

Northeast Consortium

University of New Hampshire

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ADMINISTRATION

Christopher Glass, Director

REPRESENTATIVES

Christopher Glass,
Research Professor and Director
Northeast Consortium
University of New Hampshire

Paul Anderson, Director
Maine Sea Grant College
Program

Chrys Chrysostomidis,
Professor and Director
MIT Sea Grant College Program

Peter H. Wiebe, Senior Scientist
Woods Hole Oceanographic
Institution

For more information regarding
Northeast Consortium projects
and participants, visit the Project
Information Database at:
[www.northeastconsortium.org/
projects.shtml](http://www.northeastconsortium.org/projects.shtml)

Massachusetts Institute of Technology

Woods Hole Oceanographic Institution



Northeast Consortium Reporting Requirements

By accepting funding from the Northeast Consortium recipients have agreed to meet sponsor expectations for reporting progress and accomplishments. The following reports are required:

1. A Progress Report, due the first business day of January.
2. Annual Report, due the first business day of July.
3. Final Report, due 90 days after the expiration date of your project.

Please review format and content instructions before submitting your reports. All Progress Reports, Annual Reports and Final Reports are made available on the web-based, searchable project database. It is our goal to ensure that information and data generated and provided by Northeast Consortium projects are openly available to all in a timely manner via the internet. Reports should summarize the progress and accomplishments of the project during a given period. The Northeast Consortium encourages you to write your reports in a succinct and factual style, with interesting images that will appeal to a diverse audience.

Objectives:

- Provide an update on the major accomplishments and milestones reached in project implementation.
- Identify any significant difficulties and deviation from the original statement of work and explain actions taken. NOTE: Changes to the Statement of Work should be agreed upon in advance with the Northeast Consortium.

Format & Content:

1. Project title and contract number
2. PI contact information
3. List of project participants with contact information
4. Major accomplishments and milestones
5. Unexpected difficulties and project alterations
6. Next steps, tasks for next 6 months
7. Impacts of the project to fishermen/ fishing community and scientist/ science community
8. Signed and date

Report Submission:

Progress reports should be submitted in electronic format to Chris Glass, Northeast Consortium Director. Files can be sent as an email attachment or on a compact disc. PDFs are preferred, but any file type is acceptable (Word, WordPerfect).

Contact:

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Northeast Consortium
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