Describe the extent to which the project goals and objectives were attained. This description should address the following:
  - 1. Administrative, Education and Outreach, and Scientific/Research:

- a) Were the goals and objectives attained? How? If not, why?
- b) Were modifications made to the goals and objectives? If so, explain.

**B. Dissemination of CSC Project Results:**

Explain, in detail, how the CSC projects results have been, and will be, disseminated.

**IX. CSC Final Financial Reporting**

- A. By year (annually), for each budget category, identify expenditures (include, full names of faculty, staff, students, and periods for expenditures).
- B. Provide a cumulative budget report.
- C. Provide a justification with full explanation for all budget items.

**X. Report Due Date**

Final Report is due 90 days after the award term expires.

**XI. Final Report Submission**

- A. Final Report is submitted through Grants Online.
- B. Submit copies of all peer reviewed publications under the CSC award to the EPP Program Office via: [oed.epp10@noaa.gov](mailto:oed.epp10@noaa.gov).

Grants Online provides access to information pertinent to recipients of NOAA awards. Further questions about the Final Report format and/or guidance need to be directed to the Program Office.