

FINAL PROJECT REPORT INSTRUCTIONS

for projects funded by a Climate Adaptation Science Center (CASC)

Final reports are due ninety (90) days after the close of the performance period for the project.

Failure to provide the required information may delay payments to your project and may jeopardize your ability to participate in future CASC funding opportunities. Please submit completed reports electronically to the Regional CASC Director or National CASC Senior Scientist for the CASC from which funds were received. Additional questions, comments, and supplemental information may also be sent to the CASC Directors.

Additional / more frequent reporting may be required by individual CASCs.

This document contains information and instructions necessary to complete the **final report** for projects funded by a National or Regional Climate Adaptation Science Center (CASC). The final report of your CASC-funded research project provides a record of your study and its results. Your report will serve as a resource for others: copies of project reports are available to the public upon request. The final report serves several important functions to the CASC and is used as:

- An essential component of CASC due diligence activities;
- A metric for gauging the impact of CASC funding programs;
- An opportunity for Principal Investigators (PIs) to suggest areas for improvement in the CASC funding program;
- A tool for the CASCs to gather information about publications, products, presentations and data to advance communications to resource managers, stakeholders and the general public;

The final report shall include the following sections:

SECTION 1. ADMINISTRATIVE INFORMATION: Please include:

- Name and contact information of the award recipient
- Agency or Institution of the recipient
- Project title
- Agreement number
- Date of the report
- Period of time covered by the report
- Actual total cost of the project

SECTION 2. PUBLIC SUMMARY: The public summary should be concise and informative, and should be self-contained and intelligible to a layperson. In *less than 300 words* please describe your major scientific achievements to a non-scientific community (i.e., in non-scientific language) including major benefits of your research to society at large. Highlight the findings and significance of your research to expanding general knowledge in your scientific discipline, and the application of the results of your research to address significant societal problems. The CASC may use the public summary in publicly-distributed documents and other materials.

SECTION 3. PROJECT SUMMARY: The project summary should provide a synopsis of the overall project. This section should summarize information from the following sections of the report body: Purpose and

Objectives, Organization and Approach, Project Results, Analysis and Findings, and Conclusions and Recommendations. The project summary should be more technical than the “Public Summary” (described above).

SECTION 4. REPORT BODY (Please Include the Following Sections):

Purpose and Objectives: This section should include information about the issue(s) the project addressed, and the community it serves. Please describe the original objectives and goals identified during project initiation and explain how these goals were or were not met, highlighting specific achievements. This section should also describe if original objectives were eliminated, added to, or modified from the original proposal, and why these changes were made. This information is valuable for others who are studying the same topic and essential for our evaluation of the project.

Organization and Approach: This section of the report should explain in task orientated terms how the research activities of the project were conducted. Briefly list which research methods were used to achieve results and why they were chosen by the team.

Project Results, Analysis and Findings: Present your project results. Quantitative results (numerical and/or statistical data) and qualitative results (descriptions of how well or poorly something worked) are both important. Tables, graphs and other figures representing your data are excellent ways to summarize data and present them in an accessible way. Describe your research findings and list major discoveries, innovative approaches and solutions, and research accomplishments of the project team made possible by receiving CASC funding.

Conclusions and Recommendations: Did you encounter any problems during the project? What project tasks were not completed and why? What would you do differently if you did this project again? Also state and describe the recommended next steps. Based on what you’ve learned, what do you think should be studied next? Please indicate how your research results contributed to the advancement of scientific knowledge regionally and/or nationally. Please describe how the results from this project are relevant to natural and/or cultural resource managers.

Outreach and Products: List the type of outreach that you did, or expect to do, including any publications or other presentations of your project to the public. Include a description of if/how the results from this project are accessible to the resource management community. Include a list of products that emerged from this research. The list should include:

- Articles 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.

NOTE: The PI is expected to produce a written final report within ninety (90) days of the end of the performance period even if the project is still in a “wrapping up” phase (and even if all manuscripts have

not yet been completed or published). These reports are necessary to advance the CASC mission of providing tools and information to resource managers in a timely and efficient manner.

CASC-funded projects will not be considered complete until all data/products have been delivered to the CASC and the Data Management Plan has been updated. All projects with a USGS-affiliated researcher must comply with the [USGS Fundamental Science Practices](#) policy.