

**ANNUAL PROGRESS REPORT INSTRUCTIONS**  
for projects funded by a DOI Climate Science Center (CSC)  
and/or the USGS National Climate Change and Wildlife Science Center (NCCWSC)

**Annual reports are due sixty (60) days prior to the end of the budget period.** Failure to provide the required information may delay payments to your project and may jeopardize your ability to participate in future CSC/NCCWSC funding opportunities. Please submit completed reports electronically to the CSC Director or NCCWSC Senior Scientist from which funds were received. Additional questions, comments, and supplemental information may also be sent to the Director.

The CSCs and NCCWSC acknowledge that the first annual report for a project may be short with only start-up activities. PIs should still complete the report to their best ability.

Additional / more frequent reporting (e.g. quarterly) may be required by individual CSCs or the NCCWSC.

This document contains instructions for completing an **annual report** for projects funded by a Climate Science Center (CSC) or the National Climate Change and Wildlife Science Center (NCCWSC). Annual reports of your project activities provide a record of your study and preliminary results. Annual reports serve several important functions to the NCCWSC/CSC and are used as:

- An essential component of the NCCWSC/CSC due diligence activities;
- A means for PIs to communicate significant preliminary research findings or reasons for project delays;
- A metric for gauging the impact of NCCWSC/CSC funding programs;
- A method for PIs to provide advanced notice to CSC Directors or the NCCWSC Senior Scientist about upcoming publications in order to ensure effective communication efforts (e.g. press releases, website announcements etc.);

Annual reports do not need to be lengthy, but we ask that you include the following information:

**1. ADMINISTRATIVE:** Please include name and contact information of the award recipient, agency or institution, project title, agreement number, date of report, and period of time covered by the report.

**2. PURPOSE AND OBJECTIVES:** Describe the project goals and objectives, with particular emphasis on changes made to the objectives as stated in the original proposal. If the objectives have been added to, eliminated, or modified, please explain why these changes have been made.

**3. ORGANIZATION AND APPROACH:** Explain how each research task is being conducted. Briefly list which research methods are being used to achieve results, including new methods that were not described in the original proposal. Please also discuss any problems or delays encountered in conducting the research during the reporting period.

**4. RESULTS:** Present your preliminary project results if possible. Both quantitative (numerical and/or statistical data) and qualitative results (descriptions of how well or poorly something worked) are useful. Of particular interest are major discoveries, innovative approaches and solutions, and accomplishments made by the project team to date.

**5. NEXT STEPS:** State and describe the next steps in the research, including an updated project timeline and anticipated completion date.

**6. OUTREACH:** Describe all project-related outreach opportunities to date. Include a list of:

- Articles that are in preparation, under review, accepted, or published in peer reviewed journals and other non-peer reviewed journals.
- Project-related conference presentations, seminars, webinars, workshops, or other presentations to the public made by research team members.
- Communications with decision-makers, including their name and agency and the date(s) and frequency of your communications. Information on whether the decision-makers were involved in the design of the project plan or if the research has been tailored to address a specifically-stated management need is also helpful.
- Websites created for the project and/or containing project information, data etc.
- Other products, such as data or databases, audio/video productions, fact sheets etc.

**7. BUDGET:** Briefly provide a summary of expenditures incurred during the year, and any unspent balance of funds and why funds have not been spent as expected.