**ADR Program Comparative Review**

**Summary Report Guidelines (2 pages – not an encyclopedia)**

**1. Project Identification**

* Project Title
* Name, Title and Contact Information (e-mail address and phone number)
* Other collaborators
* Organization(s)
* Project/Grant Period (Start Date, End Date)

**2. Accomplishments:**

* Major project goals
* Accomplishments to date
* Remaining work/goals
* Within schedule and budget? Why not?

**3. Publications, conference papers, patents**

* Total number of publications, etc.
* Cite only most significant ones

**4. Collaborations:**

* What other organizations are involved as partners?
* How effective has (have) the collaboration(s) been? If not, why not?

What has been or will be done to address problems, if any?

**5. IMPACT:**

* What is the impact of the work on its national and international research and development field: presently and foreseen?

**6. CHANGES/PROBLEMS:**

* Changes in approach and reasons for change
* Actual or anticipated problems or delays and actions or plans to resolve them
* Changes that have a significant impact on schedule and expenditures

**7. BUDGETARY INFORMATION:**

Budget information should be *high-level only*, and NOT included in the presentation. If appropriate, mention your institution contribution in hardware, FTEs, etc., without explicit monetary value.

* Initial funds and additional funds (if requested, and justification).
* Funds spent to date