**NOAA Office of Ocean Exploration and Research**

**FY16 FFO Projects**

**Final Report Format**

**I. Overview**

1. Grant Number or OER number (as applicable)

2. Amount of funding from OER

3. Project Title

4. Area of Operation (include a map and/or coordinates)

5. Principle Investigator (name, address, contact information)

6. Participating Institutions and personnel

7. Award Period: From \_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_

8. Period Covered by this Report: From \_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_ (ref: Semi-Annual

Performance Report and Annual Report if applicable)

**II. Summary**

1. Abstract – 1-paragraph description of final report

2. Purpose of Project:

a. Describe issue that was addressed

b. Describe/list the project objectives

3. Approach:

a. Describe the work that was performed

b. Describe how the project was organized and managed

c. Describe how data was organized, processed, and archived

4. Findings:

a. Describe actual accomplishments and findings

b. Inventory of activities (number of submersible dives, CTD, net tows, etc.)

c. Inventory of samples collected

d. Describe/list/ append resulting publications, Web sites, presentations, etc.

All publications must acknowledge NOAA/OER funding

e. Location and status of data archive and/or sample storage, plan for public access, and final data inventory

f. Notation of major changes/adjustments to previously submitted documents (e.g. Quick Look Report, Semi-Annual Report, and/or Annual Report)

**III. Evaluation:**

1. Accomplishments – Explain special problems, differences between scheduled and accomplished work

2. Expenditures:

a. Describe original planned expenditures, include a budget table

b. Describe actual expenditures, include a budget table

c. Explain special problems, differences between planned and actual expenditures

d. Include completed final budget table

3. Next Steps:

a. Planned or expected reports (professional papers, presentations, etc.)

b. Brief description of need for additional work, if any (next project phase, new research questions, unaccomplished work, etc.)

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal Investigator Date