

Deadline: June 30, 2009

Please review these instructions before preparing an annual report for your collaborative research award. The annual report should be a concise, yet complete synthesis of all important aspects of the project that have occurred within the past 12 months. All sections of the report should be written in a clear and understandable style. Use accurate and appropriate technical terminology, keeping in mind that reports will be read by individuals with diverse backgrounds including NOAA Fisheries Grants Administration officers.

Annual reports are due in the Northeast Consortium office no later than 4:30 pm on June 30, 2009. All reports will be posted on the publically accessible Northeast Consortium Project Information Database (www.northeastconsortium.org/projects.shtml).

Report Content

Annual reports must include the information in each of the following sections:

Title page: Include project title, award number, period of performance, date of annual report submission, and contact information of the principal investigator.

Participants: List all participants in the project with their contact information. For projects involving many participants, indicate those who played a key role in project design and implementation.

Project objectives and scientific hypotheses: Provide a clear and succinct description of the project goals, objectives and overall rationale. This should match the goals and objectives outlined in the project proposal. Detail and provide clear reasons for any changes from the agreed upon goals or objectives.

Methods and work plan: Provide a succinct description of the experimental methodology and outline the agreed upon workplan. Detail and provide clear reasons for any changes to the experimental design and explain why this approach has been used.

Work completed to date: Explain what has been accomplished in the last 12 months. Describe any unexpected difficulties encountered in project planning or implementation.

Results to date: Describe the scientific and/or technical results of the project to date, emphasizing not only what was done but what was learned.

Future work: Describe briefly further work to be conducted on the project in the next 12 months.

Impacts and applications: Describe the present or future impacts of the data and conclusions. Identify who would best benefit by knowing about the project.

Related projects: If this project was conducted in association with, or leveraged by, other research, outreach, or education projects; explain the nature of the collaboration and identify the source(s) of funding.

Partnerships: Describe the quality and extent of the fisherman-scientist partnership(s) and how many fishermen and scientists have been involved with the project over the past 12 months. What aspects of the project have the fishermen been involved with (e.g. project design; data collection, analysis and interpretation; communication of findings to end users, etc.).

Presentations: Provide information for all presentations related to this project made in the past 12 months, including: name of presenter(s), title, meeting, date, and location.

Published reports and papers: List reports and papers that have resulted from this project during the past 12 months, either published or submitted, including newsletter and web-based materials. Provide citations or internet addresses for each.

Data: All data from Northeast Consortium-funded projects should be submitted to the Northeast Consortium Fisheries & Ocean Database (www.northeastconsortium.org/data.shtml). State whether or not the data have been submitted to the Northeast Consortium database, and if not, indicate when the data will be submitted. If the data are internet-accessible in another format, provide the internet address (URL).

Annual reports should be sent to the Northeast Consortium, submitted electronically if possible. Files can be sent as an email attachment. Any file type is acceptable (Word, WordPerfect, or text preferred). Files may also be sent on compact discs. Data submission is welcome (Excel, QuattroPro, or text format preferred). If for any reason submission of an electronic version of the report is not possible, please call Laurinda Sousa Smith (603) 862-0136.

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