

Northeast Consortium

University of New Hampshire

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ADMINISTRATION

Christopher Glass, Director

REPRESENTATIVES

Christopher Glass,
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Chrys Chrysostomidis,
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MIT Sea Grant College Program

Peter H. Wiebe, Senior Scientist
Woods Hole Oceanographic
Institution

For more information regarding
Northeast Consortium projects
and participants, visit the Project
Information Database at:
[www.northeastconsortium.org/
projects.shtml](http://www.northeastconsortium.org/projects.shtml)

University of Maine

Massachusetts Institute of Technology

Woods Hole Oceanographic Institution



Final Report Guidelines Deadline: September 30th

GENERAL INFORMATION

Please review these instructions before preparing the final report for your completed collaborative research 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 including, but not restricted to, NOAA Fisheries Grants Administration officers. 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. The Final Report is an important measure of performance and will be included in the Northeast Consortium annual report to NOAA Fisheries.

Please note that the Northeast Consortium administers a final technical evaluation of all aspects of a completed collaborative research project. 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>). 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 (30 June): that is, on or before September 30th.

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. (see attached)

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.

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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 to or deviations 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.

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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: Final reports should be submitted in electronic format to Chris Glass, Northeast Consortium Director. Files can be sent as an email attachment or on a compact disc. PDFs are preferred, but any file type is acceptable (Word, WordPerfect). In addition, send by postal mail one hard copy of the report and all supporting materials. Project data may be submitted at the same time (see separate instructions). An FTP site is available for files that are too large for e-mail; contact Chris for the FTP address and instructions for uploading.

Contact:

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