

## **Guidelines for Preparing a NERRS Science Collaborative Biannual Progress Report**

This document provides guidance for preparing and submitting a NERRS Science Collaborative semi-annual progress report. Timely submission of progress reports is a requirement of your contract with the Science Collaborative through the University of New Hampshire. These reports help us meet our grant obligations to the National Oceanic and Atmospheric Administration (NOAA). They also help us stay in touch with your projects. The more we know about your projects, the better we are able to support your work and share any knowledge generated or lessons learned with your colleagues in the NERRS and NOAA.

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### **Due Dates**

Progress reports are due on March 1<sup>st</sup> (for reporting period 9/1 through 2/28) and September 1<sup>st</sup> (for reporting period 3/1 through 8/31). Late reports will result in withheld payment of invoices and affect the competitiveness of proposals you submit to the Science Collaborative in the future.

### **Confidentiality**

Staff from the Science Collaborative and NOAA will read your report. In addition, your report will be posted on the *nerrs.noaa.gov* website unless you mark it "CONFIDENTIAL," in red, at the top of each page. A brief project overview (see below) will remain public.

### **Intellectual Property**

If you are filing for a patent you should be aware of potential disclosure issues. If you have questions about this, please contact your institution's office of technology transfer or intellectual property and let us know to keep your report, or sections of your report, confidential until you are certain it can be made public.

### **Submission**

Please email one paginated electronic copy of your report in a PDF format of 5 MB or less to [cindy.tufts@unh.edu](mailto:cindy.tufts@unh.edu). Please do not submit a scan of a printed document. Graphics (tables, figures, photos, etc.) can be embedded in the document, or included at the end of the report, with clear text references and labeling.

### **Questions**

If you have questions about your project or if you need to request a change to the project duration or budget, please contact Cindy Tufts ([cindy.tufts@unh.edu](mailto:cindy.tufts@unh.edu); 603-862-3676).

### **Progress Report Format**

Please use the following form to complete your report. Use headings A through E in the order in which they are presented here. Respond to the questions under each heading in the order that suits you.

Completing this progress report will require the perspectives of other members of your project team, including intended users. Keep in mind obtaining these perspectives may add to the time needed to complete your report. Please plan accordingly, allowing enough time to submit your report by the deadline.

**NERRS Science Collaborative Progress Report for the Period mm/dd/yy through mm/dd/yy**

**Project Title:**

**Principal Investigator(s):**

**Project start date:**

**Report compiled by:**

**Contributing team members and their role in the project:**

- A. Progress overview: State the overall goal of your project, and briefly summarize in one or two paragraphs, what you planned to accomplish during this period and your progress on tasks for this reporting period. This overview will be made public for all reports, including confidential submissions.
- B. Working with Intended Users:
- Describe the progress on tasks related to the integration of intended users into the project for this reporting period.
  - What did you learn? Have there been any unanticipated challenges or opportunities?
  - Who has been involved?
  - Has interaction with intended users brought about any changes to your methods for integration of intended users, the intended users involved, or your project objectives?
  - How do you anticipate working with intended users in the next six months?
- C. Progress on project objectives for this reporting period:
- Describe progress on tasks related to project objectives for this reporting period.
  - What data did you collect?
  - Has your progress in this period brought about any changes to your methods, the integration of intended users, the intended users involved or the project objectives?
  - Have there been any unanticipated challenges, opportunities, or lessons learned?
  - What are your plans for meeting project objectives for the next six months?
- D. Benefit to NERRS and NOAA: List any project-related products, accomplishments, or discoveries that may be of interest to scientists or managers working on similar issues, your peers in the NERRS, or to NOAA. These may include, but are not limited to, workshops, trainings, or webinars; expert speakers; new publications; and new partnerships or key findings related to collaboration or applied science.
- E. Describe any activities, products, accomplishments, or obstacles not addressed in other sections of this report that you feel are important for the Science Collaborative to know.