**NOAA Office of Ocean Exploration and Research**

**FY 2016 Expedition and Project Required Reports, expected Documents and Timeline**

The NOAA Office of Ocean Exploration and Research (OER) has developed a set of standards for both required and expected documents that describe results and accomplishments of OER-supported expeditions and projects.

Reports diagram: *The following diagram identifies the required reports and expected documents for each funded expedition or project. Note that the products are iterative in nature, allowing PIs to build on the information provided in earlier submissions*. *Some reports and documents may not apply to a lab based or technology development project. The Semi-Annual and Final Performance reports are always required.*

The science party develops this document to help guide the work that will be taking place during the expedition and to help the vessel make expedition preparations. OER uses this document to plan for acquisitions (i.e., pay for ship time) and to develop content for the Ocean Explorer website, if appropriate. An outline of recommended elements is included. This expedition plan may not apply to a lab based or technology development project.

**Final Expedition and Data Management Plans**

**Share with OER no later than 30 days before departure**

**Quick**

**Look**

**Report**

This document builds on the basic facts about the expedition contained in the expedition plan, but focuses on its accomplishments. It does not need to include images, but summary tables and graphics are usual. A suggested cover sheet and outline is provided.

**15 days after completion of expedition/field work**

The science party provides updated metadata information summarizing basic expedition information for data management purposes. OER uses this information to help document the expedition in OER’s Digital Atlas and track what datasets were collected as well as where and when the data will become publicly available.

**60 days after completion of expedition/field work**

**Summary Metadata**

**90 days after completion of the expedition/field work**

The science party develops this document to summarize the work that took place during the expedition and to share preliminary findings. This document provides an expedition overview, describes the expedition’s objectives and rationale, the methodology and technology used, and provides detailed descriptions of all activities that occurred and their results.

**Expedition**

**Report**

\*Required. This document builds on the Quick Look Report, and requires information as stated in OMB circular A-110.5 (d). An outline for this report is provided. *\*The expedition report can be appended to, or included, as part of this report if appropriate.*

**Every 6 months from date of Award**

**Semi-Annual Performance Reports\***

**Final**

**Performance**

**Report\***

**90 days after expiration of the award**

\*Required. This document builds on the Semi-Annual Performance Report, and requires information as stated in OMB circular A-110.5 (d). An outline for this report is provided.

Web Coverage: OER provides an opportunity to share your work and discoveries on the Ocean Explorer website, the primary means for meeting OER’s education and public outreach missions. Your OER POC will be in contact to discuss how you can participate and the timing for submitting materials.