

Additional Instructions to Awardees
REEReport progress and Termination reports
2017

Many sections you fill out for your REEReport progress reports are easy to understand. Some sections, however, could use further guidance. We've identified the sections that most often are missing some helpful information when we review your reports.

1. GOALS: What are the Major goals of the project?

Paragraph 1: Summarize the problem you are addressing and explain why the average person on the street should care (very simple words/concepts). Tell them what you hope to accomplish using taxpayer dollars.

Paragraph 2: List your project's specific objectives (as presented in your proposal; not necessarily written for a lay person).

2. ACCOMPLISHMENTS:

Box #1: What was accomplished under these goals?

List each objective of the project in this section.

- Under each objective, describe:
 - What was done/accomplished since the last reporting period. In other words, align what was done with a specific objective.
 - List the percentage of completion for each objective.
 - Indicate the anticipated completion percentage for each subsequent year.
 - If an objective was completed in a prior year, indicate “Complete and reported in YEAR 20XX”.
 - If an objective has not begun yet, please indicate “Not started yet.”

IMPORTANT: At the end of this section, include a sub-section on **OVERALL IMPACT(s)**. This relates to the totality of what was done to date (not individual objectives).

- Summarize the impact(s) of the accomplishments in simple words/concepts for a lay audience with a very limited or no science background. Think broadly to translate outcomes to the real world. Consider change in knowledge, action, or condition.
- Impacts relate to the “so what” question? Based on your findings to date: Has an important science gap now been filled? Has a new, unexpected auspicious lead opened up? Has a promising diagnostic or vaccine candidate been identified? Do results suggest a management recommendation for producers or policymakers?
- If it is too early for impacts, indicate “None to date; project is ongoing and concludes MONTH, 20YY”.

Box #2: What opportunities for training and professional development has the project provided?

- Describe all students (including names) involved in the project (grade school; high school; undergraduates; doctoral; postdocs; etc.). For example, Sam Smith was a Post-doctoral fellow working on the project. He recently accepted a faculty position at Institution Y in the department of Q.
- Describe any faculty or others who enhanced their training. For example, Mary Doe (junior faculty) at Institution Y spent 2 months in the lab of Maria Smart learning techniques RSX.
- **NOTE:** Any accomplishments, awards, or accolades experienced by the students and other participants (including the lead Project Director) should be written here.

Box # 3: How have these results been disseminated to communities of interest?

- Provide the number of presentations, abstracts, published manuscripts, etc. (i.e. 2 interactive video games were produced for elementary students; 4 apps with 3 language translations were developed for use by farmers, producers, farm workers, k-12 students; 7 seminars; 2 platform presentations; 4 publications; 3 abstracts).
- Please provide the description of these presentations, abstracts, manuscripts, etc. in the product section under citations.
- Please provide a link to the full pdf version of the published manuscript. Please also only list publications relevant to the funded project and not your laboratory's work as a whole.
- **NOTE:** When you leave these sections blank, the productivity of the award are unclear to anyone reading your progress or final report.

Box # 4: Plans for the next reporting

- List each objective of the project in this section. Under each objective, provide a brief description of the plans for the next year & how they will be accomplished. For completed objectives, list “none; completed”. For objectives that will not be worked on the next year, indicate “none for next year”.

3. Participants

In addition to faculty and other non-students, remember to include any students in both “Actual FTE’s for this Reporting Period” and “Student Count by Classification of Instructional Programs (CIP) Code”.

Termination Report

In addition points stated above for annual progress reports, please remember the following tips for your final technical report:

- For each of the stated objectives in your awarded project, please provide outcomes/impacts of the objectives and what that means to agriculture; please describe what scientific knowledge has been gained since the inception of your awarded project (what was known in the area of science when the awarded project started and what is known now do to our accomplished objectives).
- Please describe the percentage of completion of each objective. Each objective should be 100% completed by the termination of the project. If certain objectives were not met, please explain the reason(s) why. Be specific with the descriptions.
- Please provide an overall number count of the following areas for the awarded project during the whole awarded project timeline:
 - a. peer-reviewed publications published
 - b. students trained (post-doc, graduate students, undergraduate students, and/or high school students)
 - c. presentations (oral or poster)
 - d. patents filed or awarded (if applicable)
 - e. commercial collaborations developed or possibly to be pursued (if applicable-do not disclose confidential information but consider sharing privately by phone or email with Peter or Margo).