

Gulf B-WET Semi-Annual Performance Report Guidance

Interim Progress Reports detailing the work being done through the award are due every six months, according to the schedule set out by your Federal Program Officer at the beginning of the award. You have 30 days after the end of the reporting period to submit the interim report.

Rules of Thumb:

- a. Be concise (no need to report on every detailed activity; focus on the larger outcomes/deliverables)
- b. Report on progress made in relation to the milestones/timeline that were described in your proposal
- c. Be sure to include any concerns, delays, challenges, complications or other unexpected changes that you've encountered
- d. There is not a recommended page number or limit. The only rule is to include the items suggested below in a concise matter.
- e. Photos are not required in performance reports and can be burdensome for file management. Please limit photos to one or two images that are representative of the work accomplished in the reporting period. If you would like to submit additional photos, they are welcomed by the B-WET Coordinator. Please see instructions for doing so outside of the performance reporting process.

Suggested Report Components:

1. Heading Material
 - f. Project title
 - g. Federal award number
 - h. Dollar amount of the award (federal and non-federal match, if applicable)
 - i. Principle Investigator(s) (name, phone, email)
 - j. Award period
 - k. Reporting Period
 - l. Note that it is an INTERIM REPORT
2. Body
 - a. Task/Activity 1
 - i. Title of task or short summary of task (please pull tasks/activities from the application)
 - ii. Status of the project in terms of progress toward meeting milestones and deliverables in reference to the time line described in the proposal/project plan and description of progress made or accomplishments completed
 - iii. List deliverables (products or outputs) resulting from progress on tasks, if any
 - iv. Include a note stating that your financial office has submitted financial reports
 - v. Describe any changes to the project plan and the planned budget versus actual costs
 - vi. Note any concerns, delays, challenges, complications or other unexpected changes that you've encountered
 - b. Task/Activity 2

Repeat items i – v above
 - c. Task/Activity 3

Repeat items i – v above
 - d. Repeat as needed for each major project task or activity

Notes:

- **Evaluation Results:** For performance reports, include steps taken to evaluate the project (e.g. pre and post test conducted, survey opened, etc.); however, summarized evaluation results are not required as the project has not yet concluded. In the final report, please include a detailed description of evaluation methods followed, a summary of evaluation findings and any conclusions or trends that were found.
- **Photos:** Photos should be limited in performance reports. However, the B-WET Coordinator uses high resolution photos for presentations, handouts, websites and other venues to describe the program. If you wish to submit photos to the Gulf of Mexico B-WET Coordinator outside of the performance reporting process, please email them or burn them to a CD and send to Amy Clark at:

NOAA Fisheries Southeast Regional Office
Building 1100, Room 202D
Stennis Space Center, MS 39529
office: (228) 688-1520
email: Amy.Clark@noaa.gov

Please also include photo captions for each photo, including:

- Short description of what is taking place in the photo (names of people in the photo are not needed)
- Where the photo is taken
- The approximate date the photo was taken (month and year)
- A statement that confirms that you have photo release documentation on file for the photo allowing me to use/publish it [This often is a portion of consent/release forms for those participating in your field work/trips. The B-WET Coordinator does not need the photo release documentation, but needs to know that you have such documentation on file.]

Gulf B-WET Final Comprehensive Report Guidance

A Final and Comprehensive Progress Report is due 90 days after expiration of the grant.

Suggested Report Components:

1. Heading Material
 - a. Project title
 - b. Federal award number
 - c. Dollar amount of the award (federal and non-federal match, if applicable)
 - d. Principle Investigator(s) (name, address, phone, email)
 - e. Award period
 - f. Reporting Period
 - g. Note that it is a FINAL REPORT

2. Body
 - a. Restate the objectives that were approved in the grant application
 - b. State whether or not the objectives were met
 - c. If met, state the methods used to meet those objectives, provide a discussion of successes and difficulties, how those were met, and provide data to back up the successes
 - d. If not met, explain why
 - e. State, if applicable, how you expect that any property (>\$5,000) purchased by the grant will be utilized
 - f. State how the program will continue through the future
 - g. Provide project evaluation summary/analysis if not included in item c
 - h. If deliverables were part of the grant objectives, be sure to provide NOAA a copy