

Progress Report General Guidance for Grantees

Purpose

This document provides guidance for the submission of non-research award performance progress reports (PPR) for Regional Association funding opportunities from the U.S. IOOS office (Base, DRSA, BIL and IRA).

NOAA uses the information contained in performance progress reports to:

- Track progress against milestones and deliverables in our cooperative agreements
- Stay informed about successes and challenges
- Anticipate upcoming administrative actions
- Report on system-wide capacity

Instructions

Describing activities and accomplishments:

- **Summarize the work done over the reporting period** - The Progress and Accomplishments section should not be a list of every task completed over the report period. Rather, it should be a summary of the work accomplished and the impact.
 - A description of the overall Task or Project from the original proposal/descope is not necessary to include in a progress report, other than a title or brief indication of which project is being referenced. However, changes to the original scope should be noted.
 - The grantee should compile and synthesize information collected from staff, PIs, and subawards, incorporating it into the broader context of the report. This should include supplemental funding (Table 2 from the Funding Letter).
 - Details on “conducting business” (i.e. attending conferences or meetings, phone calls, presentations, etc) do not need to be included unless there are major decisions, actions, or connections that come out of them.
 - Including specific quantities of platforms, sensors, etc. is helpful, but in a summarized form.
- **Keep it high level** - Focus on highlights, successes, and any significant developments, challenges, or delays. In-depth details are not needed.
- **Convey the impact** - Reports should convey the important work you accomplished within the context of the societal benefits you hope to achieve with the project. This helps the reader understand and communicate the beneficial impacts you have on your users.
- **Highlight changes** - If there are changes to a project since the proposal or descope, it must be specifically noted in the report. Changes are okay, but the IOOS Office simply needs to be aware (for example: changes to quantities or locations, or new activities). Note that describing project changes in the PPR does not replace the need to formally request such changes, if appropriate.

What to include:

- **Only include work performed in the last 6 months** - The PPR is meant to report on work that was done during the reporting period only. The PPR should not restate work from a previous reporting period or describe future plans, unless there is a change in plans.

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- **Only include activities/products funded by this funding source** - Only include the aspects of that work funded by this funding source. Do not include work supported by other funding sources. We recognize that some activities are funded by multiple funding sources. In these cases, please be clear about the component or share of the activity contributed by this funding source.
- **No duplication** - Updates provided in one area of the report should not be repeated elsewhere in the same report or past and future reports.
- **Be sure to indicate any Success Stories** - If you submitted a Success Story via the Google Form during this reporting period, add an asterisk next to the corresponding activity or project in your Progress and Accomplishments update.

Format:

- **Organization** - Structure your report by project activity, not by PI/subawardee.
 - Integrate across PIs/subawardees on a given activity if the “why” is shared by more than one entity. Do not collate and include individual reports from PIs/subawardees.
 - If a project contributes to more than one Subsystem, report on that project under the primary Subsystem.
- **Brief summaries** - Please summarize your progress concisely for each project activity over the six-month reporting period. The narrative (non-budget section) of progress reports should not exceed the original proposal in length.
- **Readable tables/figures/text** - All tables and figures should be a readable font size (8 minimum) and not blurry. Ensure when you submit a report in eRA that text is not cut off and there are no formatting issues.
- **No external links** - Reports should be self-contained and not use links to external files to provide information on project progress (e.g. a link to a Google Sheet milestone table). Such documents should be downloaded as Excel files and attached in eRA when uploading the PPR or converted to pdf and included in the report. Links to reference/source materials are ok, but please provide the full URL, as eRA removes hyperlinks in documents.

Other tips:

- **General Readability** - Ensure that technical terminology used in the report is consistent (ex. platform type, equipment, sensor, etc), particularly between PIs/partners. Ensure acronyms are spelled out the first time used in each report. Remember also that non-technical readers may be reviewing the report.

Note: *The following sections of the previous template from 2021 have been removed from the new template. IOOS Staff may still request information related to these removed sections.*

- Separate HFR and Gliders subsections in the Progress and Accomplishments
- Success Stories
- Table 2 Non-Core Funding
- A separate Education/Outreach section and linked spreadsheet
- Product Delivery
- Publications
- Other Challenges
- Addenda: [Asset Inventory](#), [DMAC Report](#), [HFR Asset & Staffing](#), [HFR O&M](#)