



## 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: [iisgres@purdue.edu](mailto:iisgres@purdue.edu)

### Questions or Problems?

If you need additional information, answers, or have questions concerning our reporting and grant requirements, please contact Carolyn Foley ([cfoley@purdue.edu](mailto:cfoley@purdue.edu); 765-494-3601).

### Annual Reports

**Reports are due January 31 of each calendar year, regardless of when the project started.**

This report provides critical metrics that help support continued funding of the IISG program and it helps IISG extension specialists and communicators determine how best to help with and promote your work.

PIs should complete and return the IISGAnnualResearchReport form.

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

**Title of Project:**

**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.)

#### 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)	Title, Date, Location, Notes of interest
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)	Title, Authors, Publication Information, DOI, URL (or attach a PDF copy)
List all students and post-docs who have helped with this work even if not directly supported with funding (denote those who are directly funded with a *)	Name, School and Department, Degree Pursued
List social media handles/pages of project partners	Include both institutions and individuals

## **2. Progress Toward Objectives:**

- List all objectives from your research proposal (typically found on the 90-2 form or in the project narrative).
- Briefly summarize progress toward each objective during the past calendar year (or less, if applicable). Include figures, tables, and photos as necessary.

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

- List other results or products of interest. Possibilities include but are not limited to:
  - Media coverage (radio, TV, newspaper, blog, and/or magazine) by universities, local interest groups, news outlets, etc. Include URLs and DOIs and/or send hardcopies.
  - Project partnerships initiated or continued due to this sponsored research. Include a brief description of the partnership (e.g., hosted conference symposium together; plan to share monitoring assets in the future).
  - Grants from other funding agencies that resulted, at least in part, from this sponsored research. Include the title of the project, funding agency, amount requested, funding decision (if known), and/or years of award.
  - Awards and honors to project partners received during the time period covered by this annual report.
  - Patents or patent licenses that have resulted from this project.

**Reports are due January 31 of each calendar year, regardless of when the project started.**

Graphs, figures and/or photos should be embedded in your text. We may wish to include these items in IISG publications with the appropriate credits.

## **Final Reports**

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

**The following information should be included in your report. Please include relevant items only.** Graphs, figures and/or photos should be embedded in your text. We may include these items in IISG publications with the appropriate credits. Similarly, we will post final reports on the IISG website within two months of receipt **UNLESS PIs REQUEST THAT REPORTS BE HELD BACK PENDING PUBLICATION.** All final reports must be shared within two years of the end date of the project funding period.

### **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, management tools 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.
- **Data Management Plan**  
All projects must describe a plan for making data publicly available within two years of project completion. See [http://iiseagrant.org/funding\\_workplan.php](http://iiseagrant.org/funding_workplan.php) for more information.

## Section C. Outputs

- **Media Coverage**

Include radio, TV, newspaper, blog, podcast, and magazine coverage by universities, local interest groups, news outlets, etc. Please include URLs and DOIs, and/or send hardcopies of stories if possible.
- **Publications, Theses, Dissertations**

Include journal publications (submit full reference and copy of publication, where possible – we will respect all copyright laws), book chapters, white papers or other reports, dissertations or theses, papers presented at conferences, and 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 supported publications and presentations.  
*Example acknowledgement text: "This work was supported in part by the Illinois-Indiana Sea Grant College Program, grant number NA14OAR170095."*
- **Undergraduate/Graduate Names and Degrees**

Include names of all undergraduate and graduate students plus post-doctoral employees supported by this grant and the degree pursued or earned. Please include students who were not directly funded by this grant but made significant contributions to the work. Designate individuals who were funded directly with an \*.
- **Other Outputs**

List any additional outputs that came from this project. These may include tools, maps (or GIS layers), handbooks, education materials, videos, websites, or other web-based resources.
- **Patents/Licenses**

List any patents or patent licenses that have resulted from this project.
- **Project Partnerships**

Describe key partnerships that existed before, or developed during, the work funded by IISG.
- **Related Projects**

Include grants from other funding agencies that resulted, at least in part, from this Sea Grant 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 by any project partners, including students, within the time period covered by this annual report.