

**SECTORAL APPLICATIONS RESEARCH PROGRAM (SARP)
PROJECT ANNUAL REPORT TEMPLATE**

PROJECT TITLE:

INVESTIGATORS (*Research team and full contact information*):

NOAA GRANT NUMBER:

PROJECT YEARS:

TIME PERIOD ADDRESSED BY REPORT (*e.g., August 2002-March 2003*):

I. PRELIMINARY MATERIALS (*Information in this section is standard and may be updated and/or copied from previous progress reports*)

A. Research project objective. (*Limited to one paragraph*)

B. Stakeholders and decision makers with whom you are working (*in bulleted form*).

C. Approach including methodological framework, models used, theory developed and tested, project monitoring and evaluation criteria. Include a description of the key **beneficiaries** of the anticipated findings of this project (e.g., decision makers in a particular sector/level of government, researchers, private sector, science and resource management agencies). (*Limit of one page*)

D. Matching funds/activities descriptions, including in-kind, used in this project. (*Limit to one paragraph*)

E. Partners with whom you are working (e.g., NOAA, other federal agencies, academia, nongovernmental organizations, private sector, etc.) (*No text limit*)

II. ACCOMPLISHMENTS (*Information in this section should be updated annually*)

A. Project timeline and tasks accomplished (*Can be submitted in bullet form – limit of 2 pages*)

- Include a discussion of data collected, models developed or augmented, fieldwork undertaken, or analysis and/or evaluation undertaken, summary of findings, workshops held, stakeholder/user collaborations, training or other capacity building activities implemented.
- Where appropriate, describe the climate information products and forecasts considered in your project (both NOAA and non-NOAA) and identify any specific feedback on the NOAA products that might be helpful for improvement.
- If possible, please include a relevant high-resolution graphic or figure and if we have permission to use the images provided.

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- B. Application of your findings to inform decision making** and any highlights of communicating or translating science to decision makers (e.g. media events, presentations, briefings, representation on or input to decision making bodies, etc.). *(Limit to two pages)*
- C. Planned methods to transfer** the information and lessons learned from this project. *(Limit one paragraph)*
- D. Significant deviations from proposed workplan** (e.g., shift in priorities following consultation with program manager, delayed fieldwork due to late arrival of funds, obstacles encountered during the course of the project that have impacted outcome delivery). *(Limit to one paragraph)*
- E. Completed publications, white papers, or reports (with internet links if possible).** These can be either non-peer reviewed or peer-reviewed. For peer-review publications, please list either **published** or in **press**, but *not* “in review”. *(No text limit)*

III. GRAPHICS: PLEASE INCLUDE THE FOLLOWING GRAPHICS AS SEPARATE ATTACHMENTS TO YOUR REPORT

In order to better promote your work and the work of this program, please provide the following for use in communication materials for NOAA and external audiences.

- One PowerPoint slide depicting the overall project framework/approach/ results to date.
- If appropriate, additional graphic(s), photograph(s), or presentation(s) depicting any key information or research results thus far. Can we use the photographs on the web or in presentations (if so, please provide photographer’s name and text giving us permission to use the photos)?

IV. WEBSITE ADDRESS FOR FURTHER INFORMATION (IF APPLICABLE)

V. ADDITIONAL RELEVANT INFORMATION NOT COVERED UNDER THE ABOVE CATEGORIES