

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
U.S. DEPARTMENT OF AGRICULTURE**

**PROGRAM – SPECIFIC TERMS AND CONDITIONS
BIOMASS RESEARCH AND DEVELOPMENT INITIATIVE (BRDI)
APRIL 2011**

ARTICLE 9. TECHNICAL REPORTING

In addition to the reporting requirements identified in the NIFA agency-specific terms and conditions, the following are required.

3rd Party Site Visit

Projects selected for funding by USDA will be requested to allow for a 3rd party site visit and review near the termination of the grant. The results of the third party evaluation will be integrated into USDA NIFA's BRDI program evaluation activities and reported to USDA, OMB, and Congressional leadership.

National Agricultural Library's (NAL) LCA Digital Commons

During the course of the project, primary data from agricultural and industrial operations for performance assessment (e.g., life cycle material and energy inputs, outputs, impacts, and costs, etc.) must be submitted on-line to the National Agricultural Library's LCA Digital Commons. The LCA Digital Commons, will ultimately provide a place for grantees to upload data that the grantee might use in preparing Life Cycle Assessments including material and energy flows, impacts, and costs of agricultural and industrial processes related to bioenergy and material production (e.g., agricultural chemical production, agronomy, logistics, and industrial operations), as well as guidelines and tools for preparing data and meta data in the EcoSpold format.

The National Agricultural Library's LCA Digital Commons is described briefly at http://riley.nal.usda.gov/nal_display/index.php?info_center=8&tax_level=1&tax_subject=757.

The NAL LCA Digital Commons will be available to receive data by October 1, 2011. Life-Cycle Inventory data must be submitted within two years of the proposed project termination date. This requirement may be waived if the National Agricultural Library's LCA Digital Commons is not available for any reason.

BioEnergy Annual Investigator Meeting

USDA NIFA supports a bioenergy portfolio across many programs including the Agriculture and Food Research Initiative (AFRI), Small Business Innovation Research (SBIR) and BRDI. If a project is funded, beginning in the first year of funding, the Project Director will be required to attend annual investigator meetings for the duration of the award. The purpose of the annual

meeting will be to facilitate information exchange and coordination among NIFA programs and monitor how projects are progressing against proposed objectives. The awardee may use grant funds to cover the cost of travel and lodging or is otherwise responsible for such costs. Information, logistics and presentation requirements regarding these meetings will be provided after the grant is awarded.

Final Technical Report

In the month that an award is due to expire, a request for the Final Technical Report will be sent electronically to the award contact designated in the **NIFA electronic, Web-based inventory system**. In addition, a comprehensive final technical report must be submitted within 90 days following expiration of the grant. The final technical report should be submitted electronically as an attachment, in PDF format only, to the USDA-NIFA Agency Contact.

The report may include proprietary information as it will not be made available to the public via the worldwide web. The report should include the following.

Cover Page: Include project title, USDA BRDI proposal number, USDA BRDI Grant Number, date, lead PD or PI, company name and type of report, i.e., “Final Report” etc...

Front Matter: Provide a Table of Contents, lists of Acronyms, Figures, and Tables.

Acknowledgements: In a preface, state the individuals and/or organizations, including USDA that contributed to the project.

Executive Summary: Provide a general summary of the project in terms of the problem(s) addressed, the scientific questions explored, the results and potential future applications of the research, process and/or technology. Please limit the executive summary to less than 5 pages.

Technical Objective: Provide an explanation of the objectives proposed and accomplished over the life of the project, and how they demonstrate progress toward the identified problem and/or the USDA BRDI objectives under which the proposal was submitted. Discuss the problem that this project addressed in terms of its potential impact on National energy economy, security, agriculture and rural development and how the project has created incremental progress in these areas.

Results and Accomplishments: Discuss in detail whether the project’s objective(s) were met. Provide an explanation of how they were met by documenting the technical progress and accomplishments in relation to specific tasks outlined in the work plan. Discuss specific activities that were performed and provide figures and tables that summarize the data obtained from the project (Note: complete datasets are not required in the final report). Please report any and all project outputs, impacts and success stories. Project outputs may include but are not limited to: Invention Disclosures or provisional or non-provisional patent applications attributed to BRDI, Papers to be submitted, submitted and published, Workforce educated/trained or training events, Full-Time Employees (FTEs) with BRDI funding, New jobs created with BRDI Funding, New revenues that can be attributed to BRDI funding, and Products developed, tested,

and/or certified. Project impacts may include, but are not limited to: Research, processes, products, start-up companies that will be transferred/commercialized, Quantity and Value of energy and/or products produced, Jobs created (by state), and Quantified environmental benefits against alternative. Provide a discussion and the results of any success stories and/or commercialization activities that occurred during the project and discuss future commercialization plans or the next steps for this research and/or technology. The report should be sufficiently detailed to capture all the technical work accomplished under the USDA BRDI funding.

Conclusions: Provide a discussion of the utility, economic feasibility, and general attractiveness of the research and/or technology. Tie together all of the results from published and unpublished information. Address any unresolved issues with regard to the problem statement or background and current transition status.