



## Guidelines for Project Reporting

*Each project funded by the Illinois-Indiana Sea Grant College Program (IISG) is required to submit a final report. Multi-year projects are also required to submit an annual report for each year of funding (including no-cost extension years). IISG appreciates your timely assistance with reporting and looks forward to receiving your information.*

*IISG uses these reports to showcase your work to a variety of audiences, including academia, nonprofit organizations, and the U.S. government. Working with IISG will give you a national and international platform upon which to promote your work.*

**Please send an electronic copy (PDF) of your report via email to:**

Angela Archer: [amcbride@purdue.edu](mailto:amcbride@purdue.edu)

### Questions or Problems?

If you need additional information, answers, or have questions concerning our reporting and grant requirements, please contact Angela Archer at [amcbride@purdue.edu](mailto:amcbride@purdue.edu) or 765-496-3722.

### Annual Reports

**Reports are due January 31 of each calendar year, regardless of when the project started.** PIs should complete and return the IISG Annual Research Report (see below). IISG extension agents and communicators will review annual reports to determine how best to help with and promote your work.

### Final Reports

**The following information should be included in your report. Please include relevant items only.**

#### Section A. Summary.

- **Title of Project**
- **Completion Date** (If no-cost extension was approved, use the extension end date.)
- **Principal Investigator\***  
Include name, title, institution, address, city, state, zip code, telephone, fax, and email.  
\*If submitting report for a jointly-funded project, list principal investigators for each state in this section.
- **Co-Principal Investigator(s)**  
Include name, title, institution, address, city, state, zip code, telephone, fax, and email.
- **Abstract**  
Summarize project, accomplishments and/or results (250 words). Parts of this may be taken from your 90-2 project summary form.
- **Keywords**  
Include a list of five keywords for indexing.
- **Lay Summary**  
Write a brief, 1-2 paragraph summary of your research project and important findings, using language that is understandable by a lay person (i.e., with very limited scientific background).

#### Section B. Accomplishments

- **Introduction**  
Include project goals and objectives.

- **Project Narrative**  
Maximum length of 20 double spaced pages or 20,000 characters. Include methods, results, conclusions, recommendations, outreach accomplishments and other pertinent information. Focus on the project activities and accomplishments in context of the overall project goals.
- **Potential Applications, Benefits and Impacts**  
Include ways this project has affected industry development and productivity, resource management (e.g., acres of land restored, tools for use by managers created), behavior of target group of end users, and/or scientific advancement. Quantify these effects whenever possible. Include what you see as potential future applications of this project to these areas, considering both short (2-5 year) and long (>10 year) outcomes.
- **International Implications** If applicable to your report.

### Section C. Outputs

- **Media Coverage**  
Include radio, TV, newspaper, and magazine coverage by universities, local interest groups, news outlets, etc. Please include URLs and/or send hardcopies of stories if possible.
- **Publications**  
Include journal publications (submit full reference and copy of publication, where possible – we will respect all copyright laws), reports, papers presented at conferences, poster presentations specifically resulting from Sea Grant-funded research. Please submit a reprint of all publications to IISG as they become available. IISG support should be acknowledged in all resulting publications and presentations.
- **Undergraduate/Graduate Names and Degrees**  
Include names of all undergraduate and graduate students supported by this grant and the degree pursued or earned. Theses or dissertations should be clearly identified as such, with author, title, degree, campus, date, and URL (if applicable).
- **Project Partnerships**  
Include related projects with other institutions or individuals initiated or continued due to this Sea Grant-sponsored research.
- **Related Projects**  
Include grants from other funding agencies that resulted, at least in part, from this SeaGrant sponsored research. Please include the title of the project, funding agency, amount of new funding, and funding decision (if known) and/or years of award. This piece is often necessary for **Discovery Grants**.
- **Awards and Honors**  
List all awards and honors received within the time period covered by this annual report.
- **Patents/Licenses**  
List any patents or patent licenses that have resulted from this project.

### Section D. Metadata for Data Management Plan

For projects that generated Environmental Data, include a metadata document outlining where data are archived. See "Plan of Work" ([http://www.iiseagrant.org/funding\\_workplan.php](http://www.iiseagrant.org/funding_workplan.php)) for more information on data management and types of Environmental Data.

### Notes

Graphs, figures and/or photos should be embedded in your text. Please recognize that we may wish to include these items in IISG publications with the appropriate credits. Similarly, we will post final reports on the IISG website within 2 months of receipt **UNLESS PIs REQUEST THAT REPORTS BE HELD BACK PENDING PUBLICATION.**

Final project invoices will NOT be paid until a final report has been received and approved by IISG.

**Illinois-Indiana Sea Grant (IISG) Research Project Annual Report for Year \_\_\_\_\_**

**Title of Project:**

**Principal Investigator:**

**1. Table 1. Key results for IISG specialists and communicators.**

List all presentations given by project investigators and partners (include PDF copies of poster or slides)	
List all publications in review or in press authored by project investigators and partners (include extension publications and popular articles as well as peer-reviewed articles)	
List all students who have helped with this work (even if not directly supported with funding)	

**2. Progress Toward Objectives:**

**3. Outputs and Outcomes Not Listed in Table 1:**

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