

Frequently Asked Questions about the New PPR Template

Purpose

This document provides answers to some common questions about the new template for non-research award performance progress reports (PPR) for Regional Association funding opportunities from the U.S. IOOS office (Base, DRSA, BIL/IIJA and IRA).

- **How should I think about the level of detail to include in our Progress Report?**
 - Your updates should be high level, and organized at the project level. They should not be a list of what each staff member, nor a comprehensive list of what each PI or subawardee, did during the reporting period. Organizing by project means grouping by a goal, and we are interested in the collective progress toward addressing the particular need or issue. If multiple PIs/subs are working on the same topic and it makes sense for your RA to think about them as addressing the same issue, summarize all of their progress into an overall project update. Focus more on progress toward the goal and impact, and less on the day-to-day, insider detail of the work.
- **How should I report on non-core activities (Table 2 from the funding letter)?**
 - Incorporate this work into the rest of your updates, summarizing the progress along with the core funded activities. The summarization should be done at the project level. For example, if you received directed funding from another office that was passed through to a subawardee to sample water for toxic algae, the progress on that work should be summarized with other similar HAB work funded by your base funding award.
- **How should I indicate which project is which in my Progress Report?**
 - If you included a title of the project in your proposal or in previous PPRs, use that title. Please use key words to indicate the focus of the project. For example, “OA Work”, “HFRs”, or “NHABON Project” would help the IOOS Office connect the dots back to the goals and details of the project from your proposal/descope. This also helps thematically focused IOOS Office staff quickly find work aligned to their subject matter.
- **What addenda are required with the new template?**
 - Only a milestones table, and only if you don’t copy and paste it directly into the body of the template. Reporting previously covered by addenda of the FY21 template will be requested separately and will no longer be included in award progress reports.
- **How will HFR and glider information be reported?**
 - Include updates from the 6 month performance period for this funding source in the Milestones Table and under the Observing subsystem section of “Progress & Accomplishments”. Please do the same for NHABON projects. Additional information may be requested by IOOS Office staff via email throughout the year.

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- **Do I have to include an update for every project in the Progress & Accomplishments section?**
 - No, you don't! If a project is quietly on track and you already indicated that progress in the Milestones Table, no need to repeat the update in the Progress & Accomplishments section. This section should be used for summaries of work towards the overall goal, highlights, and challenges.
- **What should be included in the Engagement subsystem of the Progress & Accomplishments section?**
 - Engagement includes outreach, education, products/tools, resources- anything that teaches people about IOOS or makes our data easily usable for them.
- **Should products be included in the DMAC or Engagement subsystem?**
 - Think about the overall goal of the project: is the final output a tool that is easy and accessible for a user group? If so, include the update under Engagement. If the goal was to improve the management of data, include the update under DMAC. Ultimately, it is up to you- just be consistent about your categorization of the project from progress report to progress report.
- **How will publications be reported?**
 - The NOAA Institutional Repository is working on an updated process, so the publications section will be removed from the Progress Reports moving forward. We will let you know about the new process once it is finalized.
- **How should I report challenges?**
 - Challenges can be reported with the relevant project within the Progress & Accomplishments section. If it is a general challenge from the reporting period and not tied to a particular project, include the update in the "Other" section.
- **What can be included in the Other section?**
 - This section is for anything else we need to know about progress on this award during the reporting period. It is not mandatory- if topics are covered via other communications with the IOOS Office, no need to use this section.
- **What should I use as a template for final progress reports?**
 - Please use the progress report template for final reports. For content, the final report should dwell on the major accomplishments, impacts on society, etc., in other words, the highlights of what was done by the end of the award. Metrics (e.g., glider days, HFR uptime, buoy/sensor uptime) summarized over the entire performance period are valuable to include and will help tell the collective IOOS story and overall impact of the award. Programmatically, final reports should provide a brief summary of work done between the first and penultimate reporting periods and a more detailed description for the last reporting period of the

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project. (Therefore, depending on the award terms and conditions, you may submit a brief statement that the last reporting period will be covered in detail in the final report in lieu of the last six-month progress report.) The final report also should include a budget summary for the entire performance period of the award. Please do not link back to, copy/paste, or append previous progress reports you've submitted for the award, but rather synthesize over the award's full performance period. It's an overall, high-level summary of what was accomplished through the award and its impact.