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

This document provides guidance for preparing and submitting a **detailed progress report** for a Coastal Response Research Center funded project. Submission of progress reports is part of your contract with the Center and allows us to meet our obligation to the National Oceanic and Atmospheric Administration (NOAA). **Progress reports are due quarterly (dates listed below).** Late or incomplete reports will affect the date of payment of invoices received by the Center.

You will submit four progress reports per year. These will alternate between a detailed progress report and a short progress report. Submission dates for each format are listed below.

General Guidelines

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

Short progress reports (submitted in January and June) will serve as documentation against which invoices will be checked. Please note the separate template used for short progress reports.

Detailed progress reports (submitted in April and October) provide a more in-depth account of research progress. Please note that detailed reports should document progress since the previous detailed report (e.g., 6 months of research).

1. **Report Length.** Detailed progress reports should have no more that 5-8 pages of text, not including figures, tables, images, literature cited or other information which may be included as addenda (see pages 2-4 for details on what to include). Short progress reports should be one page, bullet point lists (see pages 4-5 for details on what to include).

2. **Report Audience.** The report abstract should be written for a well informed layperson, including the media. The body of the report should 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. One hard copy using the format described below.
    ii. Two electronic copies identical to the hard copy:
       - The first should be saved as an MS Word file;
       - 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.

5. **When to Submit.**
Detailed progress reports are due*:
> **April 15**
> **October 15**

Short progress reports are due*:
> **July 15**
> **January 15**

***Note: If the 15ᵗʰ is on a weekend, reports are due on the Monday immediately following.**

6. **Where to Submit.** Please mail hard copies and electronic copies (on CD) to:
> Coastal Response Research Center
> Program Coordinator
> 234 Gregg Hall
> 35 Colovos Road
> Durham, NH 03824-3534

> Or email electronic copies to: Kathy.mandsager@unh.edu

If you need assistance converting a document to one of the required formats, contact the Program Coordinator at (603) 862-1545.

Detailed Progress Report Format

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., "I Accomplishments", "I.A.) Scheduled Tasks", "II.B.) Work Plan to Accomplish Tasks".) Use upper and lowercase letters for heading titles (i.e., "I.A.) Scheduled Tasks" and not "I.A. SCHEDULED TASKS").

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. Pages should be numbered with Arabic numerals (i.e., 1, 2, 3, etc).

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 the Program Coordinator at (603) 862-1545.

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

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

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)

Detailed Progress Report Content

Title Page (see format on page 5 of this document).

Content:
I. Accomplishments since Last Detailed Progress Report

      A. Scheduled Tasks / Objectives

      B. Progress on These Tasks / Objectives

      C. Difficulties Encountered

      D. Preliminary Data (incorporate in text or attach)

      E. Discussion and Importance to Oil Spill Response/Restoration

      E. Manuscripts, Reports, Presentations (include hard copies or electronic PDFs of all) Please include appropriate citations.

      F. Personnel (indicate who has worked on the project during this period and what he/she has done)

II. Tasks and Activities for Next Detailed Reporting Period

      A. Tasks for the Next Reporting Period to Meet Project Objectives

      B. Work Plan to Accomplish Tasks / Objectives

      C. Concerns or Difficulties Anticipated (Discuss how these will affect your project schedule)

III. Expenditures
      A. Indicate percentage of total budget expended for the current reporting period.

(Note: Each institution's grants office is responsible for submitting financial reports, so all you need to do in this section is to state whether expenditures were in the range anticipated for the work accomplished to date).

IV. Schedule
      In this section, you should include the original timeline and indicate how the current and projected schedules compare to it.

Project Title

A Progress Report Submitted to

The Coastal Response Research Center

Submitted by

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

Reporting Period: Month Day, 200X to Month Day, 200X
[e.g. April 1 to September 30, 2007]

Submission Date: Month Day, 200X

This project was funded by a grant from NOAA/UNH Coastal Response Research Center.
NOAA Grant Number(s): XXXXXXX. Project Number: XXXXXXX

Short Progress Report Format
for Projects Funded by
the Coastal Response Research Center

Include a bulleted list containing the following information:

Project Title:

PI:

Project Reporting Period: 3 months since last Detailed Progress Report **(e.g. April 16 to July 15, 2007)**

Date Submitted:

Planned tasks for the report period:	Actual tasks performed for this report period:	Projected tasks for the next report period:
• • • •	• • • •	• • • •

Problems encountered/resolved during this reporting period (how will this affect your project schedule?):
•   •   •

Planned expenditures for this report period:	Actual expenditures for this quarter report period:	Projected expenditures for the next report period:
• •	• •	• •

Personnel activity during this period		
Name	Activities	Total hours/days worked during period
• •	• •	• •

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