

Revised progress report guide: 7/15/09

Guidelines for Preparing a CICEET Biannual Progress Report

This document provides guidance for preparing and submitting a CICEET Progress Report. Timely submission of Progress Reports is a requirement of your contract with CICEET (through the University of New Hampshire) and allows us to meet our grant obligations to the National Oceanic and Atmospheric Administration (NOAA).

Progress reports are due on March 1st and September 1st.

Late reports will result in withheld payment of invoices and affect the competitiveness of proposals you submit to CICEET in the future.

CICEET and NOAA staff will read your report. In addition, we will post your report on our website unless you mark it "CONFIDENTIAL" in at least 12-point red font, at the top of each page.

If you are filing for a patent you should be aware of potential disclosure issues. If you have questions about this please contact your institution's Office of Technology Transfer or Intellectual Property and let us know to keep your report confidential until you are certain it can be made public.

Please send one hard copy, and two electronic copies (one in Word format and one in PDF format) of your report to:

Cindy Tufts
CICEET Program Coordinator
130 Gregg Hall
35 Colovos Rd.
Durham, NH 03824
Phone: 603.862.3676
E-mail: cindy.tufts@unh.edu

Hard Copy Guidelines

The hard copy can be formatted with the graphics embedded in the report or with the graphics at the end of the report as long as they are clearly referenced and labeled. The word and PDF versions should be identical to the hard copy.

Progress Report Format:

Please use the following headings in your report in the order in which they are presented here. We encourage you to include the perspectives and observations of as many members of your project team—and community stakeholders/intended users—as is feasible.

CICEET Progress Report for the Period mm/dd/yy through mm/dd/yy

Project Title:

Principal Investigator(s):

Project Start Date:

Report compiled by:

Contributing team members and their role in the project:

A. Progress on objectives for this reporting period:

Please describe each technical and non-technical objective and related task for this period, and provide an update on your progress on each. It may be appropriate for different members of the project team to address technical and non-technical objectives.

Please include information about:

- Plan/process for project management and team collaboration
- Development, refinement or demonstration of the technology or approach
- Project evaluation
- Key findings
- Unanticipated issues*

* If you need to request a change to the project duration or budget, please visit our PI Resources page for more information: <http://ciceet.unh.edu/resources/index.html>

- B. Please describe knowledge dissemination activities during this reporting period. For example, activities could include:
- Workshops or trainings coordinated/conducted by your project team
 - Publications, manuals, protocols
 - Patent, copyright, invention disclosure activity
 - Outreach activities
- C. Have the results/data gathered during this reporting period indicated that a change to your original approach is necessary? If so, who was involved in the decision-making process? Please explain.
- D. Please describe collaboration activities with target stakeholders during this period. Has interaction with stakeholders during this period brought about any changes to the project? Have the stakeholders confirmed the relevance of the technology or approach you are working on?
- E. Please describe technical and non-technical objectives for the next reporting period and outline your work plan to meet identified objectives.
- F. Please describe any activities, accomplishments, or obstacles not addressed in other sections of this report that you feel are important for CICEET to know about.