

# **Dr. Nancy Foster Scholarship Progress Report Template**

## **Annual Project Report**

Annual Project Reports should address progress in all activities of the project, including any activities intended to address the Broader Impacts criterion. These reports are not cumulative, and should be written specifically for the most recently completed budget period.

The due dates for the annual reports are based on your start date. Please refer to the Dr. Nancy Foster Scholarship Handbook for the due dates that apply to you. The annual reports need to be uploaded into the Grants On Line database.

Scholars are not expected to address all bullet points in every Annual Report. However, they must demonstrate fulfillment of each element over the course of their time as a Dr. Nancy Foster Scholar and all elements will be required in the Final Report.

## **Final Project Report**

A **Final and Comprehensive Progress Report** is due 90 days after the end of your award. The final report needs to be uploaded into the Grants On Line database.

Final Project Reports should address progress in all activities within the duration of the project period, from beginning to the end, including any activities intended to address the Broader Impacts criterion. These reports are cumulative.

### **Template:**

The following optional template includes suggested information to include in these reports. Please contact [Seaberry.Nachbar@noaa.gov](mailto:Seaberry.Nachbar@noaa.gov) if you have any questions.

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## **Dr. Nancy Foster Scholarship Program**

### **Grant Project Progress Report**

*Mark (X) only one box:*

Annual Report  Final Report

#### **General Information:**

Award Number:

Project Title:

Scholar Name:

Phone #:

Ext: (            )

Email Address:

Dollar amount of the award to date:

#### **Progress Narrative:**

**Annual project reports** should include the following:

- Summary--A brief synopsis of the work outlined below;
- Academic Progress;
- Participants and partners (individual and organizational);
- Research Related Accomplishments;
  - Research
  - Academic
  - Grants, Advising, Collaboration
- Education and Outreach Related Accomplishments;
  - Research/Academic
  - Professional Development/Scientific Meetings
  - Mentoring
  - National Marine Sanctuary Ambassador (school and/or university presentations, interactions with the public, etc.)
- Publications, presentations and other specific products;
- Performance Measures (see below for specific information);
- Graduation Plans;
- Program/Research Collaboration summary (if applicable);
  - Has your research changed in topic or scope from your original awarded proposal? – If your research has changed, have you received permission from the science team or program staff to change scope of research?

Attachments to include with your report

- Academic Advisor Certification
- Budget Spreadsheet (as identified in the Dr. Nancy Foster Scholarship Handbook)
- Applicable Receipts (required receipts are outlined in the Dr. Nancy Foster Scholarship Handbook)

**Final project reports** should include the following:

- Summary--A brief summary, prepared specifically for the public, of the nature and outcomes of the project. You should be thinking back to your message box and the key points that you feel outline the accomplishments/results of your scholarship. This description should be a brief (generally, two to three paragraphs) summary of the project's results that is written for the lay reader or general audience. Scholars are strongly encouraged to avoid use of scientific jargon or acronyms;
- Academic Progress;
- Participants and partners (individual and organizational);
- Research Related Accomplishments;
  - Research
  - Academic
  - Grants, Advising, Collaboration
- Education and Outreach Related Accomplishments;
  - Research/Academic
  - Professional Development/Scientific Meetings
  - Mentoring
  - National Marine Sanctuary Ambassador (school and/or university presentations, interactions with the public, etc.)
- Publications, presentations and other specific products;
- Performance Measures (see below for specific information);
- Thesis/Dissertation summary;
- Program/Research Collaboration summary (if applicable).

**Attachments**

- Transcripts
- Final Budget

## Performance Measurements

Please include these performance measurements in your **Annual and Final Progress Report**. This means that you will need to capture this information each year and throughout the whole award period. You are not required to provide output numbers for all of these, but as many as pertain to you.

- Outputs
  - Number of all publications, collections, data sets, software, as well as educational materials;
  - Number of scientific products;
  - Number of estimated program hours - i.e. program collaborations other than scientific research, such as education, outreach, policy, resource protection, etc. conducted in or for national marine sanctuaries;
  - Number of estimated hours outside of the required program collaboration working with national marine sanctuaries. For example, helping out at Capitol Hill Ocean Week in Washington, D.C. or volunteering at the Great Lakes Maritime Heritage Center in Alpena, Michigan for Thunder Bay National Marine Sanctuary;
  - Approximate number of public engagements and people reached at conferences, outreach events, etc. Please provide as many details as possible for each event, including how, where, when, size of audience, and resulting impact.
- Outcomes
  - How did you serve as an ambassador of the NOAA Office of National Marine Sanctuaries? This requires you to go back to your proposal and determine whether you have met the research needs you originally identified in your proposal.
  - How have you met the NOAA Office of National Marine Sanctuary scientific research needs? This requires you to go back to your proposal and determine whether you have met the research needs you originally identified in your proposal. Please consult the ONMS Science Needs Assessment and connect your work to the needs listed whenever relevant.
  - Activities and impacts associated with the Broader Impacts criterion (this is the so-what of the research):
    - Describe the project outcomes or findings that address the intellectual merit and broader impacts of the work. This description should be a brief (generally, two to three paragraphs) summary of the project's results that is written for the lay reader or general audience. Scholars are strongly encouraged to avoid use of jargon or acronyms.