



Instructions for Submission of Northeast Consortium Project Development Award Final Reports

Please review these instructions before preparing the final report for your completed project development award. The final report should be a concise, yet complete synthesis of all important aspects of the project. All sections of the report should be written in a clear and understandable style. Use accurate and appropriate technical terminology, keeping in mind that final reports will be read by individuals with diverse backgrounds. There should be sufficient technical and experimental detail to permit critical evaluation of all aspects of the project design and implementation, as well as certification of the resultant data.

Please note that the Northeast Consortium administers a final technical evaluation of all aspects of a completed project development award. The final report of a project is the primary document used by reviewers to evaluate the project. All final reports are posted on the Northeast Consortium Project Information Database (<http://www.northeastconsortium.org>), so you should only include material and information that you wish to be publicly available. Please indicate if there is additional data that is not included in the report, what type of data it is, and why it is being excluded (e.g. for publication purposes).

The final report is due in the Northeast Consortium office no later than 90 days after the project award end date.

Report Content

Final reports must include the information in each of the following sections:

Title page: Include project title, award number, period of performance, date of final report submission, and contact information and signature of the principal investigator.

Abstract: Provide a concise statement (250 words maximum) of the project's primary purpose, results, and conclusions.

Introduction: Provide sufficient background information to enable the reader to understand the context and importance of the project. Describe the justification or need for the proposed work, particularly in terms of the goals of the Northeast Consortium.

Project objectives and scientific hypotheses: Provide a clear statement of the project's objectives and goals. If appropriate, state the testable scientific hypotheses that were constructed at the outset of the project.

Participants: List all participants in the project with their contact information. For projects involving many participants, identify those who played a key role in project design and implementation.

Methods: Explain the conceptual and technical approaches for the project. Provide a detailed description of the experimental design (including numbers of samples, numbers of replicates, experimental controls, statistical tests used, etc.), project timeline, data analysis, and determination of the results. Describe study areas and why they were chosen for the project. State how this project builds on prior research if any. Were there any limitations in project design and/or methodology? Describe and explain any changes from the original statement of work and/or any unexpected difficulties encountered in project planning or implementation.

Data: Describe what data have been collected. Include, in table or figure format, all data that support the conclusions of the project. All data from Northeast Consortium-funded projects should be submitted to the Northeast Consortium Fisheries & Ocean Database (<http://www.northeastconsortium.org/>). State whether or not the data have been submitted to the Northeast Consortium database, and if not, indicate when the data will be submitted. If the data are internet-accessible in another format, provide the internet address (URL).

Results and conclusions: Describe the scientific and/or technical results of the project and explain their significance in terms of the project objectives and the Northeast Consortium goals. Can the project results be generalized (e.g., relative to fishing practices or fisheries management implications)? Are there any limitations for the interpretation or use of project results?

Partnerships: Describe the quality and extent of the fisherman-scientist partnership(s). Explain the extent to which this research topic has been of mutual interest to fishermen and scientists, whether members of both communities have been key participants throughout the course of the project, and whether the project allowed and fostered broad participation among fishermen and scientists.

Impacts and applications: Describe any beneficial impacts of all project outcomes and deliverables for end-users, focusing especially on fishermen, scientists, and/or fisheries, coastal, or ocean managers. Describe current and potential impacts on fishing practices; fisheries, coastal, and ocean management; and socio-economic conditions. Identify who would best benefit by knowing about the project. State the name, professional title, and occupation and provide contact information for these key end users.

Related projects: If this project was done in association with, or leveraged by, other research, outreach, or education projects, explain the nature of the collaboration and identify the source(s) of funding.

Presentations: Provide information for all presentations related to this project, including: name of presenter(s), title, meeting, date, and location.

Student participation: Name all students who have been associated with this project, listing high school, college/university, and graduate students separately and including the name of their institution.

Published reports and papers: List reports and papers that have resulted from this project, either published or submitted, including newsletter and web-based materials. Provide citations or internet addresses for all items. One copy of each publication should be submitted with the final report.

Images: Digital photographs, electronic diagrams, and other graphical materials markedly enhance the readability and appeal of project final reports. Please provide images in JPG or TIFF formats if possible.

Future research: Provide recommendations for future directions of research.

Report Submission

Three hard copies of the final report should be mailed to the Northeast Consortium. If possible, final reports should also be submitted electronically, preferably by sending the files as an email attachment. Any file type is acceptable (Word, WordPerfect, or text preferred). Files may also be sent on computer discs (floppy, ZIP, or CD). Data submission is welcome (Excel, QuattroPro, or text format preferred). If for any reason submission of an electronic version of the report is not possible, please call Laurinda Sousa Smith (603) 862-0136.

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