



Format for Interim and Final Research Reports

Lead researchers should use the following headings and descriptions when preparing interim and final project reports:

Project Title

Project Objectives

Present the original project objectives (and sub-objectives if necessary) and indicate any modifications that are anticipated or have been already made.

Project Accomplishments to date

Summarize these project accomplishments in a format understandable to the intelligent lay reader. Do not include extensive or elaborate tables or figures - one or two simple tables or figures that enhance the presentation should suffice. Project summaries should not exceed 500 (annual) or 1,000 words (final).

Detailed Accomplishments (Final Reports only)

Provide detailed accomplishments in a format understandable by a scientific audience of peers. This could be fulfilled by attaching copies of papers published, in press or submitted to a scientific journal. The level of detail to provide should be equivalent to that in a scientific journal article.

Project Milestones and Changes from Original Proposal and Reports

Review the original milestones for the project. This information should reconcile with the objectives (and sub-objectives). Any changes to the objectives and milestones from the original proposal and/or previous interim reports should be justified.

Technology Transfer

Provide a chronological list of technology transfer activities to producers and the general public. Extensive detail is not necessary. Future plans for additional activities should be presented as well and in greater detail to show the long-term plan that will complete these activities over the life of the project.

List of Publications

A list of publications by categories (scientific - peer reviewed, scientific - non-peer reviewed, technical (non-scientific literature) and non-technical should be provided.