

Final Report Format for Projects Funded by the Coastal Response Research Center

Updated March 2007

This document provides guidance for preparing and submitting a **final report** for a Coastal Response Research Center funded project. Submission of a final report is part of your contract with the Center and allows us to meet our obligation to the National Oceanic and Atmospheric Administration (NOAA). **Final reports are due 60 days after the completion date of your project.** Late or incomplete reports will affect payment of final invoices and the competitiveness of proposals you submit to the Center in the future.

General Guidelines

The goal of this document is to provide basic guidelines that will help you prepare your report correctly and on time. Your final project report will be posted on the Center's website, so PIs must follow these guidelines for consistent report formatting.

1. **Report Length.** Reports are typically 15-30 pages long, not including references and appendices.
2. **Report Audience.** The report abstract should be written for a well informed layperson, including the media. The body of the report can be written for a scientific audience as long as clarity is maintained. The Center reserves the right to request resubmission of poorly written or non-conforming reports.
3. **Graphics.** You should include photographs, maps, figures and tables to support and explain your text. Graphics should be placed near the text that they support. See page 2 for graphic format requirements.
4. **What to Submit.**
 - i. Two hard copies using the format described below.
 - ii. Two electronic copies identical to the hard copy:
 - o The first should be saved as an MS Word file.
 - o The second should be saved as a .PDF file.
 - iii. One electronic text-only copy saved as an MS Word file.
 - iv. One electronic copy of each figure (one file per figure). Provide the original format.
 - v. If you are submitting a CD-ROM or similar product as a project deliverable, please submit three copies of it. The code must also be provided. Electronic products should be made accessible to individuals with disabilities and thus in compliance with Section 508 (29 U.S.C. '794d) Standards. For details on Section 508, visit www.section508.gov.
 - vi. If your project has included the development of numerical models or algorithms, please submit a copy of the operating code and the software (as appropriate) to operate it.
5. **When to Submit.** Final reports are due a maximum of 60 days after the completion date of the project.
6. **Where to Submit.** Please mail hardcopies and electronic copies (on CD) to: Coastal Response Research Center, Program Coordinator, 234 Gregg Hall, 35 Colovos Road, Durham, NH 03824-3534. Or contact (603) 862-1545
7. **Process for Final Report Approval.**
 - Step 1 Center Co-Directors will review the final report
 - Step 2 Final Report may require editing as suggested by Co-Directors
 - Step 3 Final Report is submitted to Center's Science Advisory Panel & the project NOAA Liaison for review
 - Step 4 Final Report may be edited to address Directors, Science Advisory Panel, and NOAA Liaison comments
 - Step 5 Final Report is approved and posted on the Center website. A limited number of hard copies will be distributed by the Center

Final Report Format

Cover Page - You must use the format and layout in the example provided. It must include the NOAA and UNH grant numbers and the logos of the Coastal Response Research Center, UNH and NOAA. Kathy Mandsager (kathy.mandsager@unh.edu) can provide these upon request.

Font - # 12 Times New Roman. Times New Roman should be used throughout, including graphs and figures. Italics can be used for special terms (such as "*in situ*", "*et al.*" and where appropriate for species identification). Do not use italics for emphasis.

Headings - Headings and subheadings in the main text should be clearly marked and numbered (i.e., "1.0 Introduction", "1.1" Scope of the Problem", "1.1.2 National Problem".) Use upper and lowercase letters for heading titles (i.e., "2.0 Restoration" and not "2.0 RESTORATION").

Spacing -All text should be single spaced and left justified (except primary headings (e.g., 1.0, 2.0) which should be centered on the page). Do not indent the first line in a paragraph. Double spacing should be used between paragraphs.

Margins - 1 inch on all sides.

Page Numbering - Page numbers should be on the right hand side at the bottom of each page.

Page size - All individual tables, maps, figures, graphs, and images must fit on a standard 8.5 inch x 11 inch page and can be oriented as portrait or landscape.

Acronyms - When using an acronym for the first time, spell it out first and follow the term with the acronym in parentheses. Thereafter, use the acronym consistently throughout.

Tables - Tables should be in Microsoft Word or Microsoft Excel formats and should fit on a standard 8.5 inch x 11 inch page. Use Times New Roman 12 pt. text and place the title flush with the left-hand margin.

Graphics - Graphics should be provided separately from the text, as well as imported into the text document. For the separate files, provide the following formats:

Graphs: Microsoft Excel or SigmaPlot

Unlabeled pictures/photographs:

High resolution .jpg .tif or .eps

Labeled pictures/photographs:

.ai (Adobe Illustrator)

.psd (Adobe Photoshop)

.eps (Encapsulated PostScript)

For figures you provide separately from the text, please do not import images into MS Word, Excel or PowerPoint for labeling (the image resolution reduces to 72 dpi). Use one of the graphics packages named above. If you are adding text to an image, do not convert text to .jpg .eps or .tif.

If you need assistance, contact Kathy Mandsager (603)862-1545 or kathy.mandsager@unh.edu.

Color - If you use color images, please submit hard copies in color.

Other - Do not use headers or footnotes (except page numbers).

Report Content

Title Page

Do not number the title page.
Use format and content as shown in attached example.

Abstract

(heading at top of page, centered, 12 pt **bold**)

Do not number this page.
(Maximum one page, including Keywords). Summarize the project. Include a problem statement, project rationale, objectives, methods, results and discussion including implications and applications of your research to the spill community. If the latter is not included, the final report will be returned for modification.

Keywords: (left justified, bold-two spaces below the last line in the abstract,) Four to six keywords that can be used by search engines to characterize your report.

Acknowledgments

(new page, heading centered, 12 pt **bold**)

Do not number this page.
Statement that funding was provided by the NOAA/UNH Coastal Response Research Center (Grant number **XXX**). Colleagues, editors, additional funding sources, and others who helped conduct the research and/or produce the report should be mentioned here.

Table of Contents

(new page, heading centered, 12 pt **bold**)

Do not number this page.
List headings and subheadings in the body of the report, with page numbers.
List appendices.

List of Figures and Tables

(new page, heading centered, 12 pt **bold**)

Do not number this page.
If your report has more than one figure or table, make separate lists of tables and figures and their associated page numbers.

Main Body of the Report

Pages should be numbered with Arabic numerals (e.g., 1, 2, 3), starting with the introduction on page 1. Page numbers should be located on the right hand side at the bottom of each page.

1.0 Introduction

(new page, heading centered, 12 pt **bold**)

Include a description of the problem addressed by the project, a review of previous work on the topic (with citations), project rationale (why is a new approach or additional information needed), and target audience for and beneficiaries of the project.

2.0 Objectives

(heading centered, 12 pt **bold**)

Include a statement of the overall goal of the project and specific objectives related to that goal including applications of the work to the oil spill community.

3.0 Methods

(heading centered, 12 pt **bold**)

Methods should be described in the same sequence used for objectives and in enough detail to allow for the replication of your work. Statistical methods used to analyze the data should be described. New methodologies developed by the project should be emphasized. Describe Quality Control.

4.0 Results

(heading centered, 12 pt **bold**)

Use text, tables and figures to present project results. In the accompanying text, relate the results to the project objectives, and clearly identify the deliverables. Present Quality Control validation.

5.0 Discussion and Importance to Oil Spill Response/Restoration

(heading centered, 12 pt **bold**)

Summarize the project results and discuss their significance relative to making decisions regarding response to oil spills and restoration of impacted natural resources. Be sure to discuss the pros and cons of using the new information in making these decisions.

6.0 Technology Transfer

(heading centered, 12 pt **bold**)

Identify the audience(s) to whom this technology and/or information has been transferred and describe the transfer methods (e.g., presentations at conferences, workshops, appearance at trade shows, web sites, CD ROMS). If there are additional deliverables (e.g., manuals, models, methods) indicate how these products are being distributed. Describe cases where the research funding has been successfully used by the oil spill community.

7.0 Achievement and Dissemination

(heading centered, 12 pt **bold**)

- List all manuscripts that were published or submitted to refereed journals.
- List all workshops, conferences and outreach opportunities related to the project. Please include the number of participants.
- List all undergraduate and graduate students and postdoctoral fellows that worked on the project. Please indicate the degree awarded (BS/BA, MS, Ph.D.) and include thesis/dissertation titles.

References

(separate page, heading centered, 12 pt **bold**)

References should be listed alphabetically (not numbered) using a standard format:

Ford, S.E. and H.H. Haskin. 1982. History and Epizootiology of *Haplosporidium nelsoni* (MSX), an Oyster Pathogen in Delaware Bay, 1957-1980. *Journal of Invertebrate Pathology* 40: 118-141.

Citations in text should be in the format (Ford and Haskin, 1982). For three or more authors, (Ford *et al.*, 1982)

Appendices

(separate page, heading centered, 12 pt **bold**)

Appendices should be labeled Appendix A, B, C...

Appendix pages should be numbered A1, A2, A3, B1, B2, B2...

Project Title

A Final Report Submitted to
The Coastal Response Research Center

Submitted by

Dr. XXXX
Dr. ZZZZ
XYZ Department
University of XYZ
Street,
City, State, Zip

Project Period, 200X [Dates for Project Period]

Month Day, 200X [Original Date of Submission]

Revised Month Day, 200X [Include date of revision]



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NOAA Grant Number(s): XXXXXXXX. Project Number: XXXXXXXX

