

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.

For publications submitted and accepted after the project period ends, please contact IISG to ask how to properly cite our support. Please also submit a copy of the version of record of a publication to IISG. If the publication will not be open access, please provide the accepted but not-yet-formatted version of the publication.

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; 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. As of 2023, annual reports are submitted online. Invitations to submit are typically sent out in November.

Final Reports

1. Final project invoices will NOT be paid until a final report has been received and approved by IISG.
2. We will post final reports on the IISG website within two months of receipt **UNLESS PIs REQUEST THAT REPORTS BE HELD BACK PENDING PUBLICATION.** To comply with granting requirements, all final reports will be shared within two years of the end date of the project funding period.
3. IISG is a publicly-funded organization and as such all products created and shared on the IISG website must comply with the American Disabilities Act (ADA). As a funded PI, your final report should also comply with these standards. Your institution may have guidance on creating ADA-compliant PDFs. Other resources to help can be found at <https://iiseagrant.org/research/resources-funded-projects/>.
4. **Sections A, B, and C should be included in your report. Please include relevant items only.** Graphs, figures and/or photos should be embedded in your text and have appropriate alt-text. We may include these items in IISG publications with the appropriate credits.

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).
- **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 someone with very limited scientific background.

Section B. Accomplishments

- **Introduction**
Include project goals and objectives.
- **Project Narrative**
Maximum length of 20 pages. 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 future applications of this project, considering both short-term (2-5 year) and long-term (>10 year) outcomes.
- **International Implications**
If applicable to your report.
- **Data Management Plan**
All projects must describe a plan for making environmental data accessible within two years of project completion. See <https://iiseagrant.org/research/resources-funded-projects/> for more information.

Section C. Outputs

- **Media Coverage**
Include radio, TV, article, blog, podcast, and magazine coverage by universities, local interest groups, news outlets, etc. Please include URLs and DOIs.
- **Publications, Theses, Dissertations**
Include journal publications (submit full reference), book chapters, white papers or other reports, dissertations or theses, papers presented at conferences, and poster presentations specifically resulting from Sea Grant-funded research.
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, the degree pursued or earned, and the graduation year (if applicable). 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.
- **Awards and Honors**
List all awards and honors received by any project partners, including students, within the time period covered by this annual report.